



Cardinal Langley RC High School

POLICY IN RELATION TO DRUGS AND OTHER CONTROLLED OR BANNED SUBSTANCES

Policy Type:	School Policy (not statutory)
Policy Implementation/Approval	Governors' Curriculum & Pupils' Issues Committee
Policy review by:	Pastoral Deputy Headteacher – Mrs A Williams
Sponsor Governor:	Mr B McAnenny
Last Reviewed/Approved:	February 2022
Review Frequency:	Every 3 years
Date of Next Scheduled Review:	Spring 2025

Rationale

At Cardinal Langley it is not only a central aspect of our mission to have high expectations of behaviour and excellence in pastoral care but also to support students and involved adults where there are serious concerns, as far as we are able. One area of concern that sometimes needs to be responded to is around the use of drugs and other controlled or banned substances and this policy is written in light of DfE and ACPO advice published in September 2012.

The use of illegal drugs and controlled or banned substances, within the scope of this policy, is completely unacceptable.

This policy is to be viewed and applied in conjunction with the following linked policies and protocols:

- Behaviour for Learning Policy
- Search Policy
- Exclusion Policy
- Child Protection & Safeguarding Policy & Procedures
- Supporting Pupils with Medical Conditions Policy
- RMBC Smoke-Free Policy

Purpose

The purpose of this policy is:

- i) To set out clearly for students, parents, carers, staff and other involved persons what the school response and responsibility is when there is suspicion of or a proven case of drug dealing or substance misuse. This includes support available and sanctions possible.
- ii) To set out the support available when a student or other adult is affected by another's misuse of drugs and other controlled or banned substances.
- iii) To state the educational provision which will promote accurate and relevant drug awareness and information.
- iv) To set out expectations of staff.

Scope

1. For the purposes of this policy the term 'drug' is used to cover

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)

- All legal drugs, including alcohol, tobacco products and e-cigarettes, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs')
 - All over-the-counter and prescription medicines
 - Other unauthorised/banned substances
2. While this policy is mainly dealing with students (in all years 7-13) and drugs, it does also include staff responsibilities
 3. The ability of the school to respond to drug issues and impose sanctions extends to situations beyond the school day and school premises. The provisions of this policy apply on any school-organised activity, alternative provision or where students can be identified as belonging to this school, whether in uniform or not, and where their actions bring or could bring the school in to disrepute.

Guidelines

1. Drugs education

- i) Students receive a programme of drugs education through Life Skills which includes topics on alcohol, tobacco and illegal drugs. In addition, Science and RE schemes of learning include units on alcohol, illegal drugs and tobacco.
- ii) Staff will be presented with an update on drugs at least every two years

2. Drugs co-ordinator

The drugs co-ordinator in school is the deputy responsible for pastoral care. This role includes

- Providing advice to staff and arranging for training
- Maintaining confidential files and recording any searches
- Liaising with specialist organisations and professionals
- Offering support to students and parents/carers
- Deciding on appropriate sanctions
- The secure keeping of any drugs or drug paraphernalia found in school until they are correctly disposed of

3. Support

The school is conscious of its responsibility and desire to offer support to students affected by drug and substance misuse, even when serious sanctions may also be imposed. Support is available in school through the pastoral structure, the pastoral team and externally through Early Break primarily. The school nurse will offer support in smoking cessation programmes and contribute to young people receiving effective substance misuse treatment intervention. Support will be particularly important when parents/carers or other family members misuse drugs. In such cases there will also need to be an assessment by the safeguarding officer as to whether the student is at any risk. The safeguarding procedures would then come into action if this was judged to be the case.

4. Consequences

The use of or dealing in illegal and unauthorised drugs and substances on the school premises or any other situation outlined in the scope of this policy is completely unacceptable and the school has to balance the needs of the individuals concerned with the needs of the wider school community.

