

The Priory School



Drugs Policy (Students)

Adopted by the Governing Body on:	January 2016
Review cycle:	Bi-annual
Review date:	January 2018
Governors Committee:	Curriculum and Students
Staff Responsible:	JTL/ HOKs



Diocese of Guildford

Section 1: Introduction

This document outlines the Governors' and Headteacher's policy on dealing with drug and alcohol use and misuse in the context of the work of The Priory School. Unless otherwise specified, where this policy refers to drugs this includes:

- Alcohol,
- Tobacco, nicotine, e-cigarettes
- Illegal drugs,
- Medicines (prescription and over the counter, etc),
- Volatile substances and solvents,
- psychoactive substances (including "legal highs").

The policy covers issues relating to the possession and/or use of legal and illegal substances on school premises and in areas within the school's jurisdiction. It defines a clear process of referral to which all members of staff are required to adhere. This policy relates to all normal circumstances but judgements of the head are to be made based on circumstances and professional judgement.

Governors have the right to amend policy in line with local authority, government or diocese recommendations.

A successful drugs policy is recognised as one of the highest priorities for the school. Successfully educating students about the use, abuse and pitfalls of drugs will help to bring life-long benefits to both students and to the society within which they live.

Section 2 : Process for Referral following suspicion of drug or solvent abuse

A member of staff who suspects that a student is in possession or under the influence of any drug MUST immediately refer the matter to the Headteacher or, in his absence, the Deputy Headteacher. The member of staff must not carry out an investigation or take any further action other than to escort the student to the Headteacher, or in an emergency, supervise the student and send a responsible person to fetch the Headteacher.

If a student is suspected of being under the influence of drugs or alcohol on school premises, the school will prioritise the safety of the young person and those around them, if necessary dealing with the situation as a medical emergency, administering first aid and summoning appropriate support.

The Headteacher will investigate the matter to ascertain whether there is reasonable suspicion that a drug has been brought to or used on school premises. Depending on the circumstances, parents or the police may be contacted. The school will give full co-operation to any investigation subsequently undertaken by the police. If a student is considered to be at risk, the safeguarding policy will come into effect and Social Services may need to be contacted.

If the student is in possession of any "drugs", the Headteacher will decide whether or not to take possession of them. This should be carried out in the presence of a witness. (See Section 3).

The Headteacher will normally contact the student's parents/carers and/or other relevant agencies.

Section 3 : Dealing with Possession of Drugs.

If the Headteacher decides to take temporary possession of a substance or drug, he should do

so in the presence of a witness, placing the substance into a plastic bag or other suitable container. This should then be labelled with the date and time it was received by him, the names of the student and the witness (student and/or teachers), and the details of the alleged substance. The substance should then be stored in a secure location with access limited to senior members of staff, prior to it being passed directly to the police; under no circumstances should it be disposed of. Police should be notified without delay. The police will collect the substance, staff members will not take it to the police station. Full details of the incident, including the police incident reference number should be recorded.

Parents/carers will be informed unless this is not in the interests of the student. Any safeguarding concerns will be identified and a support and disciplinary response will be developed.

Section 4 - Confidentiality

Whilst it is not a legal requirement to divulge to the police the names of students suspected of using or possessing illegal substances outside of school premises, the Headteacher will use their judgement on how to proceed including decisions to inform police/other relevant authorities.

Information concerning possession or use of drugs on or off school premises will be passed to staff by the Headteacher on a need-to-know basis only.

Section 5: Use of Sanctions

Action taken by the police against a student for possession or use of illegal substances as part of the legal process is separate from and in addition to action taken by the school.

Whilst the school will have regard to action taken by the police, the Headteacher will consider in each case whether or not to employ the variety of sanctions available to him. The response to drug-related incidents will be balanced based on the needs of the individual students concerned and with the wider school community.

If the Headteacher is satisfied that a student has supplied or sold drugs for misuse to other students either on school premises or in areas within the school's jurisdiction, the Headteacher will permanently exclude the student.

If a student is found to have been in possession of, or under the influence of drugs either on school premises or in areas within the school's jurisdiction but without the involvement of other students, this will also lead to exclusion.

The Headteacher may make use of drug dogs or drug testing strategies if he considers it necessary, after consulting the local police.

Section 6 : Recording of Incidents

All incidents relating to drug possession or misuse will be recorded on student files to which parents have right of access. This will be done in line with the Data Protection Act. All incidents concerning drugs misuse will be dealt with immediately as they are to be regarded as serious matters.

Students involved in incidents need to be supervised to ensure their health and safety and to minimise the risk of losing evidence.

Section 7 : The Use of Alcohol in School

Whilst the use of alcohol is not usually appropriate on school premises, the Headteacher and Governors recognise that there are some occasions when controlled access to alcohol may be permissible. These may include occasions not involving students, such as staff social occasions and Friends of The Priory School social events, and occasions involving older students, such as supervised Sixth Form social activities.

