


# **Sponne School**

## **MISUSE OF DRUGS AND SUBSTANCES POLICY**

*Linked to Other Policies:-*

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- **Behaviour**
- **Exclusions**
- **Health and Safety**
- **Safeguarding**
- **Anti-bullying**
- **Critical Incidents**
- **Educational Trips and Visits**
- **Medicines**

### **Purpose of Policy**

The purpose of this policy is to:

- Provide information and guidance that sits securely within the school's ethos of respect for self, respect for others and respect for learning; and with due consideration for the school's mission and values statements.
- Inform parents and students about the school's approach to drug education and the school's procedures when dealing with drug and/or substance misuse in school.
- Guide staff and governors who are managing or monitoring instances of drug and/or substance misuse in school.

This policy applies to all students of Sponne, including those educated off-site by an alternative provider (e.g. Hospital and Outreach / Complementary Education Centres) and cluster students.

This policy applies to all students when in school, when travelling to and from school, and when engaged in extra-curricular activities such as educational trips and visits (residential and non-residential) and when being educated as a member of Sponne off-site.

### **Definitions and Terminology**

#### *Drugs- A Definition*


*'A substance people take to change the way they feel, think or behave'  
(United Nations Office on Drugs and Crime)*

Where this document refers to drugs and substances, this includes legal drugs, illegal drugs, prescription and non-prescription medicines, new psychoactive substances ('legal highs') and volatile substances. It also refers to substances that students believe to be drugs or substances that students masquerade as drugs.

This document uses the term drugs and substances to refer to any psychotropic substance, or any substance which students believe to be psychotropic, or any substance that a student or students masquerade as psychotropic. A psychotropic substance is anything which has, or can have, an altering effect on perception, emotion, or behaviour.

As new substances constantly come into use, any list that attempts to name them will be out of date. For this reason, this policy does not include a list of substances. Similarly, many have alternative names ('street' names) that change frequently. In the event of a drugs and/or substance misuse incident in school, up to date information can be found at [www.frank.co.uk](http://www.frank.co.uk).

For the purposes of this policy, 'drug and/or substance misuse in school' refers to bringing drugs into school (whether with the intention to supply, for personal use or for storage), taking drugs in school (whether privately, publicly, alone or with others) and being in possession of drugs in school (whether for personal purposes or on behalf of another party).

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**This policy should be read in the context of our mission and value statements:**

### **MISSION STATEMENT**

Through strong relationships and a culture of respect, we will nurture and develop each of our students to become independent, confident, academically successful and responsible individuals who will strive to achieve their very best in all aspects of life.


### **VALUE STATEMENTS**

Our values are held within three 'non-negotiable' aspects which, we believe, are fundamental to the life of our school and which best represent our beliefs in education. These non-negotiables are: high achievement, inclusion and the development of the whole child.

**Our mission and values statements inform every decision we take**

### **PRINCIPLES**

- All misuse of drugs and/or substances is unacceptable at Sponne School. The misuse of drugs and/or substances in school will be viewed as a serious breach of the school's Behaviour Policy and the home/school agreement which is signed by all students and parents on admission. The only exception to this is the use of medicines prescribed by a doctor which will be administered by trained staff to named students with recorded permission from parents. (Refer to Medicines Policy)
- At Sponne, our first concern in managing the misuse of drugs and/or substances is the health and safety of the school's community. Sponne is a safe place where students are entitled to learn in an environment that is free from risk of harm or exposure to misuse of drugs and/or substances. Anyone who misuses drugs and/or substances in school, is in possession of illicit drugs and/or substances in school, or brings illicit drugs and/or substances into school is jeopardising this entitlement and is seriously undermining the ethos of the school. Appropriate and serious attention will be given to incidents which pose a threat to the health and safety of students and to the school's ethos.
- All incidents involving the misuse of drugs and/or substances will be carefully assessed to ensure that appropriate and sensitive decisions are made that take account of a student's personal and family circumstances. When making decisions about sanctions, the Senior Leadership Team and Headteacher will consider circumstances relating to the individual involved using the matrix in this policy. These circumstances will be considered alongside the level of risk posed to the safety of the school community, the safeguarding of the school's ethos and the public image of the school.
- In the event of drug and/or substance misuse in school, the procedure within this policy will be followed. The health and safety of the person involved in drug and/or substance misuse remains a priority for the school. Every member of our school community is valued and is therefore entitled to support, guidance and respect. Students involved in drug or substance misuse in school will be offered immediate first aid and emergency care (where necessary) and, following any action as outlined in this policy, information about professional bodies and organisations that can offer support. This support will also be offered to the student's family. Local and national support bodies are listed in Annexe 1.
- Any incidents will be dealt with firmly, promptly and fairly by the Senior Leadership Team and all decisions will be discussed with the Headteacher. Decisions regarding sanctions will only be taken after obtaining full information, in a way which reduces the risk to the individual students involved and other students in the school. All investigations into drug and/or substance misuse will be fully documented. Any incident involving drugs will be discussed with the police as this intelligence is important to deter drugs use and involvement in the community. Where dealing of drugs is suspected the consequences for students will be the same as for any citizen in the community and students could be charged with possession with intent to supply. The matrix assumes collaboration with the police.

