



# Drugs Policy

DETAILS OF POLICY	
Original policy created by:	Rachel Wilkinson
Date of most recent review:	November 2017
Reason for review:	Update
Adopted by:	SLT
Parties communicated to:	All stakeholders
Methods of Communication:	School intranet, school website
Did these methods work to ensure the policy communicated effectively?	
Next planned review date:	November 2019
Persons responsible for audit review of policy:	

## **Forest Moor School Drugs Policy**

This policy applies to students, all staff, visitors on site and parents.

For the purpose of this policy the following definition of a drug will apply:

'A drug is a chemical substance that brings about a change in a person's emotional state, body functioning or behaviour'.

This broad definition allows for the inclusion of all medication, legal/illegal drugs, tobacco, alcohol, volatile substances etc.

This policy applies at all times when staff are acting in loco parentis, this includes educational visits in line with the Schools Educational Visits Policy. The policy also applies to students travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

### **Overall Aim**

To provide a framework for effective Drug Education and for dealing with drug related incidents within the school environment.

We recognise that we are only one component of our students' education and that family, community and social groups all have a contribution to make to Drug Education.

### **Roles and Responsibilities**

#### **Governors**

Named lead Governor with responsibility is Jim Brosnan.

#### **Headteacher**

The Headteacher takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation, and for liaison with the Governing Body, parents and appropriate outside agencies in the event of a drug-related incident.

#### **Head of Inclusion (Student Development)**

The Head of Inclusion (Student Development), together with the Headteacher, has a general responsibility for supporting other members of staff in the implementation of this policy as well as providing a lead in the dissemination of information relating to drug education. The Head of Inclusion (Student Development) is the first point of contact for advice/support in dealing with a drug-related incident.

## **Parents**

Parents are encouraged to support the school's drug education programme and have access to this policy. Parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Headteacher will consider if there are any special circumstances, which may temper this right.

## **All Staff**

Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug-related incident. This includes the site manager and cleaning staff. If they have any queries or training requirements, these should be made known to the Head of Inclusion (Student Development).

## **Site Manager**

The site manager regularly checks the school premises - any substances or drug paraphernalia found will be recorded and reported to SLT and dealt with in accordance with this policy.

## **Dealing With Drug Related Incidents**

What to do in the event of finding a drug or suspected illegal substance

Take possession of the drug/substance and inform the Head of Inclusion (Student Development), or if not available a senior member of staff.

In the presence of a witness the article should be packed securely and labelled with the date, time and place of discovery.

The package should be signed by the person who discovered it and stored in a secure place, the Head of Inclusion (Student Development's) office.

Arrangements should be made to hand the package over to police. Staff should not attempt to analyse or taste any found substance.

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

Do NOT attempt to pick up the needle.

Cover the needle with a bucket or other container.

If possible, cordon off the area to make it safe.

Inform the Head of Inclusion (Student Development).

Contact NYCC Environmental Health.

Or - contact the Head of Inclusion who will retrieve the needle.

### **What to do in the event of finding or suspecting a pupil is in possession of a drug**

Request that the student hand over the article(s).

Having taken possession of the substance/paraphernalia, the procedure outlined above should be followed.

### **EXTREME CARE SHOULD BE TAKEN IF HYPODERMIC NEEDLES ARE INVOLVED.**

If a student refuses to hand over articles a search may be required-it should be noted that:

Teachers can search School property without permission.

The Head Teacher can search students or personal possessions e.g. bags

### **Procedures for Dealing with a Child Suspected to be Under the Influence of a Drug or Substance.**

Stay calm and discuss with student your concerns. Inform a member of the Senior Leadership Team

### **Limits of Confidentiality**

Students disclosing information about drug use by themselves, or by people they know, should be reminded that the teacher cannot offer absolute confidentiality. Parents have the right to be informed of any incident that could result in the potential harm of their child.

It should be noted that if the preservation of a confidence enables criminal offences to be committed or results in serious harm to the student's health and welfare, civil or criminal proceedings could ensue.

If rumours of drug misuse are disclosed the Head of Inclusion (Student Development) should be informed who will assess the information and decide whether further action is to be taken.