

Tapton SCHOOL

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Tapton School

Drug Education and Drug Related Incidents Policy

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LAST REVIEW/UPDATE: April 2021

LEVEL OF CHANGE: Minor

NEXT REVIEW: April 2022

Development process

The policy has been drawn up in consultation with teaching staff, other school staff, parents/carers, pupils and governors. To revise and update this policy, Tapton School has consulted with the following organisations and referenced the following publications:

South Yorkshire Police

Community Youth Teams and the School's CYTO link police officer

[Safeguarding Sheffield Children Partnership](#)

[The Corner](#)

'Information and Advice on Drugs' <https://www.talktofrank.com/>

[The Home Office: 'Drug Strategy' 2017](#)

['Keeping Children Safe in Education' 2020](#)

["Searching, Screening and Confiscation" – DFE 2018](#)

['Drugs: advice for Schools' – DFE and ACPO \(now NPCC\) 2012](#)

[The Misuse of Drugs Act 1971 \(Amendment Order 2018\)](#)

['The United Nations Office on Drugs and Crime' www.unodc.org](http://www.unodc.org)

We have also consulted with a wide range of other Sheffield and UK Schools to cross-reference and share policies and practice.

Location and dissemination

A copy of the policy is available on the school [website](#).

Context

We are all exposed to the issues surrounding drugs. We have an educational duty to teach how to live safely within a society in which there is widespread use and misuse of drugs for medicinal, recreational or criminal purposes.

Tapton School takes a zero-tolerance approach to the misuse of drugs and alcohol on school premises. Where appropriate, it will offer support and guidance to individuals at risk but will also adopt a zero-tolerance approach to the supplying of drugs to other members of the school community. Regular training for staff and other members of the community will, we hope, help to reduce the risks of drug abuse amongst the students. Involving parents and carers in such initiatives will help raise awareness and reduce the risks to family members. This policy has been developed in conjunction with [DFE guidance](#) to ensure everyone is aware of the risks posed by the misuse of drugs and alcohol.

This policy covers the use and misuse of all psychoactive substances by students. Substances covered by the term drugs in this policy include illegal drugs, tobacco, alcohol, solvents and prescription or over-the-counter-medicines (used for purposes other than those for which they were prescribed/intended).

None of what follows applies to drugs which are prescribed for a student's own use by a medical practitioner. The School expects to be formally informed by parents if a student requires medication during the School day.

The definition of a drug given by the United Nations Office on Drugs and Crime is:

‘A substance people take to change the way they feel, think or behave’

The term ‘drugs’ and ‘drug education’, unless otherwise stated, is used throughout this document to refer to all illegal drugs controlled by the Misuse of Drugs Act 1971 and the Act’s amendments, i.e. Drugs Act 2005.

The Aims of the Policy

- To give students the facts, knowledge, skills and confidence to have a full appreciation of the benefits of a healthy and balanced lifestyle, and to be able to make informed and responsible choices now and later in life
 - To safeguard students and staff at Tapton School
 - To clarify the school’s responsibilities and legal requirements
 - To clarify the school’s approach to drugs for all members of the school and wider community
 - To give guidance on developing, implementing and monitoring the school’s drug education programme
 - To enable staff to manage drugs and drug-related incidents on school premises with consistency and in the best interests of all involved.
- To 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.

At Tapton this work is entwined within Tapton’s ethos ‘valuing everyone, caring for each other and achieving excellence’ and ‘being kind.’

Extent of the Policy

This policy applies to all staff, students, parents/carers, governors and partner agencies working in Tapton School. It includes journeys to and from school in school uniform, work experience, residential trips and college courses. Organisers of after school events should be aware of the policy and their responsibility to implement it.

Definitions

The policy covers any substance taken to change the way one feels, thinks or behaves. This includes:

- All legal drugs, including tobacco, alcohol, volatile substances, new psychoactive substances, legal highs and other unauthorised substances.
- All medicines including over the counter and prescription medicines

Staff with Key Responsibility for Drugs Education and Issues

Drugs Education Co-ordinator: Mr S Rippin

PSHEE Subject Leader: Hayley Sharman

Management of drug related issues in school: Members of the Leadership Team.

Drug prevention is a whole school issue. All staff should be aware of the policy and how they should respond to drug related incidents. This includes caretakers and cleaning staff who need to know procedures for dealing with drugs and drugs paraphernalia.

