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Drugs and Banned Substances Policy

Updated: 17 March 2023
Next Review: 17 March 2024



Set out below is the school's policy in respect of drugs and substance abuse, and the procedures to be followed when handling drugs related incidents.

This policy should be used with reference to our Safeguarding and Inclusion policies.

INTRODUCTION

This policy covers the use and misuse of all psychoactive substances by students. Substances covered by the term drugs in this policy include illegal drugs, tobacco, alcohol, solvents and prescription or over-the-counter medicines (used for purposes other than those for which they were prescribed /intended)

The definition of a drug given by the United Nations Office on Drugs and Crime is: A substance people take to change the way they feel, think or behave. The term "drugs" and "drug education", unless otherwise stated, is used throughout this document to refer to all illegal drugs controlled by the Misuse of Drugs Act 1971 and the Act's amendments, i.e. Drugs Act 2005.

This is a school where human rights are respected; as such the responsibility to maintain high standards of behaviour lies with all members of our school community. The school acknowledges its legal duties under the Equalities Act 2010 in relation to all protected groups including SEND (Special Educational Needs and Disabilities) and will always take their circumstances into account. It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exist.

Aim

The purpose of the Haute Vallée School's Drugs Policy is to:

- Clarify Haute Vallée School's approach to drugs for all staff, students, parents/guardians, external agencies and the wider community
- Enable staff to manage any incidents that occur, with confidence and consistency, and in the best interests of those involved.
- Contribute to making a safe and supportive learning environment
- Ensure the school is fulfilling its safeguarding responsibilities by ensuring that students are protected from harm and that those for who drugs are a concern; receive the appropriate care and support.
- Enable staff to manage drugs on and off premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved.

DRUG EDUCATION

Haute Vallée School recognises its duty to its students' wellbeing and is also required to promote "spiritual, moral, social and cultural development". As part of this the school has a responsibility to help young people manage risk, reducing the likelihood they may be harmed by use of legal and illegal drugs.

Within our curriculum we aim to:

- a) Increase knowledge and understanding, clarifying misconceptions about: the short and long-term effects of drugs, laws relating to drugs, the impact of drugs on families, communities, and



personal behaviour, the prevalence and acceptability of drug use among peers, and the moral, social, and emotional issues surrounding drugs.

b) Develop young people's personal and social skills to make informed decisions to stay safe and healthy including finding information and advice and devising coping strategies;

c) Enable young people to explore their own and other peoples' attitudes towards drugs, drug use, and users.

The School will ensure that students at Key Stage 3 will learn about the effects and risks of drugs and the laws relating to drugs. They will learn the skills to recognise and manage risk and to resist pressures. They will develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

The School will ensure that at Key Stage 4 students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.

Drug Education will be delivered via the Science, PSHE, RS and PE Curriculum, supported, where judged appropriate, by external drug educators in partnership.

Drugs on school premises

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as premises of a school trip or visit.

Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

MANAGING DRUG RELATED INCIDENTS

This section of the policy has due regard to the Education Department's Drugs Policy and to HM Government's (2018) Keeping Children safe in Education.

The School operates a zero-tolerance policy towards drug use or supply on the premises. This will include students arriving under the influence of substances. When dealing with drug-related incidents all incidents should be recorded (see Appendix 3 for a copy of the form) and the following procedures will apply (**See also Appendix 1: the flowchart for "Managing Drug Incidents"**)

The possession, use or supply of illegal and other unauthorised drugs within school or boundaries is unacceptable. In dealing with drug related incidents our primary concern will be with the health and safety of those involved and of the community as a whole.

Often drugs related incidents can be placed into one of three broad categories

- i. Rumours of use or dealing on or off the premises.
- ii. Actual use or dealing on or off the premises (this may require a first aid response).
- iii. Disclosures of own or others use from a student or parent and requests for help and support.

Responses to these incidents will vary from the punitive to the pastoral.

The Flowchart (appendix 1) on Managing Drugs incidents can be used to determine interventions and/or strategies following such incidents.

Suspected Intoxication



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If a student is found to be or suspected of being under the influence of drugs or alcohol a senior teacher will be notified and the student's family informed to come and collect the student.



Tobacco/e-cigarettes/Vapes

Any student smoking or found in possession of cigarettes at school or on school related activities will be reported to the Head of Year. Parents will be informed, and the student warned that a second breach of the policy may lead to suspension or such other sanction as the Head teacher sees fit. Cigarettes and any flammable materials will be confiscated and destroyed. This also applies to "vaping" and the use of electronic cigarettes.

