

St Thomas More Roman Catholic Academy



# Policy on Drug and Alcohol Education

## (Use and misuse of Illegal Substances)

*All members of our community are given equal opportunities in line with the Single Equality Duty.*

Policy Written: May 2017

Reviewed By Ethos and Safeguarding Committee 06.06.17, 03/07/19

Adopted By Full Governing Body 26.06.17, 09/07/19

## St Thomas More R C Academy Mission Statement

St. Thomas More Roman Catholic Academy is a Catholic school, and as such we attempt to follow the example of Jesus Christ in our work, worship and relationships.

### **Our aims are:**

- To be a community based on Christian values, notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals.
- To provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others.
- To give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- To encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity. To help children grow into confident, open, resourceful young people with a sense of responsibility and of service.



## **Aims of the Policy**

St Thomas More R C Academy believes that as part of the care and welfare of its students it has a duty to:

- Increase students' knowledge and understanding about drugs and to clarify their misconceptions.
- Develop students' personal and social skills to enable them to make informed decisions and keep themselves safe and healthy.
- Enable students to explore their own and other people's attitude towards drugs, drug use and drug users.
- Ensure the safety of staff and students when on school site or when on any school trip or visit, residential or otherwise.
- Develop students' understanding of rules and laws
- Raise students' self-esteem and self-awareness
- Explore risks and consequences of their own and others' actions relating to drugs
- To enhance young people's decision-making skills more generally, using drug education as a vehicle.
  
- To enable any students who are misusing drugs or who have concerns about the misuse of drugs to seek help.
- To provide up to date, accurate information and to keep in touch with the local picture
- To encourage a Christian understanding for those who experience or are likely to experience substance abuse or its effects.

This policy applies to students, staff, visitors, parents and partner agencies.

## **Drugs and Alcohol Education.**

The school takes a proactive position on matters relating to the pastoral welfare of its students. In PSHE, which includes Drugs Education, we seek to educate young people towards a healthy lifestyle. This is done by:

- Offering a regularly reviewed and revised programme of teaching
- Creating a community atmosphere which encourages a safe and healthy lifestyle.
- Training and updating staff on a regular basis
- Teaching about substance misuse at an appropriate level in every year group.

St Thomas More R C Academy is committed to the health and safety of all its members and will take action to safeguard their well-being. The possession, use or supply of illegal

drugs/alcohol in the school context, which is defined as on school premises or during any school activity, is totally forbidden. Any such instance will be viewed as an extremely serious disciplinary matter. The governors believe it is essential that parents and students are clear at the outset about the normal sanction that will be applied in particular instances, as follows: a student who supplies any drugs or other solvents (whether legal or illegal and regardless of the seriousness of the use) on the school premises will be at risk of permanent exclusion for a first offence.

Parents/carers should be aware that any concerns or information gathered that their child is using, supplying or bringing any form of illegal substance or any form of drugs' paraphernalia onto the school premises/site, may be shared with the police in the interest of protecting not only the student involved, but every member of the Academy community.

In working closely with the Local Authority and the Police, the school will allow the police drugs' dogs onto the school site for random or targeted searches.

## **General Procedures**

### Procedure for Staff

If you suspect that a student is involved in substance misuse or possession on the premises you should inform a Head of Year or Leadership Team member immediately. If you are teaching a lesson, use the school's on-call system without delay and a member of the Leadership Team will immediately come to support. Do not personally investigate this concern. Supervise and monitor the student, not allowing contact with other students, until support arrives.

### Procedure for Pastoral and Leadership Team Staff

In the event of an incident involving substance misuse or supply in school we will follow the procedures outlined in the DfE and ACPO drug advice for school publication September 2012.

- The incident will be initially dealt with (and procedures outlined below implemented) by a Head of Year or member of the Leadership Team in school.
- The Deputy Headteacher or Assistant Headteacher (Pastoral) will normally inform parents or carers at the earliest opportunity.
- After discussion with parents or carers, governors, pastoral staff and, where necessary, Police, the Headteacher will decide upon action to be taken. The interests of the student(s) involved will be balanced against the interests of other school members and the local community.

- The Headteacher reserves the right to exclude any students who bring drugs or alcohol into school, have them on their person, consume them, are under the influence of them or hand them out before, during or after the school day, including during school visits.

