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| Policy Title:                   | <b>Drug misuse Policy</b> |
| Policy Reference:               | D4                        |
| Version:                        | 1.1                       |
| Member of Staff Responsible:    | Headteacher - GWH         |
| Status:                         | Statutory                 |
| Date adopted by governing body: | October 2009              |
| Cycle of Review:                | 3 years                   |
| Date for next review:           | January 2025              |

| <b>Change Record</b> |              |   |
|----------------------|--------------|---|
| Version              | Date         | Description   |
| 1.1                  | January 2022 | Changes to sanction to bring in line with the behaviour for learning policy, nomenclature updates and addition of vaping to the policy. |
| 1.2                  |              |   |
| 1.3                  |              |   |
| 1.4                  |              |   |

**“Settle College promotes the safeguarding and welfare of children in its care;  
all policies support the “Child Protection Policy”**



## DRUG MISUSE POLICY

### Guiding Principles

1. Settle College is committed to the health and safety of its members and will take action to safeguard their well-being.
2. The College acknowledges the importance of its pastoral role in the welfare of young people and staff and, through the ethos of the College, will seek to support those in need.
3. The College will not condone the misuse of drugs (legal or illegal) and alcohol by members of the College.
4. The College will not condone the illegal supply of drugs or alcohol.

### Though the application of this policy we aim to:

1. Show our commitment to preventing drug misuse.
2. Provide an effective framework for drug education within the College.
3. Ensure the College provides appropriate care and guidance for any students at risk of drug misuse.
4. Create an effective management tool for handling drugs related incidents.
5. Enable students, staff and parents/carers to clearly understand the College's position on drugs.

### Our definition of drugs

For the purpose of this policy drugs are defined as covering:

- Medicines
- Alcohol
- Illegal drugs
- Solvents
- Volatile substances (Including vapes)
- Tobacco

### Caffeine based and "Energy" drinks

High energy drinks containing caffeine are not included within the policy. However, it is policy that such drinks can have a harmful effect on students' behaviour. Therefore, students are not allowed to bring such drinks into school or to consume them on the way to school. Such drinks found in school will be confiscated. Where a student is believed to be behaving inappropriately under the influence of high energy drinks, parents/carers will be contacted, and appropriate arrangements made.

### Who does the policy apply to?

**All** personnel studying or working in the College, including those employed by other agencies. This includes:

- Students
- Staff
- Volunteers
- Contractors
- Visitors
- Parents & Carers
- Governors



## **Drug / Education Training**

The College follows statutory guidelines on Drug Education (see Curriculum Policy and Schemes of Work for Personal Development).

The Drug Education Co-ordinator is the Head of Personal Development/RE.

Drug education is not just about facts but takes into account spiritual, moral, social cultural, mental and physical development of students. It includes accurate information about the law and psychological effects of drugs.

Teaching materials will be matched to the needs and concerns of young people and will give clear messages.

Drug Education is planned and delivered primarily through Personal Development and tutorial time. There will also be cross curricular input through other subjects as well as assemblies, visiting speakers, the School Nurse team and external agencies.

Year 7 topics include raising awareness of the effects of tobacco, alcohol and drugs. Year 8 topics include decision making and the effects of risk taking behaviours linked to substance use.

Year 9 topics include positive choices, alcohol and smoking

Year 10 topics include a take home booklet – update on drugs awareness

Year 11 topics include top up knowledge/advice/where to get help

Year 12 & 13 topics include education through PSE programme and visiting speakers

All staff delivering Drugs Education will receive appropriate guidance and support.

In addition, the College will invite external organisations to deliver drugs information sessions to parent and carers on a regular basis.

## **Management of drug related incidents**

1. Where a member of staff has reason to believe that a student may be involved in the use or sale/distribution of drugs on the premises the following procedure will be used:
  - a. Do not challenge the student or make accusations.
  - b. Immediately inform a member of the Senior Leadership Team, Head of Year or Student Services, should no member of the Leadership Group be available.
  - c. Seek to isolate the student from their bag and their peers if this can be done without contravening (a), above.
  - d. Make a written record of your involvement in the incident as soon as possible and pass to the relevant member of the Senior Leadership Team.
  - e. Do not discuss with other students and in particular do not make any accusations.
  