Suspected Possession of Alcohol or Drugs

All illegal drugs are banned from the school site and on all school related trips and activities. Students must not bring cigarettes or alcohol to school or on school related activities. Substances which can be abused (e.g. aerosols) must not be brought to school or on school related activities except when directly required by a teacher

If staff suspects that a student is in possession of alcohol or drugs he/she will inform a senior teacher. The teacher will ask the student to empty their pockets or bags. If the student refuses, parents, carer or social worker and the police will be contacted to conduct the search. The organisation has a responsibility to hand any illegal drugs so discovered to the police.

If the police cannot attend by the end of the day, the school may send a representative to deliver the drug to the nearest police station having first contacted the police by an established method to inform them of their route and mode of transport.

Suspected Supplying of Drugs

If a student is found with a quantity of drugs that arouses suspicion of supplying drugs to others the police will be informed and, unless there are exceptional circumstances, the School will consider taking steps to permanently exclude the student.

Suspected Supplying of Drugs outside premises

If it is suspected that students are involved in the supply of drugs outside the School, the police will be contacted and the student's parents informed.

Searching Students

A student can be searched if the staff member thinks that there are reasonable grounds for suspecting that a student is in possession of drugs. Staff should be aware that students can be searched with or without their consent. The Headteacher or a member of school staff consenting to being authorised by the Head Teacher can carry out a search. The staff member carrying out the search must be the same sex as the student being searched (see exception below²); and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the student being searched. When conducting a search:

- The person conducting the search may not require the student to remove any clothing other than outer clothing.
- "Outer clothing" means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but "outer clothing" includes hats; shoes; boots; gloves and scarves.
- "Possessions" means any goods over which the student has or appears to have control – this includes lockers and bags. A student's possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.



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- the power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.



DFE Guidance (2014: 7) states, “There is a limited exception to this rule. You can carry out a search of a student of the opposite sex to you and without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.”

The School does not expect staff to destroy suspected illegal substances. Any illegal substances found by all staff under any circumstances must be handed over to the police at the earliest possible opportunity. The find must be witnessed by at least one other staff member in addition to the finder, the fact recorded and the drug held in a safe location until the police have dealt with the matter. Be sure to include the following information:

- Description of item
- Time, date and place of seizure
- Full details from whom item seized and under what circumstances
- Details of member of staff seizing the item
- Signatures of witness(es)

The item must be appropriately stored and not taken home, as the law is very specific regarding the disposal of controlled drugs and handling of them by unauthorised persons. Any storage, no matter how well intentioned (except while waiting for the police to collect it, once they have already been informed), is technically unlawful possession of a controlled drug. If the police cannot attend quickly enough to remove the substance before the close of the day, the person in charge should inform the police that, in order that they are not breaking the law by possessing drugs on premises, the substance will be stored in the School safe. They should record the name of the officer or number of the recorded message line they contacted to inform them of this course of action.

Where the staff member finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above. All issues relating to confidentiality and information sharing will be in a context that is legal and is approved of and known by the senior management.

The importance of confidentiality cannot be underestimated. A student seeking help or advice about drugs or substance use is not going to disclose to a trusted staff member if they believe that the information will immediately be shared with their parents or the police. At the same time it is essential that teachers work within the law. The vital ingredient in the development of any successful working relationship between the teacher and young people is trust. A young person sharing personal issues with a staff member can often expect that confidentiality will be maintained. However, staff know that this is not always possible and they cannot nor should promise total confidentiality. They must explain clearly with students the circumstances under which information may need to be disclosed and to whom.

Supporting students and families

The school will work closely with other agencies to ensure that the site is a safe and “drugs free” zone. Should there be specific suspicions about drugs coming into school, police dog handlers and their dogs will be invited in during or after the school day to check that drugs have not been brought in to school.

From time to time staff may have concerns for individual students with regard to out of school behaviour. The designated member of staff to whom such concerns should be referred is the Student Welfare Officer who will determine the appropriate course of action which may include counselling and liaison with parents and other external agencies. A student with concerns about a friend may also refer to the Student Welfare Officer.



The welfare of the student is paramount and intervention will be made if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents'/carers'. We believe that early intervention, where possible, is significant. Such interventions may include:

- Support and advice in school (Counsellor, School Nurse, Head of Year, Form Tutor, Inclusion and SBEWO)
- Referral to specialist outside agencies for support, e.g., Drugs and Alcohol or the PMHT
- Working with the Police

Parent/Carers Role

A comprehensive information leaflet entitled 'A Parent's Guide to Drugs' published by Jersey Health and Social Services Department is available that gives support to parents in addressing these issues. This can be downloaded at

<https://www.gov.je/Health/HealthyLiving/AlcoholDrugs/Pages/ParentGuideDrugs.aspx>

Parents/carers have an important role to play in supporting their child's drug Education.

