



BORDEN GRAMMAR SCHOOL

Drugs Education & Management of Incidents Policy

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**This Policy should be read in conjunction with the school's
Behaviour policy,
Safeguarding & Child Protection policy and
Searching, Screening and Confiscation policy**



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Drugs Education & Management of Incidents Policy

Table of Contents

Policy Statement of Intent	3
i. Drugs Education	3
ii. Drug Misuse	3
iii. Drugs and Ill Health	4
iv. Conclusion	4
1. Appendix A: 1.1 -1.3 Procedures for Managing a Student Suspected or Found in Possession of Unauthorised Drugs, 1.4 Banned and Prohibited Items	5
2. Alcohol and Tobacco	6
3. Residential and Off-Site Visits	6
4. Confidentiality, Safeguarding and Child Protection	7
5. Staff	7
6. Parents/ Carers and Drug Incidents	7
7. Searching and Screening - <i>see separate policy on Searching, Screening and Confiscation</i>	7



BORDEN GRAMMAR SCHOOL

DRUGS EDUCATION & MANAGEMENT OF INCIDENTS POLICY

POLICY STATEMENT OF INTENT

- The school is committed to the health and safety of all its members and will take whatever action is deemed to be appropriate to safeguard their individual and collective well-being.
- The school is a “drugs-free zone”, where the possession, use of, and being under the influence of drugs are not tolerated.
- The school will not tolerate the supply of illegal substances, or the use of these substances by members of the school community.
- The school recognises the importance of its pastoral responsibilities in enhancing the welfare of its students and, through the provision of a caring and supportive ethos, will encourage students to seek appropriate help.
- The school boundaries are defined as any area where a student is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the student is in the charge of the school and its staff, whether this is within or outside school hours and whether or not students are in school uniform. It also includes the journey to and from school whilst in school uniform.

i. Drugs Education

The school provides a Personal Development programme (PSHE) which has due regard to pupils' maturity and includes all relevant factual information but, in so doing, ensures that there is no danger of the issues involved becoming glamorised. It recognises that pupils need to not only be made aware of the consequences of substance (mis)use but also to be apprised of strategies which will enable them to avoid such (mis)use.

ii. Drug Misuse

When a member of staff suspects that an individual pupil has become involved in the use/abuse of an illegal or inappropriate substance, the following action will be taken:

- The relevant information will be immediately communicated to both the Headteacher and to the school's Designated Safeguarding Lead (DSL). As with any safeguarding matter, there is no confidentiality and all information must be shared.
- The pupil will be interviewed by the DSL and/or another member of the safeguarding or leadership team.
- A search will be conducted of the student (see policy on Screening, Searching and Confiscation policy)
- If the circumstances are such that unlawful activity has taken place away from the school boundary and at a time when the pupil was not recognisable as a member of the school, then the pupil's parents/guardians will be informed and relevant information recorded on the pupil's personal school record and the safeguarding platform
- Where there is evidence of substance abuse within the school boundary, or out of school at a time when the pupil was recognisable as a member of the school, then the pupil's parents/guardians will be contacted without delay and the pupil will receive a sanction, ranging from suspension to permanent exclusion. In deciding this, the seriousness or

- repeated nature of the offence will be taken into account.
- Where there is evidence of a pupil supplying drugs to others, whether in the school boundary or in the wider community, regardless of whether or not he was recognisable as a member of the school at the time, then his parents/guardians and our external support services will be informed without delay. The school reserves the right to permanently exclude the child from school with immediate effect. In such cases, the school will pass to the Police all available evidence related to the incident/s.

Except in the case of a permanent exclusion, where the pupil ceases to be a member of the school, pupils involved in substance (mis)use (and their parents/guardians) will be offered the school's pastoral support, alongside external support services best able to assist, such as drugs education programmes, the Kent police, School Health or Children's Social Care.

iii. Drugs and Ill Health

At any one time, there will be pupils receiving treatment for a variety of medical conditions which do not prevent them from attending school. The school will cooperate in ensuring that such pupils receive the appropriate medication in prescribed doses at relevant times and that any drugs (with the exception of inhalers for asthma) are securely stored during the school day. The following arrangements will apply:

- Drugs supplied by a medical practitioner as part of a short-term course of treatment (such as antibiotics) or longer-term programme (such as ADHD medication) must be deposited by the parent, alongside the completion of a medication form outlining the dispensing of the medication. If the pupil brings the medication into school themselves, they must hand this to the School Office immediately. The office will not administer any medication until parental consent has been gained.
- It is the students' responsibility to visit the School Office at appropriate times throughout the school day (usually breaks and lunch-time) so that the medication can be taken as prescribed.
- The role of the members of the administrative staff in this matter will be to provide the medication on request and not to routinely administer the same.
- Where medication is required to provide immediate relief, as with inhalers in the case of asthma sufferers, the pupil will be allowed to carry the treatment with him at all times except in the case of lessons in Physical Education and Sport where changing out of normal clothing is necessary. In these circumstances, inhalers must be handed to the member of staff responsible for the activity and, in order to avoid confusion, it is necessary that all such inhalers are marked with their owners' names.
- The school has painkillers such as Paracetamol on the school site for students to take. This will only ever be given with the permission of parents when they are contacted. If a student requires long-term pain medication, the above process should be followed.