2. Where a member of the Senior Leadership Team, Head of Year or Student Services are alerted:
  - a. Isolate the student(s) from their peers and from each other if more than one student is involved.
  - b. Question the student(s) in the presence of a witness and ensure that questions and answers given are recorded – allow the student to check the written record and ensure it is signed as a true record. If it is possible it is advisable to have the parents present during any questioning.



- c. At least one of the interviewing staff should be of the same sex as the student. Avoid making an outright accusation, ask open ended questions to draw the student out.
  - d. If the student asks for reassurance that they will not be in trouble the answer should be:  
“if you are honest and open with us now it will stand you in good stead and may well make it easier for us to be more lenient with you if you have done something wrong. However we cannot make you any promises” Or words to that effect.
  - e. Do not make any promises that a student will not be sanctioned.
  - f. Make a note of any further students who may need questioning.
  - g. A search may need to be made of the student’s bag and or pockets/shoes. The student should be asked for permission. If this is not forthcoming the student will need to be kept separate from their possessions until parents can be contacted. If a search takes place the student should be present and there must be a witness. If parents have not been informed before the search they must be afterwards with information given on the outcome.
  - h. If drugs are found they must be passed immediately to the Headteacher or deputy headteacher who will lock them in the safe until the police can come and collect them.
  - i. Parents/carers should be contacted immediately and asked to come in to College.
  - j. The police will be contacted to remove any illegal drugs from the premises.
  - k. A decision will be made on:
    - i. Police involvement
    - ii. Sanctions against the student
    - iii. Support for the student
    - iv. Whether other students need to be dealt with or not
3. Where a student is questioned and/or searched and it is decided that there is no further cause for concern, the lead member of staff should telephone parents as soon as possible to alert them to the fact of and reasons for the investigation and to reassure that there is no further cause for concern. If in any doubt, consult with the Headteacher or in their absence the Deputy Headteacher about words and tone – however be as supportive as possible.
  4. It may be that there remains an underlying concern or that discussion with parents alerts you to their concern. In this case, it may be appropriate to make a referral to external agencies for counselling.
  5. Where College staff are alerted to concerns about drug use outside College:
    - a. Discuss with a member of the Senior Leadership Team, Head of Year or Student Services.
    - b. If it is believed the concerns need to be acted upon a discussion will take place about necessary actions, who needs to be informed etc.

## Support

Where a student is either at risk of inappropriate use of drugs or is found to be actively involved then it will usually be appropriate to seek to support the student through the School Nurse, referral to GP or to external agencies. It would not be usual for such support to be delivered in house.

Where a student remains in the College (with or without a fixed term suspension) support will be set alongside the appropriate sanction and monitoring.

## Sanctions



- Possession and or use of drugs on College premises or on the way to or from College or which brings the school into disrepute and could be considered a safeguard risk to others:
  - 1<sup>st</sup> Offence – Quiet room or suspension – return to College subject to a written contract
  - 2nd Offence – suspension
  - Persistent offences shall lead to permanent exclusion.
- Dealing drugs on school premises or on the way to or from College or which brings the school into disrepute and could be considered a safeguard risk to others:
  - Suspension or permanent exclusion

### **Other Considerations**

1. The policy applies to all College premises at all times and will include any groups using the premises.
2. The policy will also apply to any members of the College taking part in College organised activities off site including Christmas events, Leavers' events etc.
3. The policy may also need to be read in conjunction with the Child Protection Policy and the Behaviour for Learning Policy.

### **Communication**

The policy will be available to all stakeholders through:

- Discussion in Personal Development lessons.
- Publication on the website.
- Dissemination to new students and parents on an annual basis.
- Regular updates to teaching and non-teaching staff.
- Publication to organisations hiring College premises.

Any media enquiries will be addressed by the Headteacher only.

The named Governor/Associate Member with responsibility for the Drugs Policy is the Safeguarding Governor.

### **Monitoring and Evaluation**

The policy will be reviewed:

- Through the HOYs group.
- Through Student Voice.
- Through the Governors annual review of policies.