

Aquinas Catholic Academy Trust

Policy Document

Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body. 1 Corinthians 6:19

Policy: Drug and Illegal Substance Policy
Prepared for: All Saints' Catholic Voluntary Academy

Approval

Approved by	Approval date	Review Date
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Drug and drug education in the context of this document are inclusive terms to include tobacco including e-cigarettes, alcohol, illegal substances, legal substances and medicines.

1 Context

The academy is committed to the principles of the National Healthy Schools Standard and the Government initiative regarding 'Every Child Matters'.

This policy applies to all staff, students, parents/carers, governors and partner agencies working at All Saints' Catholic Academy. It includes journeys to and from the academy in uniform, work experience, residential trips and college courses.

Students must not bring controlled drugs, cigarettes or alcohol onto the academy site at any time.

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 drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, e-cigarettes, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and also legal highs
- All over-the-counter and prescription medicines.

All Saints' stance towards drugs, health and the needs of students

All Saints' Catholic Academy has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the academy boundaries.

Where the academy has any information relating to drugs, details will be passed to the police by the nominated member of the Senior Leadership Team.

The purpose of the academy drug policy is to:

- Clarify the legal requirements and responsibilities of the academy
- Reinforce and safeguard the health and safety of students and others who use the academy
- Clarify the academy's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on the academy premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the academy

- Provide a basis for evaluating the effectiveness of the academy drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the academy in contributing to local and national strategies.

2 Cross curricular links

Drug education has many cross-curricular links, with Science making a particular contribution. However, the development of life skills is a theme throughout the curriculum, within the programme for PSHE and Citizenship and embodied in the ethos of the academy. There are links to other subjects such as Physical Education and aspects of academy life, notably the spiritual, academic, social, moral and physical aspects of the academy.

3 Responses for managing drug related incidents

Incident	1 st Occasion	2 nd Occasion	3 rd Occasion	4 th Occasion
Possession of Cannabis (Class B) and Class C Drugs	<p>Minimum of 15 days fixed term exclusion – P/X dependent upon circumstances.</p> <p>Referral to Targeted Support; Behaviour assessment; Further risk assessment for the academy (e.g. to ensure curriculum/pastoral programmes address issues raised). Incident logged. Parents and student understand legal position from Head Teacher Consequences of 2nd offence made clear.</p> <p>Substance confiscated and handed to the Police in all cases.</p>	<p>Any of the following sanctions:</p> <p>Alternative Provision through the JPC. Referral to MATES. Permanent Exclusion.</p>	<p>Permanent Exclusion.</p>	

<p>Possession of Alcohol</p>	<p>5-10 day fixed term exclusion. Substance confiscated. Parents phoned and letter home. Readmission process. Incident logged.</p>	<p>10-15 day fixed term exclusion. Substance confiscated. Risk assessment for student and the academy. Possible behaviour/health intervention. Referral to MATES. Governors Disciplinary.</p>	<p>Permanent exclusion.</p>	
<p>Possession of cigarettes and e-cigarettes</p>	<p>Pre-Exclusion – 1-3 days up to Fixed Term exclusion depending on circumstances. Items confiscated. Parents notified.</p>	<p>Fixed Term Exclusion – 3 days minimum. Items confiscated. Parents’ notified. Unstructured time removed from the student’s day for a set period of time.</p>	<p>Fixed Term Exclusion – 6 days minimum. Items confiscated. Unstructured time removed from the student’s day for a set period of time. The school will look for support from the police or another external agency</p>	<p>Fixed Term Exclusion – 10 days with potential managed move Referral to MATES. Items confiscated. Parents notified. Unstructured time removed from the student’s day for a set period of time.</p>
<p>Possession of suspected Class A or B Drug (excluding Cannabis) and legal highs e.g. ‘bubble’</p>	<p>Fixed term exclusion whilst substance verified / pastoral intervention negotiated. Substance confiscated. Parents and Police contacted. Risk assessment for student and the academy. Substance verified: fixed term exclusion;</p>	<p>Permanent exclusion.</p>		

Drugs Policy

	(Referral to MATES) Alternative Provision. Permanent exclusion.			
Social Supply Illegal/legal High Drug	10-15 day fixed term exclusion whilst pastoral /external intervention negotiated. Possible permanent exclusion after assessment and investigation. MATES referral. Substance confiscated. Parents contacted and Police, if appropriate. Risk assessment for student(s) and others in the academy. Investigation into any network of illegal drug use.	Permanent exclusion.		
Dealing for profit	10-15 day fixed term exclusion – Permanent exclusion: whilst pastoral /external intervention negotiated. Possible permanent exclusion after assessment and investigation. Substance confiscated. Parents and Police contacted. Referral to MATES	Permanent exclusion		

The academy recognises that there are instances where other non-controlled drugs may legitimately be in academy.

4 Medicines

The academy acknowledges that parents and carers have prime responsibility for their child's health and should provide us with information about their child's medical condition when appropriate, which is entered onto relevant documentation. There is no legal duty for staff to administer medication; this is a voluntary role and will be called upon only in exceptional circumstances. Where these circumstances exist, a contract will be agreed between the academy and the parent / carer and records kept which can take the form of a care plan.