The management of drug related incidents at school and on school trips

Dealing with drugs related incidents - general considerations:

The School is an educative community and aims to change unacceptable or damaging behaviour when it occurs within it. This policy applies to all members of the School community: students; all staff of the School, governors; parents/carers and any other adult who has any reason to be on the School site. It also applies to students and staff at any time whilst engaged in the business of the School, which includes field trips, School visits, work experience, alternative provision (off-site education), extra-curricular activities or the journey to and from School.

All members of staff are required to be vigilant in relation to all matters of safeguarding, health, welfare, and security and to raise specific concerns with senior and safeguarding colleagues promptly.

All students are encouraged and reminded to be aware of the needs of their fellow students and to feel sufficiently confident to discuss problems or concerns with members of staff.

Careful attention is given to recording all relevant information. Records must be written promptly, accurately and with all important details, following conversation with senior and/or safeguarding staff.

Investigation into an allegation will be initially conducted by the Pastoral or Safeguarding Team, supported by members of the Leadership Team. A course of action will be agreed by members of the Leadership Team, in consultation with above staff, the student and family.

The School distinguishes between the self-inflicted damage (suffered by an individual or group of individuals who misuse drugs and/or may be vulnerable to criminal exploitation) and the damage done by those who make School a place to profit from or exploit others.

The School will examine and deal with each situation individually and consider the full range of consequences, including supportive work, referral to therapeutic services and potential to invoke the ultimate sanction of permanent exclusion to deal with deliberately criminal activity, such as drug dealing and/or related intimidation. The School will ensure that its responses are in proportion to the issues presented.

All incidents will be dealt with firmly, fairly and as promptly as possible. The first concern will be for the health and safety of all involved, followed by the pastoral concerns of pupils.

Police involvement

The police are not usually involved in incidents involving legal drugs, but the School can inform the trading standards or the police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students or staff, in School or in the local area.

The School is not obliged by law to inform the police about an incident involving illegal drugs but will usually contact SYP for advice/guidance for staff and any students involved.

The Use and Management of Alcohol on School Premises

The use of alcohol by any member of the School community during School hours is not permitted. The consumption of alcohol whilst on an educational visit is not advisable but is accepted if there are sufficient numbers of staff who remain alcohol free in order to supervise students.

It is an offence under the Licensing Act 1964 for alcohol to be sold on School premises without a licence. It is legitimate to offer alcohol as part of a community/parent event (where no sale takes place). An occasional licence must be obtained (under the Licensing Occasional Permissions Act 1983) if there is any intention to sell alcohol on School premises.

The Use and Management of Tobacco on School Premises

The School acknowledges that the DFE expects to see Schools pursuing smoke-free status in keeping with the National Healthy School Standard.

There is no facility for any member of the School community to smoke on the School premises and students have been informed that smoking around the perimeter of the School site goes against the No Smoking Policy. Students who smoke on-site can expect to receive an offer of support in case they would like to quit smoking, in addition to a sanction.

Drugs Education Policy

The central aims of our Drugs Education Policy are:

1. To give students the facts, knowledge, skills and confidence to have a full appreciation of the benefits of a healthy and balanced lifestyle, and to be able to make informed and responsible choices now and later in life
2. To safeguard students and staff at Tapton School

Drugs Education is co-ordinated by the Curriculum Leader of Personal, Social and Health Education and covers all categories referred to above. The PSHE programme emphasises in all aspects of its curriculum the nurturing of self-confidence and self-esteem, personal and social responsibility and access to sufficient objective information to enable young people to make rational personal decisions. Pastoral staff are also actively involved in supporting students who may be "at risk" in terms of drugs and other controlled substances., discussing strategies, liaising with PSHE staff and external agencies as appropriate.

The School's Drugs Education work actively builds links with appropriate agencies, including the Community Youth Team and the South Yorkshire Police, Advice and Counselling Services such as 'The Corner' (within CYT), and the Police where appropriate.

Teaching staff receive training to raise awareness and understanding in School.

Co-operation with families is important. Updates about services and advice related to drugs and drugs education, is made available through our website for parents/carers and the MLE for students. The School works closely with parents on drugs-related issues where appropriate.

Defining Drug Incidents

Incidents may involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs.

