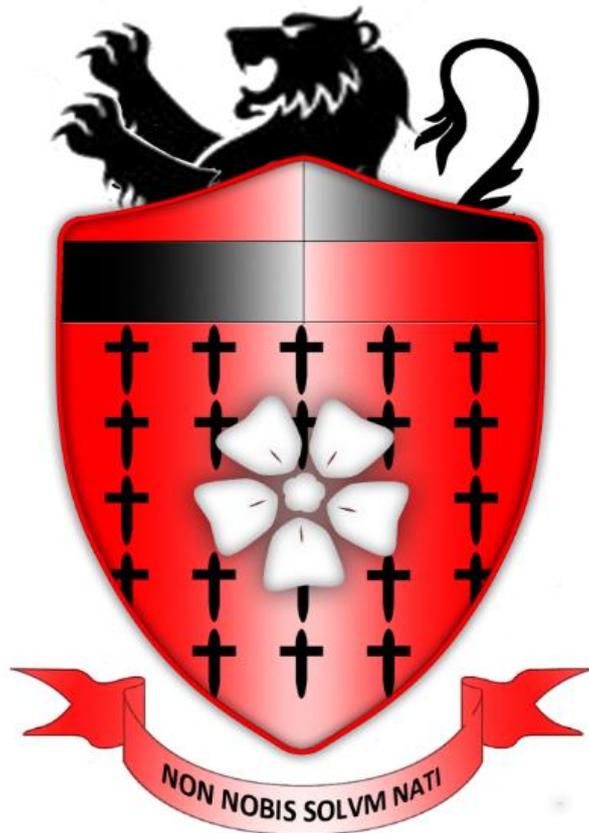


Hornsea School & Language College



Drug & Substance Misuse Policy

Created by:	Kay Sullivan	
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Drug & Substance Misuse Policy

A statement to Parents / Carers

At Hornsea School and Language College (HSLC), we recognise that your child is our responsibility and concern. We want to work in partnership with you, and discuss with you any concerns we may have or that you may have. It is a priority to inform and involve you at every stage in your child's time at our school.

As a school we strongly advocate inclusion for all and feel that this is paramount when considering the safety, health and wellbeing of all pupils in line with the five outcomes of the 'Help Children Achieve More' (formerly 'Every Child Matters' agenda). If you want to know about our procedures or the policy, in the first instance please speak to Chris Hamling (Child Protection Co-ordinator) or contact HSLC via email - office@hslc.co.uk.

The school adopts a clear and robust stance on the misuse of substances by pupils either individually or collectively recognising the harm and risk associated with the possession and misuse of illegal substances and the abuse of legal substances. Information relating to the misuse of substances, in or out of school, will be regarded as a safeguarding issue and school safeguarding procedures will be followed. Since the first priority is your child's welfare, there may be rare occasions when our concerns about your child means that we have to consult other agencies even before we contact you.

Local and National Guidance

The school will operate in accordance with legal requirements, statutory and local guidance and identified best practice - for example 'Drugs Guidance for Schools', DFES (2004), 'Drugs alcohol and tobacco curriculum guidance for schools', QCA (2003), 'Drug strategy 2010: Reducing Demand, Restricting Supply, Building Recovery: Supporting people to Live a Drug Free Life (Home Office)' and 'DfE and ACPO drug advice for schools: Advice for local authorities, headteachers, school staff and governing bodies'(2012) and Drug strategy 2017 (HO, July 2017). Particular attention will be paid to statutory guidance - Search, screening and confiscation: Advice for headteachers, school staff and governing bodies (February 2014) – see Appendix 1

In relation to the development and exercise of this Policy, due regard will be taken regarding statutory and local Safeguarding and Child Protection guidance and protocols, for example, Keeping Children safe in Education (2015), Working Together to Safeguard Children (2015) and What to do if you're worried a child is being abused (2015)

The Purpose of the Policy

The purpose of this policy is to:

- Clarify the school's responsibilities and legal requirements
- Reinforce and safeguard the health, safety and well being of pupils and all school users to include staff employed at the school
- Clarify the school's approach to the misuse of substances for all members of the school and wider community
- Give guidance on developing, implementing and monitoring the school's drug education programme
- Enable staff to manage drugs and drug related incidents on school premises with consistency, and in the best interests of all involved
- Ensure that the response to drug-related incidents is in line with the school's approach to the drug education programme and with the school's values and ethos and commitment to Safeguarding / Child Protection

Extent of the Policy

The limits of the school boundaries and responsibilities in certain circumstances extend beyond the school premises, to include all off-site pupil activities such as work experience and school trips. The policy applies at all times when staff 'duty of care' responsibilities apply. The school is aware that some of its pupils may be particularly vulnerable, so staff must be particularly vigilant in terms of monitoring their welfare.