Staff supervising such activities, on or off school premises, must control the consumption of alcohol to a reasonable level, and at least one member of the supervising staff must not consume any alcohol whatsoever.

Any student found to be in possession or under the influence of alcohol on school premises should be reported to her or his Head of Year, or a member of the Senior Management Team as appropriate, who will take the necessary disciplinary action according to normal school procedures.

This whole policy extends to on school site and out of school activities.

Section 8 : The Availability and Use of Volatile substances/Solvents in School

Whilst sniffing volatile substances/solvents is not illegal, the Headteacher and Governors recognise that what users do to obtain solvents and what users do under the influence of volatile substances/solvents may require the taking of legal action and thus the involvement of the police. However, in the normal course of events, a student who is suspected of having misused volatile substances/ solvents must be referred to her or his Head of Year, or a member of the Senior Leadership Team as appropriate, who will take the necessary disciplinary action according to normal school procedures.

Teaching staff whose departmental work requires the use of volatile substances/solvents which can be sniffed are required to ensure that students using them are kept under close surveillance and that all volatile substances/solvents are returned before students are permitted to leave the classroom. Volatile substances/solvents should be safely locked away out of students' reach when not in properly supervised use.

Section 9 : Attitudes Towards Smoking in School including e-cigarettes

Students (including those in the Sixth Form) are not permitted to smoke whilst on school premises or in areas within the school's jurisdiction or in the local area adjacent to the school. Any student caught smoking should be referred to her or his Head of Year, who will take the necessary disciplinary action according to normal school procedures.

Section 10 : Counselling and the use of External Agencies

The Governors and Headteacher recognise that dealing with drug or substance misuse is not simply a disciplinary matter and that responsibility does not end with punishment. In most cases, the school will attempt to provide some form of counselling or welfare monitoring, usually from a person who knows the student well and who has not been part of the disciplinary process in this case.

If this person concludes that the student is a regular or dependent user, the Headteacher will normally contact the relevant external agencies. In most cases this will include the Education Welfare Service, the School Psychological Service and the local Social Services Department.

Section 11 : Teaching about Drugs and Alcohol

Our aims are:

1. To educate students so that they are able to make safe decisions to lead happy and healthy lives.
2. To enable/encourage students to feel able to ask questions about drugs and alcohol issues.
3. To make students aware of the negative impact of drugs and alcohol on individuals, families and wider communities when misused/abused.
4. To educate students of the negative impact drugs and alcohol can have on whole areas and countries through their trade.
5. To make drug and alcohol education relevant to students and to engage them so that students can assess and manage risk appropriately and keep themselves safe.
6. For students to learn about the law and the dangers of illegal drug use and alcohol misuse.
7. For students to be given appropriate access to information to support their learning about drugs and alcohol with the Frank website and other information.
8. To be responsive to incidents and events that occur within the school and the local area and to be adaptable to reflect on incidents involving drugs.
9. To develop the confidence and skills of communication, negotiation and assertion of students, so that they can manage risk appropriately and keep themselves safe.

A full programme of drugs' education is included in PSHCE lessons throughout the school.

We use national and local evidence in our planning and delivery of lessons. Underage binge drinking is a major concern. As a result in our PSHCE programme we look at both the health impact as well as the societal impact of underage binge drinking.

We use a variety of sources to support the teaching in these areas including:

- videos and DVDs from charities such as Leah Betts Trust
- news stories highlighting dangers and the impact
- government health advice
- The TalktoFrank website
- PSHCE textbooks and resources that give students clear advice on the law around the use and misuse of drugs and alcohol as well as the potential health impact.
- Guidance from Surrey Local Authority (FourS/Babcock).
- Local police force to talk to Year 8 students on local issues relating to drugs
- NHS Smoking Services for tobacco.
- National Institute for Clinical Excellence (NICE) guidance on school based interventions to prevent the uptake of smoking amongst young people.

In line with all PSHCE teaching we regularly gain feedback from class teachers (in department meetings), students (through questionnaires as well as informal discussion) as well as outside agencies (Dorking Drugs and Alcohol group and Police force) to help us ensure our Drugs and Alcohol education is relevant to students' needs.

Section 12: Dissemination of Policy

This policy is available in the Staff Handbook and on the Virtual Learning Environment for all staff to refer to. This policy is available on request for all parents to see.

Staff are to be informed of the new policy through regular inset time as well as events with the police service to keep them up-to-date with drugs issues.

Section 13: Press Relations

The Headteacher should be informed of any press enquiries.
The local authority press officer handles all relevant press relations.

Section 14 Staff Drug Policy

See 4S disciplinary framework.