Student Presenting Intoxicated on School Premises - Alcohol/Volatile Substances (Substances not controlled under the Misuse of Drugs Act 1971, therefore proactive police involvement would not ordinarily be needed)

- If medical emergency: call for medical assistance/ambulance, follow first aid procedures until help arrives.
- If not a medical emergency: keep student calm and under observation.
- Contact parent or carer on health and safety grounds, and request student's removal if necessary.
- If student displays threatening or disorderly behaviour and Police support is needed, ring 101 or 999 depending on the level of threat.
- Complete a Public Health School Nurse Referral Form.
- Apply behaviour policy sanctions as appropriate.

Student Presenting Intoxicated on School Premises – Drugs

- If medical emergency: call for medical assistance/ambulance, follow first aid procedures until help arrives.
- If not a medical emergency: keep student calm and under observation.
- Contact parent or carer on health and safety grounds, and request student's removal if necessary.
- If student displays threatening or disorderly behaviour and Police support is needed, ring 101 or 999 depending on the level of threat.
- Contact Police, who will support school in any further action regarding the legal aspect.
- Complete a Public Health School Nurse Referral Form.
- Apply behaviour policy sanctions as appropriate.

Student suspected of involvement in drug incident on school premises

- Contact Police, who will collect information and support school in communicating with student(s) and families.
- Coordinate any in-school follow up with Police, who should keep school involved regarding any further investigation or criminal proceedings.

- Complete a Public Health School Nurse Referral Form.
- Apply behaviour policy sanctions as appropriate.

Students suspected of involvement in drug incidents off school premises but during school day

- Contact Police, who will collect information.
- Do not contact parent or carer without consulting Police. Police will liaise, where appropriate, and support schools in communicating with student(s) and families.
- Coordinate any in-school follow up with Police, who should keep school involved regarding any further investigation or criminal proceedings.
- Complete a Public Health School Nurse Referral Form.
- Apply behaviour policy sanctions as appropriate.

Student found in possession of alcohol or tobacco on school premises, on school trip or in vicinity of school, including journey to and from school

- Respond to any health and wellbeing issues.
- Inform parent or carer.
- Confiscate and dispose of appropriately within health and safety policy in school.
- Apply behaviour policy sanctions as appropriate.
- Remind the students concerned they may speak to the school nurse in confidence using the text referral service.

Student found in possession of a suspected drug on school premises, on school trip or in vicinity of school, including journey to and from school

- Respond to any health and wellbeing issues (see medical advice above).
- Where at all possible, take possession of the drug involved.
- Secure the drug as evidence.
- **Police action required due to potential criminal offence.**
- Contact Police on 101 to create incident report.
- Police will attend and secure evidence.
- Any arrest should take place off school premises in presence of parent or carer (unless the Officer in Charge is aware of other factors, which would require an on the spot arrest).
- Seek cooperation from student to remain on school premises (if they refuse, update police on 101 using incident number).

- If on a school visit and in a different authority or country be aware that differences may exist in how forces respond.
- Do not contact parent or carer without consulting Police. Police will liaise, where appropriate, and support schools in communicating with student(s) and families.
- Police should remain in contact with the school and inform of outcome of the criminal proceedings.
- Complete school nurse referral.
- Apply behaviour policy sanctions as appropriate.

#### Student found supplying suspected illegal drug on school premises

- Where at all possible, take possession of the drug and any monies involved.
- Secure the drug as evidence.
- **Police action required due to potential criminal offence.**
- Contact Police on 101 to create incident report.
- If on a school visit and in a different authority or country be aware that differences may exist in how forces respond.
- Any arrest may take place on school premises due to the nature of the offence and to preserve any evidence during the investigation.
- Seek cooperation from student to remain on school premises (if they refuse, update police on 101 using incident number).
- Do not contact parent or carer unless Officer in Charge requests.
- Police should remain in contact with the school and inform of outcome of the criminal proceedings.
- Complete school nurse referral.
- Apply behaviour policy sanctions as appropriate.

#### Staff member or visitor suspected of involved in drug incident on school premises

- The Law around legal and illegal drugs also applies to all school staff and visitors, including parents.
- Apply protocols as above. For further support contact Police.