They may include:

- Drugs or associated paraphernalia being found on school premises

- A pupil demonstrating an inappropriate level of knowledge of drugs for their age
- A pupil found in possession of drugs or associated paraphernalia
- A pupil found to be supplying drugs on school premises
- A pupil, parent/carer or staff member thought to be under the influence of drugs
- Information that the illegitimate sale or supply of drugs is taking place in the local area
- A pupil disclosing that they or a family member/friend are misusing drugs.

Establishing the Nature of Incidents

A careful investigation will be carried out to establish a clear understanding of the nature and seriousness of any incident. An investigation into an allegation will be conducted by the designated staff member leading on drugs or a member of the Leadership Team.

A record of all relevant information will be kept.

Responses to Incidents

The school will employ a range of responses to any incidents, and the precise response will be determined after a full and careful investigation into the exact nature of the incident. Support for pupils, as appropriate, will be a priority.

The following list is not exhaustive:

- Drugs or drug related materials or alcohol are discovered on school premises, but not on a person.
These should be removed and arrangements be made for disposal. Record details.
- Student found in possession of drugs or associated materials or alcohol, but not under the influence of drugs or alcohol.
Investigation, involvement of parents and possible involvement of police if these are illegal drugs.

Confiscate any substances/alcohol, and investigate the situation.

Consider isolating from peers whilst investigating.

Involve parents and agree appropriate action and sanctions.

Referral for counselling as appropriate.
- A student is suspected of being under the influence of drugs or alcohol
Ensure the safety of the individual, dealing with medical emergencies as necessary.

Investigate, establishing whether the substance is legal or illegal and whether it is for personal use or supply.

Confiscate any substances/alcohol, and investigate the situation.

Consider isolating from peers whilst investigating.

Involve parents and agree appropriate action and sanctions.

Referral for counselling as appropriate.
- A student is suspected of supplying drugs or alcohol

Investigate, establishing whether the substance is legal or illegal and whether it is for personal use or supply.

Confiscate any substances/alcohol, and investigate the situation.

Consider isolating from peers whilst investigating.

Investigate whether this is organised, or a “one-off” incident

Involve parents and agree appropriate action and sanctions.

If the substance is illegal, contact the police.

- Staff member found to be under the influence of drugs or alcohol whilst on school premises.
Ensure the safety of the individual, dealing with medical emergencies as necessary.

Investigate, establishing whether the substance is legal or illegal and whether it is for personal use or supply.

Confiscate any substances/alcohol, and investigate the situation.

Remove member of staff from contact with student.

Discipline in line with their contract or employment.
- Visitors to the school found to be under the influence of drugs or alcohol on school premises.
Ensure the safety of the individual, dealing with medical emergencies as necessary.

Investigate, establishing whether the substance is legal or illegal and whether it is for personal use or supply.

Confiscate any substances/alcohol, and investigate the situation.

Remove member of staff from contact with student.

Discipline in line with their contract or employment.

Escort visitor from the premises.

The co-headteacher has the authority to ban persistent offenders from the school.

Searches and Confiscation of Property

Searches

If a student is suspected of concealing **alcohol, illegal drugs, legal highs, tobacco and cigarette papers**, every effort will be made to persuade the student to hand over the items, preferably in the presence of a second adult witness

The law permits school staff to take possession of a substance suspected of being an illegal drug or item harmful or detrimental to good order and discipline (for example legal highs) provided that steps are taken to destroy it or to deliver it to the police.

If a student is suspected of concealing **illegal drugs, legal highs, drug related materials alcohol, tobacco and cigarette papers**, every effort will be made to persuade the student to hand over the items, preferably in the presence of a second adult witness.

School staff can search pupils **with their consent** for any item but **staff should immediately seek a member of the Leadership Team to do this**. Any search should be recorded and logged on a student's file.

If a student **refuses to give consent** to a search a search can be conducted by law if a member of staff has reasonable grounds of concealing suspected alcohol, illegal drugs, legal highs, alcohol, tobacco and cigarette papers. The member of Leadership Team should however consider informing parents/carers for support or in more serious situations the police may be contacted and may carry out a search.

Conducting a search

All searches should respect a student's personal privacy and be conducted in as considerate manner as possible by a member of staff who is the same sex (except in exceptional circumstances) and there must be a witness (also a staff member) and, if at all possible, they should be of the same sex as the pupil being searched. The person conducting the search may search outer clothing, pockets and possessions such as bags. Where the person conducting the search finds an **electronic device** they may examine any data or files on the device if they think there is good reason to do so.

