

Drugs, Alcohol, Tobacco & Substance Misuse Policy

(Non-Statutory)

Reviewed/Approved by Trustees' Education Committee: 07/11/2023

Review Cycle: Every Two Years

Review Date: November 2025

Rationale

The Burgate School & Sixth Form is committed to the health and safety of all students and will take action to safeguard their wellbeing within the framework of the Every Burgate Child Matters 'Stay Safe' and 'Be healthy' outcomes.

This school has a responsibility to promote a healthy life style and recognises it is our responsibility to provide an effective Drug Education Programme across the whole school curriculum. We extend this by providing INSET for staff, and with parents by sharing relevant information and advice through various forms of communication.

Through our school ethos and excellent pastoral care we seek to create an environment which will encourage students to approach members of staff when they are concerned about drug or substance misuse related issues.

Definition

The United Nations Office on Drugs and Crime defines a drug as:

“A substance people take to change the way they feel, think or behave”

This definition has been adopted by the Home Office and is the definition that applies within this policy. Therefore, it includes:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971) and substances including, but not limited to, **amphetamines, barbiturates, cannabis, cocaine, ecstasy, hallucinogens, heroin and new psychoactive substances “legal highs”**.
- All legal drugs, including alcohol, tobacco, volatile substances.
- All legal medicinal drugs (including “over-the counter” and prescription medicines)

Aims of this policy:

The purpose of this policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of all staff and students
- Clarify the school's approach to drug education and risky behaviours.
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs, alcohol and illegal substances on the school premises, and any incidents involving such that may occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs, alcohol and illegal substances compliments the overall approach to drug education and the values and ethos of the school

This policy applies to all persons using the school site; staff, students, members, trustees, visitors, external agencies and the wider community.

It applies to students whilst they are travelling to and from school, during the school day (including during free time), and during any additional times when the school is legally responsible for the student. It applies on residential and non-residential visits.

Legal Requirements & Responsibilities

It is the responsibility of the Headteacher and the Trustees to uphold this policy.

- The Headteacher takes overall responsibility for providing a safe working and learning environment for all staff and students through the implementation of this policy.
- The Trustees play a key role in the implementation of the school's policy for drug education through regular evaluation of the policy.
- All staff are aware of this policy and how it relates to them should they have to deal with a drugs related incident.
- The headteacher will ensure that all staff dealing with substances issues are adequately supported and trained.
- Parents are encouraged to support the school's Personal, Social, Health and Education (PSHE) programme within which the drug education programme sits.
- The School will endeavour to ensure that parents have up-to date information regarding drugs through our school website and direct parental contact and communication as appropriate.
- As part of our anti-drug strategy, drug detection dogs will be periodically deployed with no notice. Dogs will be deployed to search buildings, not individuals.

Responsibilities of the Pastoral Leadership team:

- Evaluate the delivery of the drug education programme and the provision of appropriate resources for teachers and students.
- Where appropriate provide information for parents, either online or through parental contact
- Liaise with outside agencies collating information on support available and have an oversight of any contributions to the drug education programme they may make.
- Ensure up-to-date training for all staff, ensuring that everyone, especially new members are aware of the school's drug education and drug related incidents.
- Advise staff to report to the DSL hearsay, suspicious behaviour or disclosure in relation to illegal drug misuse and log any reports.
- Take appropriate action in respect of students believed to be 'at risk' from drug misuse, keeping the Headteacher informed of action taken.
- Assist the Headteacher in responding to media interest in drug related incidents. Only the Headteacher will be responsible for making statements on behalf of the school concerning any drug related incident involving students, should this become the subject of public attention. Such statements should be discussed with the Chair of Trustees.

Practice

The school is a non-smoking site for all staff, students and visitors. Tobacco, cigarettes, electronic cigarettes, vapes, alcohol, illegal drugs and legal dangerous substances that are prohibited from use and consumption by students and staff whilst on the school site. Only medicines provided by parents or a doctor can be brought into school, they must be handed in to the school office for administration during the day. The only exception being, personal inhalers and EpiPens which students should keep on their person.

Drug, Alcohol & Substance Misuse Education:

Drug, Alcohol & Substance Misuse Education is taught across the curriculum, primarily through the PSHE scheme of work and the Science curriculum, but also discretely through many areas of the curriculum.

The objectives:

- To promote the benefits of a healthy lifestyle and develop positive, informed attitudes towards personal health.
- To develop social and personal skills to help students take responsibility for their own and others health and safety, understand the influence of peer pressure, develop confidence in personal relationships and make informed decisions.
- To provide accurate information about drugs, legal and illegal, and other potentially dangerous substances, and the risks associated with them, and an understanding of the factors that lead to misuse.

- To encourage young people to discuss moral questions, including those about illegal substances, and share their thoughts in a safe environment.
- To uphold a robust and vigorous stance of the school towards drugs, alcohol and substance misuse, while under the school's jurisdiction.

In order to maintain a consistent approach to drug education and monitor the changing situation with regard to drug related issues, the programme is regularly reviewed and evaluated by the pastoral leaders, and through the annual audit of the SMSC document.

Sanctions:

Drugs:

If a student is suspected of being under the influence of an illegal drug/legal dangerous drugs or is caught in possession of an illegal drug/legal dangerous drugs (or any form of drug paraphernalia) parents will be informed at the earliest opportunity by the headteacher (or designated member of staff). However, we reserve the right, in accordance with the current legal guidance, to permanently exclude any student in possession of illegal drugs/legal high, even for a first or one-off offence.