Other than an inhaler, no pupil should be in possession of medication at any time. All necessary medication is stored either in X1 or the labelled secure cupboard in the First Aid Room.

5 Volatile substances

Some solvents or hazardous chemicals are legitimately used by the academy staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the academy's health and safety policy.

6 Tobacco

In keeping with our National Healthy School Standard, All Saints' Academy is a non-smoking site.

7 Confidentiality

Teachers cannot offer or guarantee absolute confidentiality and any fears or worries that children bring into the classroom should not go unnoticed by staff. Staff should report any concerns to Mrs N Kilday (Assistant Headteacher – Behaviour and Attitudes and the KS3 and KS4 designated person), Miss R Davie (Sixth Form Leader and the KS5 designated person) or Mrs S Corner (Behaviour Assistant). Pupils are reassured that their best interests will be maintained and will be encouraged to talk to their parents or carers and understand that if confidentiality has to be broken, they will be informed first and then supported as appropriate, for example by, the school nurse, counsellor, GP or local young person's advice service. Personal disclosures at an inappropriate time should be followed up with the pupil before the end of the day. The teacher may be able to discuss the issue with a colleague without giving the name of the pupil. If not, the teacher will follow policy.

8 Staff with key responsibility for drugs:

Management of drug related issues in the academy: Mrs N Kilday (Assistant Head Teacher – Behaviour and Attitudes)

9 Monitoring and reviewing

The teaching of drug education will be monitored and reviewed via the subjects within which it is taught. This will be completed through the academy monitoring policy.

10 Management of drugs at the academy:

Searches:

The academy will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to exercise the academy's legal right to search without consent or call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

Personal searches

When a person is suspected of concealing illegal or other unauthorised drugs staff may carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the academy wishes to proceed along formal lines, then the police will be called.

NB: In exceptional circumstances the Head Teacher or designated person/s on behalf of the Head Teacher may exercise the academy's legal right to search without consent where there is a reasonable suspicion that a student is in possession of alcohol or illegal drugs.

Searches of the academy's property

Staff may search academy property, for example, student's lockers if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the academy may proceed with a search. Where consent is refused, the academy will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The academy may search personal property without consent. If the academy wishes to search personal property, including students' property stored within academy property, for example a bag or pencil case within a locker, they will initially ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines by searching without consent in the presence of the student and another member of staff or by calling the police. After any search involving students, parents/carers will normally be contacted by the academy, regardless of whether the result of the search is positive or negative.

The law permits academy staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected illegal drugs staff will:

- Ensure that a second adult witness is present throughout
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- Store it in the academy safe
- Inform the designated member of the Senior Leadership Team
- **Without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require an academy to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances.**

Where a student is identified the police will be required to follow set internal procedures

- Record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at the academy. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

For any drug incident, the utmost priority should be placed on safety, meeting any medical need with first aid and summoning appropriate help, with any incidents involving illegal / unauthorised drugs being supported by the pupil's parents / carers, unless this would jeopardise the pupil's safety.

A full record is made of every incident.

11 Appendix A - Record of incident involving unauthorised substance

Complete this form **without** identifying the student involved
 Copy the form (two copies if substance found)
 Attach a copy to the bag/container in which substance is placed
 Send a copy within 24 hours of the incident to the LEA (CDEC)
 Keep the original, adding the pupils name and form – save securely

Please tick to indicate the category

Concern established After following up a suspicion or allegation	Discovery OFF Premises	Discovery ON Premises	Pupil disclosure	Parent/Carer use	Parent/Carer expresses concern
Name of Student Pupil's form (for academy records only) Age Male/Female Tick if second or subsequent incident involving same pupil			Name of Academy Time of incident am/pm Date of incident Report form completed by :		
First aid given?			Yes/No First aid given by :		
Ambulance/Doctor called?			Yes/No Called by:		
Drug involved (if known) Where found? Where retained / Witness name? Disposal arrange with :					
Senior staff involved Parent/Carer informed					

12 Appendix B - The safe retrieval and disposal of used hypodermic needles and syringes

Risk assessment

It is important to assess the risk of removal of any found objects when considering what action to be taken. Decide if it is safe for you to attempt removal. There is a sharps disposal kit kept in the General Office. The area where the object is found must be safeguarded to protect others from injury. If the discovery is made when you are alone and pupils are around, summon help by asking someone to inform reception and to come back and tell you that the kit is on its way. The incident must be recorded in the appropriate Health and Safety incident or record book.

First aid treatment

The first concern in dealing with a medical emergency involving drugs is the health and safety of the academy community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

If an accident occurs where a needle or other sharp object has punctured the skin, then the following advice is recommended:

The injured person should:

- Encourage the wound to bleed gently
- Wash well with soap under cold running water
- Cover the wound with a waterproof dressing
- Seek medical attention as soon as possible
- Complete the accident/incident form