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### Staff with key responsibility for drugs

The Senior Leadership Teacher responsible for the implementation of this policy is **(Emma Harris)**. Staff names in an appendix rather than main body of policy

### Misuse of Drugs and Substances Education and Training

Drugs education is required through the DFE guidance of September 2013 for PSHE Education, in that “schools should seek to use PSHE education to build, where appropriate, on the statutory content already outlined in the national curriculum, the basic school curriculum and in statutory guidance on: drug education”. The misuse of drugs/substances education is delivered within the PSHE, tutorial and assembly programmes and follows guidance in the 2004 Drugs: Guidance for Schools (Ref: DfES/0092/2004). It also reflects the guidance given by the PSHE Association in its PSHE Programmes of Study through the core themes of 'Health and Wellbeing' and 'Relationships'. The PSHE programme compliments the Key Stage 3 Biology (gas exchange systems, reproduction and health) National Curriculum requirements from September 2014.

Staff training in the misuse of drugs/substances education is reviewed as part of the school's on-going commitment to the training and development of all adults within the school community. Teachers are expected to access information as specified in the PSHE schemes of learning to ensure they have up-to-date knowledge of key areas of the law relating to drug and substance misuse.

Appropriate use is made of outside agencies (e.g. C.A.N/CRI) to assist the school and individuals with advice and information regarding the misuse of drugs/substances.

### THE MANAGEMENT OF DRUG INCIDENTS

If emergency first aid is required in an incident involving the misuse of drugs and/or substances, procedures in the critical incident policy must be followed. The school will retain any vomit and/or drug samples to pass to medical professionals or the police.

### PROCEDURES FOR MANAGING INCIDENTS INVOLVING THE MISUSE OF DRUGS AND/OR SUBSTANCES:

#### *Step one: Information gathering*

- Statement from individual/s involved and witnesses as soon as reasonably possible.
- All statements must be dated and signed.

#### *Step two: Immediate actions*

- Contact parents/carers or those with parental responsibility (unless there are safeguarding concerns, in which case refer to Safeguarding Policy)
- Internal isolation until a decision about appropriate sanctions is reached.

#### *Step three: Decision-making about appropriate sanctions*

- Refer directly to this policy for guidance.
- Use the matrix below to guide discussion.
- Make a record of discussion and decisions made. Ensure records are signed and dated by those making them.

#### *Step four: Sanctions*

- Inform student and parents/carers of sanctions.
- Follow procedures as stated in the Behaviour Policy and Exclusion Policy (where relevant)

In all cases, follow-up support and intervention may include; appropriate internal sanctions such as internal isolation, detentions or report, referral of student and/or family to outside agencies for support; initiating a safeguarding referral and/or Early Help Assessment; creating a Pastoral Support Plan that includes further education about managing risk; and/or involvement of a Learning Mentor, the House team or the School Nurse.

## SANCTIONS


**In all cases, refer to the matrix below to guide discussion and inform decisions regarding sanctions.**

The matrix states extreme ends of possible areas to consider. When making a decision about sanctions, place the individual on an appropriate point on each scale. Keep a record of this for future reference. Use this matrix for all incidents of drug and/or substance misuse, regardless of the class or legality of the drug.