If a student is selling or supplying illegal drugs/legal dangerous drugs, we reserve the right to permanently exclude, even for a first or one-off offence. In all cases of illegal drug and legal dangerous drugs possession or the possession of drug paraphernalia, the police will be notified and criminal action may result.

New Psychoactive Drugs (NPS):

These 'psychoactive' drugs, often incorrectly referred to as "legal highs" contain one or more chemical substances which produce similar effects to illegal drugs (like cocaine, cannabis & ecstasy). The main effects of almost all psychoactive drugs can be described using four main categories: stimulants, 'downers' or sedatives, psychedelics or hallucinogens and synthetic cannabinoids.

Under the NPS Act of 2016, none of these drugs are legal to produce, supply or import for human consumption.

Cigarettes, E-Cigarettes, Vapes, tobacco and lighters:

Students are forbidden to bring, cigarettes, vapes, e- cigarettes, lighters or matches on to the school premises. Students are also forbidden to smoke on the way to or from school, while wearing school uniform, or on school visits.

If found smoking or found in the possession of cigarettes, vapes, e-cigarettes, tobacco or matches, students will be sanctioned accordingly, and parents will be contacted. Further

incidents may result in either removal from lessons, loss of social time, community service or suspension.

Alcohol:

Students are not allowed to bring alcohol on to the premises or to drink alcohol on the way to or from school. If a student is suspected of being under the influence of alcohol or is caught in possession of alcohol, the student's parents will be contacted. Depending on the severity of the incident the student can expect to be sanctioned in conjunction with our behaviour policy. This includes a range sanction including removal from lessons, loss of social time, community service or suspension.

Medicines and Legal Medicinal Drugs:

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours (i.e. 1, 2 or 3 times per day so it can be given before/after school). If this is not possible, prior to staff members administering any medication, the parents of the student must complete and sign a parental agreement form for each medicine provided.

Medicines MUST be in date, labelled, and provided to school staff in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

Students should not bring in their own medicine. This should be brought into school by the parent.

Paracetamol can only be given to students when parents have provided an appropriately labelled container with a signed consent form and for a maximum of three days.

No student will ever be given medicine containing aspirin unless prescribed by a doctor.

No student will be given any prescription or non-prescription medicines without written parental consent except in very exceptional circumstances.

Where it has been agreed that medicines can be given, a member of staff will administer these according to the instructions and complete a Record of Medicine Administration form.

Controlled drugs may only be taken on to school premises by the parent of the individual to whom they have been prescribed. They will be stored and administered following the protocol for storing and administering medication in school.

For further information please see our "Medicines and Supporting students with medical conditions" policy.

Discovery of drug / Alcohol misuse:

If a member of staff discovers or is made aware of a student using an illegal substance or misusing other potentially dangerous substances, or suffering from the effects of such misuse, action to protect the students' health and safety should be paramount. The student should be separated from other students and where required, emergency first aid treatment obtained, if possible by a trained first aider. An ambulance should be called if the student is acutely intoxicated, in a state of collapse or unconscious.

A member of the Leadership Team should be informed immediately, who will ensure parents are informed as soon as possible.

A report by the member of staff concerned should be emailed to a member of the Leadership Team as soon as possible.

We recognise that a student who is misusing drugs, smoking or drinking alcohol needs support. We would therefore hope that, the school and parents can work together to support the young person involved. Drug, Smoking and Alcohol counselling, through the school nursing service, will be offered, as appropriate, or a referral to other drug-based organisations such as EDAS (Engage Develop Adapt Succeed)/Catch 22 /Connect Young People. For any young people who would like help to quit smoking, help is available via the NHS quit smoking website: <https://www.nhs.uk/better-health/quit-smoking/>

Searching and Confiscation:

Under the Education and Inspections Act (2006) the headteacher and authorised staff have a statutory power to search a student or students or their possessions, without consent, where we have reasonable grounds for suspecting that the student may have a prohibited item.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco, vapes, e-cigarettes, cigarette papers, lighters and matches
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence
 - to cause personal injury to, or damage to the property of, any person (including the student)

The Headteacher and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Any student found to be in breach of any aspect of this policy will have the offending articles confiscated.

Any **suspected** drugs found will be immediately confiscated and sealed in a plastic bag and the police called. The date, time and general description of the contents will be recorded in writing. The bag will then be stored in the school's safe.

In most cases, fireworks, alcohol, vapes, tobacco, mobile phone will be returned to the parent (only) although depending on the seriousness of the offence, they may be surrendered to the police.

Illegal drugs, stolen items, pornographic images featuring children or any article that the member of staff reasonably suspects has been, or is likely to be used:

- to commit an offence to cause personal injury to
- or damage to the property of, any person (including the student) will be surrendered to the police.

For regulations regarding searching and confiscation within schools, please refer to the DfE guidance at: <http://www.education.gov.uk/aboutdfe/advice/f0076897/screening-searching-and-confiscation>

Links with other Policies

This policy should be used in conjunction with The Burgate School & Sixth Form's:

- Behaviour policy
- Safeguarding and Child Protection policy
- SEND policy
- Medicines and supporting students with medical condition policy

Policy Review

This policy will be reviewed every two years.