Confiscation/seizure

A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item as listed above or is evidence in relation to an offence. Items seized should be recorded and stored in a locked secure cupboard or safe before consulting whether the item should be safely disposed of or delivered to the police.

For further information and guidance on searching and confiscation please see Department for Education screening, searching and confiscation - advice for headteachers, staff and governing bodies 2012.

Sanctions

The school will deal with each situation individually but the following guidelines apply:

Smoking

Smoking is a breach of school discipline. It is routine procedure to confiscate cigarettes, inform parents and place offenders in school detention. Students will be counselled on the risks to health and offered support to quit smoking where appropriate. Repeat offenders can be excluded if found smoking on site.

Alcohol

Possession and consumption of alcohol by students is a serious breach of discipline. It is illegal for all young people under 18 to be in possession of alcohol and inappropriate for any student to possess alcohol on the premises. Attending school having consumed alcohol is also inappropriate.

Parents will be informed of any breaches of discipline involving alcohol and fixed-term exclusion will be considered. Where appropriate, referral to other agencies may be made.

Other substances (e.g. solvents)

Possession and/or use of other substances which change the way one feels, thinks or behaves poses a serious concern for school and each situation where substances are found will be assessed individually. Serious sanctions will apply where the use of such substances occurs. The use or possession of such substances on the school premises or at school activities will always result in a fixed term exclusion and involvement of parents. Where appropriate, counselling and referral to other agencies will occur.

Drugs and drug related materials

Although each situation will be assessed individually, serious sanctions will apply where the use of illegal substances applies.

The use or possession of illegal drugs on the school premises will usually result in fixed-term exclusion, involvement of parents, counselling and possibly referral to other agencies. In circumstances involving the supply of drugs, permanent exclusion will usually be considered. In each case a decision will be reached about whether to involve the police.

Confidentiality

In managing drugs, and in drug education lessons, teachers cannot and should not promise total confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and/or which the pupil asks not to be passed on, and which does not involve a breach of school policy, the request will normally be honoured. Exceptions to this will be:

- When child protection issues arise
- In order to co-operate with a police investigation
- Where there has been agreement to refer the pupil to an external agency.

Every effort will be made to seek the agreement of the pupil before further sharing of sensitive information. Where information is to be shared, this will be strictly on a need-to-know basis.

The Content and organisation of drug education in the curriculum

Drug education is an entitlement for every pupil and is supported by Section 351, of the Education Act 1996 which requires every school to provide a balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society
- Prepares pupils at the school for the opportunities, responsibilities and experiences of adult life

The aim of drug education is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. Drug education is a major component of drug prevention.

At Tapton School drug education is delivered primarily through PSHEE and Science.

PSHEE

The PSHEE: Personal Wellbeing schemes of work on Drugs Education have been prepared in line with both National Curriculum and Department of Health guidelines.

At Key Stage 3 the content includes exploring the facts and laws about illegal drugs, volatile substances, legal highs, medicines, alcohol, vape and tobacco, with the focus being about the personal and social consequences or misuse for themselves and others. We also look at ways of recognising and reducing risk, minimising harm and getting help in emergency and risky situations, especially in relation to the use of volatile substances. Students explore the benefits and risks of health and lifestyle choices, including choices relating to substance use and misuse, and the short and long-term consequences for the health, mental and emotional wellbeing of individuals, families and their communities. In line with guidelines, pupils are advised how to obtain health information and advice.

Science

In Y7 and Y8 Science– All pupils are taught about diet, drugs and disease:

In Year 8 this includes the effects of drugs such as alcohol, tobacco and cannabis on mental and physical health. It also includes the effect of bacteria and viruses, such as those associated with sexually transmitted infections. All pupils are taught about the scientific knowledge and explanations of drugs, their effects and the risks involved.

The topic provides the opportunity to find out about the use of contemporary scientific and technological developments in the detection and analysis of different drugs used in sport. Data from secondary sources is collected and analysed using ICT. There is opportunity to discuss how scientific knowledge and ideas change over time when investigating the link between smoking and lung cancer. Discussion of anti-smoking laws allows development of an argument using scientific and technical terms.