



David Ross Education Trust

Broadening Horizons

DRET Drugs Policy

Introduction

The Trust drugs policy is based on national guidance from the DfE and Association of Chief Police Officers (ACPO)

To give an overview of safeguarding arrangements across the Trust this policy should be read in conjunction with other Trust policies such as:

Child Protection policy

Health and Safety policy

Medical Treatment policy

Policy			
Version	Date Approved by Trustees	Date Released to Academies	Next Review Date
V1.0	28 June 2016	1 September 2016	January 2018

1. Purpose

1.1 The purpose of the Trust's Drug Policy is to:

- Clarify the legal requirements and responsibilities of the Trust
- Reinforce and safeguard the health and safety of pupils/students and others who use the Trust premises including individual academies
- Clarify the Trust's approach to drugs for all staff, pupils/students, board members, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on Trust premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the Trust
- Provide a basis for evaluating the effectiveness of the Trust drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the Trust in contributing to local and national strategies

2. Procedure

2.1 The Trust stance on drugs:

(Drugs refers to all drugs including medicines, volatile substances, alcohol, tobacco and illegal drugs and so called 'legal highs')

2.2 The Trust's first concern in managing drugs is the health and safety of the Trust community and meeting the pastoral needs of students. Therefore an academy will take action when they suspect that behaviours involving illegal and other unauthorised drugs are in evidence. Such incidents will be investigated within the boundaries identified within the policy. Procedures regarding the use, storage and dispensing of authorised drugs can be found within the DRET Pupils with medical Conditions Policy.

2.3 Staff with key responsibilities:

The safety and well-being of the academy community is the responsibility of everyone. This includes their compliance with the Drugs Policy as well as being vigilant with regard to the misuse of drugs. In making and keeping each academy the safest place possible it is the duty of everyone to report concerns or observations.

2.4 The key staff within an academy dealing with drug related issues are the senior leaders and the academy first aid team. The management of drug incidents is the responsibility of every manager and leader. As members of the leadership team they will seek advice from the head teacher/principal as necessary.

2.5 This team will ensure that potential drug related issues are thoroughly investigated, correct medical responses are applied and commensurate consequences are given taking advice from and communicating as necessary with external partners such as the police and local support agencies.

2.6 Drug Education including teaching methods and inputs by external partners

The purpose of drug education at the academies is to enable students to develop their knowledge, skills, attitudes and understanding about drugs, appreciating the benefits of a healthy lifestyle in relation to their own actions and those of others.

2.7 Staff support and training:

As part of the staff training programme all staff will be inducted into policies and practice related to drug related incidents. The responsible person for external agency partnership work at each academy will seek support from the relevant experts to support academy staff.

2.8 Monitoring, evaluating and reviewing drug education:

Academies will use this policy as part of the PSHE programme and associated practices. The review and monitoring process will involve consultation with relevant reference groups and statistics relating to substance misuse will be made available to the local governing body.

2.9 Management of drugs:

Where students require that their medication is kept in the academy, formal arrangements are made via the first aid officer. Systems for safe storage and administration are in place which complies with local and national guidance. (See DRET Pupils with medical Conditions Policy)

2.10 Taking temporary possession of and disposal of suspected illegal drugs:

- In taking temporary possession and disposing of suspected illegal drugs staff at an academy or any Trust premises will:
- Ensure that a second adult is present throughout
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- Store it in a secure location, such as a safe or other lockable container with access limited to two senior members of staff
- Without delay notify the police, who will collect it and then store or dispose of it in line with their locally agreed protocols
- Record full details of the incident, including the police incident reference number
- In the event that suspected illegal drugs are taken from a student Inform parents/carers, unless this would jeopardise the safety of the student

2.11 Needles or syringes found on any premises will be placed in a sharps box using gloves obtained from a first aid officer. Measures must be taken to ensure that the container will be kept out of reach of students and visitors to the site.

2.12 Police involvement:

In matters related to substance misuse by students on academy premises, the academy will take advice as to whether it is necessary to formally involve the police. Discussions will focus on:

When an incident can be managed internally by the Trust

When the police should be informed or consulted

When the police should be actively involved

When a student's name can be withheld and when it should be divulged to the police

2.13 Meeting the needs of students via referral and external support:

- Up to date information is on display and leaflets are on offer in the academies
- One-to-one advice is available from external partners
- Additional referrals are made via the Common Assessment Framework (CAF) Co-ordinator

2.14 Confidentiality:

In managing drugs, an academy has regard to issues of confidentiality as outlined in the Trust's confidentiality policy. Teachers do not promise total confidentiality and this is reinforced in staff Child Protection training. Staff understand that information will only be passed on a 'need to know' basis in matters of:

- Child protection
- Co-operating with a police investigation
- Referrals to external services

2.15 The academy will make every effort to secure the student's agreement to the way in which the academy intends to use any sensitive information. There will be situations where the academy is required to disclose information to third parties because its disclosure is a legal requirement

2.16 Involvement of parents, guardians and carers:

An academy will usually inform parents, guardians and carers when their child is found to be in possession of or having misused substances. If requested an appointment can be made for the parent/guardian/carer to see a suitably qualified nominated member of staff in order to discuss with the family what support mechanisms are open to them, should this be felt necessary.

2.17 If there are potential child protection issues, then the Trust must act in the best interests of the child who may mean a decision not to inform parents, guardians and carers. Such a decision is taken very seriously and usually with the benefit of legal advice.

2.18 Disciplinary Sanctions:

If a student is found to be involved with drugs in any way this will be taken very seriously by the Trust and the individual academy's behaviour policy will be applied. Sanctions are likely to include exclusion whether permanent exclusion or exclusion for a fixed period.

3. Resources

3.1 Terminology

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

3.2 'A substance people take to change the way they feel, think or behave.'

3.3 The term 'drugs' and 'drug education' unless otherwise stated, is used throughout this policy to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, and alkyl nitrites (known as poppers)
- All over-the-counter and prescription medicines

3.4 The Director of Academic Studies will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.

3.5 This policy does not form part of any employee's contract of employment. The Trust may alter or adapt this policy, and any components of it, at any time provided it notifies the Chair of the Local Governing Bodies.