Definitions

This Policy applies to the consumption of any substance that changes thoughts, feelings and behaviour to. This includes:

- All illegal drugs (Misuse of drugs Act 1971)
- All legal drugs, including tobacco, alcohol and volatile substances
- All medicines (Medicines Act 1968)
- Problematic or harmful consumption or abuse of other substances (caffeine, energy drinks etc.) that could jeopardise health and development.
- Psychoactive Substances Act 2016

The School's Stance

The possession, use or supply of alcohol, illegal and other unauthorised drugs within school boundaries is unacceptable. The school cannot and will not knowingly allow the misuse of substances on the school site (possession, consumption or supply) and will take appropriate action as outlined below to deal with any such instances.

Managing drug related incidents at Hornsea School and Language College

1. When managing drugs and drug-related incidents, the first priority and immediate concern will be for the health, safety and well being of all involved. At all times, wherever it is appropriate, we will attempt to contact Parents/Carers but this may not be the priority contact in dealing with an incident. The Child Protection implications of any substance misuse related incidents will be carefully considered and addressed in line with the school Child Protection Policy and Procedures. This includes pupil and any parental substance misuse that may impact upon the health and wellbeing of those involved
2. The school will employ a range of responses so that the needs of the individual are balanced against those of the wider community. The precise response will be determined after a full and careful investigation into the exact nature of the incident. Pupils will be aware of the range of possible responses and the effect those responses may have on them through related behaviour policies
3. Support for pupils, as appropriate (immediate and ongoing), will be a priority, including referrals to specialist external agencies. In such cases, careful attention will be given to issues of confidentiality in line with the School's policies and procedures
4. Liaison with the Media: The Head Teacher will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidance from the LA to ensure that any reporting of incidents remains in the best interests of the young person or persons, their families and Hornsea School and Language College.
5. Any incident involving the possession, sharing / distribution / sale and misuse of illegal or unauthorised substances on the school site will be viewed with great seriousness and the outcome determined on a case by case basis taking full account of the facts. Substance misuse issues would potentially be viewed as a "serious one off" incident warranting the most serious sanction, in line with the "zero" tolerance approach adopted by HSLC.

Discovery of suspected illegal / controlled drugs or suspicious substances or incidents of on school premises

Staff discovering pupils under the influence of drugs or substances which are suspected of being harmful, illegal or requiring further investigation, should observe the following guidance:

- Where a pupil is suspected to be under the influence of drugs or alcohol on school premises, the safety of the young person and those around them will be prioritised. Consideration will be given to the possible need for immediate first aid and the school's first aid procedures followed, if necessary, this should be dealt with as a medical emergency
- Consideration will be given, depending upon circumstances, to contacting parents / carers and the Police. The situation will also be considered in the context of potential Safeguarding / Child Protection concerns and risk to the child
- General Power to Confiscate – s.91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. Substances which are not believed to be illegal / controlled drugs can be confiscated where it is believed that the substance may be harmful or detrimental to good order and discipline. (see Appendix 1)
- Searching - school staff (authorised by the Headteacher) can search a pupil for any item if the pupil agrees (the ability to give consent may be influenced by the child's age or other factors). Head Teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items include alcohol, illegal drugs, tobacco and cigarette papers and any item banned by the school rules which has been identified in the rules as an item which may be searched for (this would include NSP / Legal High's). School can seize any prohibited item found as a result of a search. Any search of a pupil will be conducted in accordance with statutory guidance - Search, screening and confiscation: Advice for headteachers, school staff and governing bodies (February 2014) – see Appendix 1. If a pupil is, or is thought to be in possession of a suspect substance, staff should not attempt to search the pupil, unless authorised to do so by the Headteacher. Staff may ask the pupil to voluntarily empty his or her pockets or bag with a witness present. Staff may not forcibly detain the pupil. Staff will communicate all concerns regarding substance misuse immediately to the Headteacher, member of the Senior Leadership Team or Child Protection Coordinator. and at this point a view will be taken on how best to proceed. Safeguarding, risk, school policy and legal issues will be considered fully and a balanced and informed view taken.
- If staff are unable to identify the legal status of a substance / drug, it should be treated as a controlled drug
- If a substance is confiscated / seized do not retain the substance on your person or in a place of safekeeping for a later time as this may place you at risk of committing an offence
- Record the time, place and circumstances of the discovery and also record the details of what was found, but do not investigate the substance
- When taking temporary possession of suspected controlled drugs or harmful substances, the confiscated sample will be sealed in a plastic bag and appropriately labelled and stored in a secure location (safe or lockable container) with access limited to senior staff. Police will then be notified and requested to support school and the disposal of the confiscated substance. School will document the Police Log number
- A decision will be taken on informing parents / carers, unless this is not in the best interest of the pupil at that point.
- Where drug related paraphernalia, such as needles and syringes are discovered, do not attempt to handle this. It should be collected by the appropriate personnel in accordance with health and safety guidelines. The Head Teacher must ensure that materials are placed in a secure container to await proper collection
- No entry of an incident should be made on the pupil's record until the suspected substance is confirmed by the police as being a controlled or illegal substance. If the substance is not a controlled substance, the entry on the pupil's record will be determined by the Head Teacher