Parents should be:

- Made aware of the school's approach and rationale for drug education.
- Given information about their child's drug education and rules in relation to drugs.
- Made aware of help available to them through local and national sources.

We will also provide them with contact details of other agencies on the island which may be able to offer support which include:


- Alcohol and drugs service 445000
- Alcoholics anonymous 726881
- Jersey Brook Centre 507981
- Child and Adolescent Mental health service 445030
- Public Health Department 445786
- Narcotics anonymous 08007 351860
- Jersey council on Alcoholism 726672
- Children's Service 443500
- Smokers quitline 'Help2Quit' 08007 351155
- Citizens Advice Bureau 08007 350249
- Sexual Health Service 442856 / 444319
- Youth Enquiry Service 766628 or yes@youthservice.yc.je



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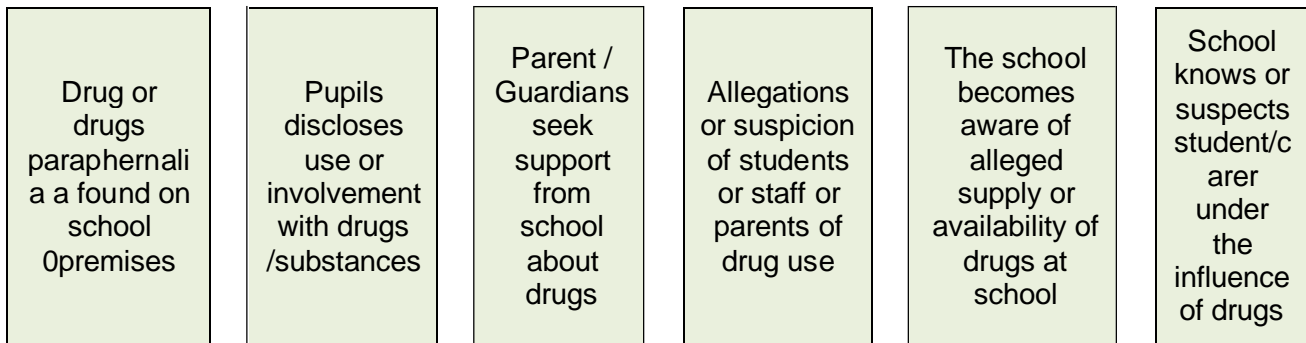
Smoking Policy – Staff



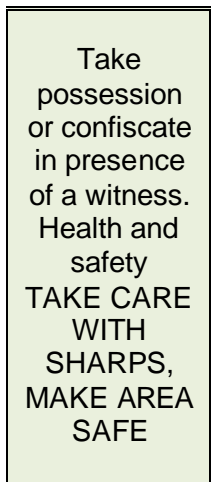
During the working day staff should not smoke in the proximity of the school site or playing fields where they may be observed by students

Appendix 1

Guidance on Managing Drugs Incidents in Schools



Priority – Is Medical attention required?





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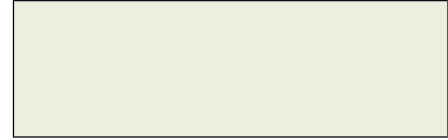
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If substance is LEGAL but not authorised, e.g. alcohol, solvents, new psychoactive substances, tobacco.

If the substance is thought to be ILLEGAL, report and liaise with Police through MASH



Use school policy in deciding action contacting parents / guardians / carers / outside agencies as appropriate.



Appendix 2

Drug – Related Incident Report Form

Drug – Related Incident Report Form

Please complete this incident electronically, save and e-mail to the appropriate senior staff member responsible for dealing with drug-related incidents.

| | |
|---|----------------------------------|
| Author of Report: | Date Report Completed: |
| 1. Incident Details | |
| Date of Incident: | Time of Incident: |
| Name of Pupil: | Form or Class: |
| Is this the first incident? Yes / No | If No, how many other incidents: |
| Suspected Drug involved: | Sample Drug found: Yes / No |
| If found, where retained: | Name of Witness: |
| 2. Brief description of incident | |
| | |
| 3. Additional External Support | |
| First Aid given: Yes / No | First Aid given by: |
| Ambulance called by: Yes / No | Called by: |
| Parent/ Carer to be called: Yes / No | Parent/Carer to be called by: |



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| | |
|---|--------------------------------|
| Social Worker to be called: Yes / No | Social Worker to be called by: |
| Drug Agency to be called: Yes / No | Drug agency to be called by: |



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