#### **The use of outside agencies**

The school actively co-operates with outside agencies such as Community Police, Social Services and young people's support agencies (e.g. PROPS, Clennell Education Solutions) to support and enhance its teaching programme and to support its dealing with drug and alcohol related incidents.

## Confiscation of property

The Academy reserves its right to confiscate, retain or dispose of a student's property (i.e. an item which poses a threat to others/an item which poses a threat to good order for learning/an item against the Academy's uniform rules/an item which poses a health or safety threat/illegal items). Records of confiscated items will be kept and items will be stored safely and returned to the student and or parent as appropriate – normally at the end of the school day. However, illegal items will be handed over to the police.

## Searching students

Academy staff can search students with their consent for any item. The Head Teacher and authorised staff (Deputy Headteacher, Assistant Headteacher (Pastoral), Head of Year, Assistant Head of Year) have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are items identified as such in current DfE guidance. ['Screening, searching and confiscation – Advice for head teachers, staff and governing bodies' DfE 2018]

At present the "prohibited items" are:

- knives and weapons
- **alcohol**
- **illegal drugs**
- stolen items
- **tobacco and cigarette papers**
- **e-cigarettes**
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, cause personal injury or damage the property of any person [including the pupil].

The Headteacher and authorised staff can use such force as is reasonable given the circumstances to conduct a search for these "prohibited items". If the student refuses to cooperate with a search without consent for "prohibited items" they may be referred to the police and/or an appropriate sanction in line with the school's behaviour policy can be applied. A second staff member must be present at all times when such a search is conducted and the searchers should be of the same gender as the student whenever possible. Mobile devices can be searched by the Headteacher and authorised staff if content is thought to be inappropriate.

A search must be limited in extent to:

- the removal of and search of outer clothing only i.e. any clothing worn otherwise than wholly next to the skin or immediately over underwear e.g. coat or blazer.
- a student's possessions i.e. goods over which he or she has or appears to have control including bags.
- A search may be conducted on the school site or elsewhere when the student is under the lawful control of the school.
- Safety must be paramount and if the degree of danger/threat posed by a search is unacceptable to a member of staff, then the police should be called.

Prohibited or forbidden items found as a consequence of a search may be confiscated, retained, disposed of or destroyed in line with current DfE guidance [Screening, searching and confiscation; Advice for head teachers, staff and governing bodies, 2018].

### **Confidentiality**

Where a student is being questioned by a member of staff regarding a suspected drug-related incident, no guarantee of confidentiality can be given. This should be made clear to the student at the outset of the conversation.

Information regarding a student's involvement in a drug-related incident may be pertinent to other agencies involved in the student's care e.g. Youth Offending Team, Looked After Children Team. Such information should be shared with according sensitivity and on a need to know basis.

The following related policies are also available on the school website

[www.stmacademy.org.uk](http://www.stmacademy.org.uk)

- Health and Safety Policy
- No Smoking Policy
- Behaviour and Discipline Policy

### **Useful Organisations**

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 3817 9410 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)  
Website: [www.adfam.org.uk](http://www.adfam.org.uk)

Alcohol Change UK works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems

Tel: 020 3907 8480 Email: [contact@alcoholchange.org.uk](mailto:contact@alcoholchange.org.uk)  
Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7404 0242 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: <http://ash.org.uk>

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 714 650 (general queries only) Email: [info@coramclc.org.uk](mailto:info@coramclc.org.uk)

Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7766 9900 Website: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0300 123 1110 (lines are open 24 hours a day)

Drugwise is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugwise.org.uk](http://www.drugwise.org.uk)

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0300 123 6600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com); Website: [www.talktofrank.com](http://www.talktofrank.com)

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 963 2751. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: <https://mentoruk.org.uk/>

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0808 800 2222 Website: [www.familylives.org.uk](http://www.familylives.org.uk)

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people.

Text: 07496 959930 Information line: 01785 810762. Email: [info@re-solv.org](mailto:info@re-solv.org)

Website: [www.re-solv.org](http://www.re-solv.org)

Smokefree - NHS Smoking Helpline: 0300 123 1044;

Website: <https://www.nhs.uk/smokefree>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: [www.childrenssociety.org.uk](http://www.childrenssociety.org.uk)

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>