- Where a substance is confirmed as being controlled, it is the responsibility of the Head Teacher or nominated member of staff (usually the Child Protection Coordinator / Student Support Team Manager) to notify the parents/carers concerned, and if necessary, to consider further action including notifying the Chair of Governors.
- In the circumstances where it is possible that the school premises are being used for illegal drug use, all reasonable steps must be taken to prevent this, in order to avoid contravening the law. All concerns identified in relation to substance misuse should be regarded as a potential Safeguarding / Child Protection issue and reported in line with the HSLC Child Protection Policy and procedures

Working with the Police

The school will work in partnership with the police to the benefit of the school and the wider community. The school is able to seek assistance from the local policing team who will give guidance on the law, the identification and disposal of substances and whether or not the police should be more actively and formally involved in a given situation. Information will be shared with Police as appropriate to ensure the school observes moral and legal responsibilities and its overall 'duty of care'. The school will consider very carefully the implications of any action it may take

It will seek to balance the interests of the pupil involved, the other school members and the local community

Factors to be considered will include the age of the pupil, whether the incident involved one pupil or a group and whether peer pressure is evident

The fact that certain behaviour could constitute a violation of the criminal law will not in itself necessarily lead to a more punitive response

In all cases the school will ensure that the pupil has access to professional support and advice from the relevant services and agencies.

Responsibility for managing misuse incidents drug issues lies with Chris Hamling, Child Protection Coordinator or in his absence, Grahame Hodson (Deputy Head teacher) or any member of the Senior Leadership Team.

Prescribed Medicines

Some pupils may require medicines that have been prescribed for use during the school day. In these cases, the school's policy for the transportation, storage and dispensing of such medicines MUST be followed (please see HSLC Supporting Medical Conditions and Medication Policy)

Drug Education

The aim of the school's drug education programme (delivered within the PSHE curriculum) is to provide opportunities for pupils to develop their knowledge, attitudes and understanding about drugs. Pupils will also be encouraged to appreciate the benefits of a healthy lifestyle relating to their own and others actions.

Aims of the school drug education programme:

- To increase knowledge and understanding of drugs and their effects by providing accurate information
- To improve self-knowledge, particularly in terms of risk taking and harm minimisation
- To promote positive attitudes towards healthy lifestyles; to challenge and try to modify these when they may lead to behaviour harmful to health
- To promote a sense of responsibility towards the use of drugs

- To develop social skills such as making informed choices and resisting unhelpful pressures from peers
- To enable young people to identify sources of appropriate support
- To widen understanding about related health and social issues such as sexual health and crime

The programme will reflect the views and needs of pupils so that it is age/needs appropriate. It will be based on the requirements of the national curriculum and in part, will be delivered within a whole school approach through well planned PSHE.

The teaching of drug education will:

- Provide opportunities for active learning
- Give accurate and unbiased information
- Allow for the expression and consideration of a range of attitudes and values
- Offer opportunities for discussion and reflection

Partner Agencies

We recognise that outside educators can make a valuable contribution to the programme. They must be familiar with, and support, relevant aspects of school policy and contribute to the programme as negotiated and agreed with the school staff.

Confidentiality

In managing drugs, and in lessons involving education about drugs, school staff cannot and **MUST** not promise total confidentiality. Safeguarding issues and responsibilities remain paramount due to the high potential risk associated with the misuse of substances. The boundaries of confidentiality will be made clear to pupils in line with the school's policies and procedures. School staff will ensure every effort is made to seek the agreement of the pupil prior to a situation where information has to be shared. Where information does have to be shared, this will be on a need-to-know basis only and in the best interests of the pupil and school community

Useful Organisations

East Riding - Youth and Family Support Service (YFS)
 Phone: 01482 392824
 Email: yfs@eastriding.gov.uk

YFS Specialist Support Team (Substance Misuse)
 Email: youth.specialistteam@eastriding.gov.uk
 Phone: 01482 392200

Early Help and Safeguarding Hub (EHaSH) – 01482 393339

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems
 Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk
Website: www.ash.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com
Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Appendix 1 - See attachment

Search, screening and confiscation: Advice for headteachers, school staff and governing bodies
(February 2014)