It is also to be remembered that the entire school site is a no smoking zone - which includes e-cigarettes. You must be 18 or over to buy tobacco products and e-cigarettes in the UK. From 1st October 2015, it is illegal:

- for retailers to sell tobacco products and e-cigarettes to children and young people under 18
 - for an adult to buy (or try to buy) tobacco products and e-cigarettes for children and young people under 18
- i) Where a student is suspected of being under the influence of drugs or alcohol on school premises or on any school event, the first priority will be the safety of the student and, if it is judged necessary, should be dealt with as a medical emergency. Parents/carers or the police may need to be contacted. If the student is felt to be at risk, the safeguarding policy will come into effect and social services may need to be contacted
 - ii) Illegal and unauthorised drugs or drugs paraphernalia may come into the temporary possession of school staff as a result of being found and handed over or as a result of a search. The school has a separate search policy. Any such material will be confiscated and should be placed in a plastic bag and labelled with the date and time and names of staff present (ideally 2 in case of a search). The bag must then be placed in a secure location (the safe in finance office) with access limited to senior staff. Where the drugs concerned are illegal or suspected of being controlled substances, the police will be notified and the items handed over to them to be processed/disposed of. It will be usual practice to inform the police of the name of the student from whom the drugs were taken unless this is judged by the drugs co-ordinator not to be in the best interests of the student. Likewise, parents/carers will be informed unless it is judged not to be in the best interests of the student.

Where legal drugs such as alcohol or tobacco come into the temporary possession of staff they will be retained until such time as parents/carers are able to collect the items or be disposed of at the parents'/carers' request (or after one week if parents/carers fail to collect).

- iii) While the school will endeavour to support those concerned there are a variety of sanctions which will result from drug misuse and the behaviour for learning policy sets out the consequences for specific actions. These include detention for smoking/vaping or being in the company of smokers and inclusion for repeated offences; **suspension** for possession of illegal or unauthorised substances and permanent exclusion for dealing in these. The intent to deal, if the amount possessed is clearly more than for personal use, will also result in permanent exclusion.

5. Police Involvement

The police will not normally need to be involved in incidents involving legal drugs. It is school policy to work closely with the police in the event of any serious issue regarding drug misuse and police will be involved where there is suspicion that there are controlled drugs or unauthorised substances, where there is intent to supply for gain or where there is a situation which requires further investigation. It will be the decision of the drugs co-ordinator as to whether the names of students involved are divulged to the police.

6. Parents & Carers

It is school policy to keep parents/carers fully informed of any incidents regarding the use of drugs of any form in school unless it is judged not to be in the student's best interest.

7. The role of Governors

It is the responsibility of Governors to ensure that there is appropriate drugs education within the curriculum and a clear behaviour policy which sets out sanctions and responsibilities. The

Governors will have the final say in any case of permanent exclusion (see exclusion policy) under the Education Act 2011.

8. Medicines in School

Parents of any student on prescribed medication should inform the school of its usage and dosage and, with the exception of asthma inhalers and EpiPen for anaphylaxis, the medication should be given to the appropriate designated person in school for safe keeping during the day. All prescribed medications should be clearly labelled with the child/young person's name, substance name, dosage and frequency of administration. Parents/carers are responsible for checking expiry dates and replacing expired stock in a timely manner. School can administer non-prescribed medication to students, e.g. paracetamol, if given written permission by parents and/or emergency inhalers for asthmatics – this would be viewed as good practice.

9. Contact with the Media



The Headteacher, in partnership with the LA's Communications Team will take responsibility for liaison with the media, in conjunction with the Chair of Governors, CEO etc if it becomes necessary to do so. The Headteacher, in partnership with LA Officers and the LA Communications Team will seek to ensure that any reporting of incidents remains in the best interests of the students, their families and the school.

10. Staff conduct and responsibilities

All staff should be aware of this policy and there are two particular areas of staff responsibility – their response to incidents among students and the example of their own behaviour.

- i) It is the responsibility of all staff to respond to concerns regarding the use of drugs (legal and illegal) in school or on school-related activities and it is never acceptable to turn a blind eye or to knowingly allow students to engage in an illegal activity. Staff must report any concerns regarding drug misuse to a senior member of staff so that the appropriate action can be taken. If on a school activity there is no senior member of staff, staff should follow the guidelines in this policy and the search policy and report the incident to a senior member of staff as soon as possible. Where students on a school trip are of a legal age to consume alcohol or smoke, any permissions to do so must be made clear in advance of the trip and discussed with the headteacher; parents/carers must be made aware of the permissions and reasonable restrictions must be in place.
- ii) Staff have a responsibility to maintain high standards of behaviour and ethics and to safeguard students' wellbeing (duty of care & teacher standards). Staff should not engage in any behaviour which limits their ability to safeguard the wellbeing of students (such as, being in possession of substances or being under the influence of drugs/alcohol) when in their care or which would not set a correct, responsible example to students.

Policy Approval:

Chair of C&P Committee:		Date:	01.03.2022
Headteacher:		Date:	01.03.2022