Rumour / suspicion	← ----- →	Definite evidence
Unintoxicated	← ----- →	Intoxicated
In personal turmoil	← ----- →	Pleasure seeking
Low risk use	← ----- →	Reckless use
Use in private	← ----- →	Use in public
Ignorant of risk	← ----- →	Risk aware
Possession of small quantity	← ----- →	Supply to others
Admission	← ----- →	Denial
First offence	← ----- →	Frequent use
Unblemished school record	← ----- →	Behaviour concerns
No others involved	← ----- →	Involved others
No risk to others' safety	← ----- →	Risk to others' safety
No impact on school ethos	← ----- →	Jeopardising school ethos
No intention to cause harm	← ----- →	Intention to cause harm
Vulnerable, easily-led	← ----- →	Rebellious, influential
No police involvement with students	← ----- →	Police charges

Once sanctions have been agreed, the following questions must be asked:

- Are the sanctions consistent with linked policies?
- Do the sanctions take into account the needs of, and impact on, all concerned – including the wider school community?
- Do the sanctions ensure that a consistent message about the use of drugs in school is communicated to students, staff, parents and the community?
- Do the sanctions ensure that, if the information is in the public domain, the school's reputation is secure?

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If the answer to any of the above questions is no, refer back to the matrix and review any decisions made. Record all discussions for future reference.

**In all cases of drug and/or substance misuse in school, the police will be informed.** Police action will run concurrently with school procedures and will be considered as part of the matrix when making decisions about sanctions.

Exclusion will not be the automatic sanction in response to an incident of drug and/or substance misuse. However, in most cases a fixed term exclusion will be considered as a justifiable and fair response. Permanent exclusion will only be used in serious cases, for example when a student supplies drugs/substances to others or takes drugs/substances in view of others. The seriousness of each case will be decided upon using the matrix above. Single instances of substance misuse that are deemed to be a serious breach of the school's behaviour policy may lead to permanent exclusion.

The following guidance on factors that a Headteacher should take into account before taking the decision to exclude is taken from 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England' published by the DFE in 2012:

*A decision to exclude a pupil permanently should only be taken:*

- *In response to a serious breach, or persistent breaches, of the school's behaviour policy; and*
- *Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.*

### **Powers to search and confiscate**

Section 91 of the Education and Inspections Act 2006 enables a member of staff to confiscate, retain or dispose of a student's property, where reasonable to do so. Where a member of staff finds substances believed to be drugs (see Definitions and Terminology section on page 1) these can be confiscated where a teacher believes them to be harmful or detrimental to safety, good order and discipline. This includes new psychoactive substances or what was previously classes as 'legal highs'. If school staff are unable to identify the legal status of a drug/substance, it should be treated as a controlled (illegal) drug/substance.

If a product has to be confiscated the law allows school staff to have temporary possession of a substance suspected of being an illegal drug.


- Staff should always have another adult present
- Place the substance in a sealed envelope and include details of the date and time of the incident. There should also be a note giving details about who was present. The substance should be stored in a secure location with limited access.
- The Police will collect the substance
- A report of the whole incident must be filed in accordance with school policy

School staff can search a student for any item. Formal written consent is not required, and parents do not have to be informed beforehand. However, staff must make a record of any search that takes place and inform parents.

All searches must take place with another member of staff present. All searches must be undertaken by a member of staff of the same gender to the student being searched.

School staff have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

*(For further detail refer to Screening, Searching and Confiscation – Advice for Headteachers, Staff and Governing Bodies, 2014.)*

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## Annexe 1

### Local and National Support Bodies

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.  
Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** 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 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.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 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://www.ash.org.uk)

**CAN** provides a range of drug, alcohol and homelessness services throughout Northamptonshire, Bedfordshire and Luton <http://www.recoveryfocus.org.uk/CAN>

**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 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.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)

**CRI – Crime Reduction Initiatives** – CRI is a health and social care charity working with individuals, families and communities across England and Wales that are affected by drugs, alcohol, crime, homelessness, domestic abuse and antisocial behaviour. **Address:** 2nd Floor Duncan House 14 Duncan Street Leeds LS1 6DQ **Tel:** 0113 380 4640 **Fax:** 0113 246 8568 <http://www.cri.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 7307 7450 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: 0800 917 8282 (lines are open 24 hours a day)


**DrugScope** 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.drugscope.org.uk](http://www.drugscope.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: 0800 776600 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 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.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)



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**Northampton Drug and Alcohol Service (NDAS)** 39 Billing Road, Northampton, Northamptonshire, NN1 5BA (01604) 627027

**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: 0800 800 2222  
Website: <http://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. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Directgov Young People** can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and educational options, money, as well as helping young people find out about activities they can get involved in.  
Website: <http://www.direct.gov.uk/en/YoungPeople/index.htm>

**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: <http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm>

Reviewed by:	Emma Harris Sept 2016
Agreed by:	Students & Personnel Committee September 2016