iv. Conclusion

The school's overriding aim, in respect of potential substance abuse as in all other things, is to ensure a safe environment for all its members and to seek to provide such guidance and the appropriate level of support for its pupils as will be necessary to make them both responsible members of the school community and mature future citizens. Every attempt will be made to equip pupils with the knowledge and skills which are necessary if they are to cope effectively with all the demands and pressures, including peer pressures, which will inevitably come their way.

Appendix A:

1. Procedures for Managing Student Suspected or Found in Possession of Unauthorised Drugs

- 1.1 All teachers have a duty of care and the students' safety and care is of paramount importance.
- 1.2 If a student appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary the young person goes to the local Accident & Emergency Unit accompanied by a member of senior staff or students' parents. The DSL (or deputy DSL) will determine who contacts the pupil's parents or carers and request that they collect them from school. If they are unavailable the student will be supervised in a suitable room until the parents/carers are able to collect them or other action appropriate to the individual and circumstances has been taken.
- 1.3 If a student brings drink or drugs to school or the school has good reason to believe they have done so, or if a student is found with a substance or a drug thought to be unauthorised, the procedure in Section 7 should be followed. The Police Youth Engagement Officer (PYEO), Tel: 01795 419392, should be the first point of contact with regard to confiscation of suspected illegal drugs in schools.
- i. In "emergency" situations where the PYEO is unlikely to be able to attend immediately, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999 or local police station)
 - ii. Substances should **NOT** be destroyed or flushed down the toilets.
 - iii. If a student has taken a drug, or there is reasonable evidence to assume so, a trained first-aider will be called immediately, and professional medical help sought where appropriate. If not, then another member of staff will be called for help and as a witness.
 - iv. Staff will inform the Headteacher and DSL as soon as possible after they have ensured the safety of the student and any other students involved.
 - v. Teachers cannot guarantee confidentiality, and where a student discloses information that indicates they are at risk, the information will be passed immediately to the DSL. A teacher should sensitively indicate to a student that confidentiality cannot be maintained, preferably before any disclosure takes place.
 - vi. Staff should record what has happened and all actions taken as soon as possible and the witness should countersign your statement.
 - vii. Parents / students will be offered support within school and details of support from external agencies.

1.4 Banned and Prohibited Items

The following items are never allowed in school (prohibited items):

- i. alcohol, cigarettes and vapes
 - ii. illegal substances,
 - iii. dangerous substances – for example: solvents, lighters, aerosol sprays,
 - iv. fireworks or bangers,
 - v. Illegal items – for example: any form of weapon (bought, made or adapted) **or stolen items**
 - vi. material which is racist, pornographic or likely to incite violence (including digital)
- Such items will be confiscated and will not be returned. Such cases will always be referred to a member of the leadership group and students found in possession of such items are likely to be excluded. Serious cases will be reported to the school's police

officer and may result in a referral to the In Year Fair Access Panel (IYFAP) for a move to another school, or a permanent exclusion. We may search students for such items.

The following items may be confiscated and not returned (banned items):

- vii. energy and fizzy drinks
- viii. food that may have a negative impact on student behaviour
- ix. items that may have a negative impact on student behaviour
- x. food or other items sold by students for personal gain

2. Alcohol, Tobacco and Vapes

- 2.1 Alcohol, tobacco and vapes misuse by students is a serious issue for schools. Research shows that the younger students enter into experimental use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school will take action to safeguard the students and inform parents/carers as soon as possible.
- 2.2 The school is a smoke and vape free site. The school adheres to the Licensing Act 1964 and other alcohol legislation and circumstances in which alcohol use is permitted, are clear.
- 2.3 The police are not normally called to deal with students involved with alcohol or tobacco issues except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to students or where there is a risk of violence or Safeguarding concerns.
- 2.4 If a student brings alcohol, tobacco or vapes to school, the following procedures should be followed:
 - The school will encourage cooperation from a student when asked to empty their pockets/bags and hand over the suspected drugs. Follow guidance in the 'Searching, Screening and Confiscation' policy.
 - It is legal for an authorised member of staff to confiscate substances thought to be illegal. Confiscated drugs should be sealed in a clear plastic bag and locked away until the police arrive or, if agreed by the police, taken to the police station.
 - Where it is considered that the student has been at risk, or it is thought that the drug or substance is unauthorised, the student's parent or carer should immediately be contacted at the earliest opportunity unless this is not considered to be in the best interests of the student, in which case Kent Children's Social Care should be contacted to discuss.

3 Residential and Off-Site Visits

- a. Residential and off-site visits must comply with the school's Educational Visits Policy full risk assessment practice. Students and parents/carers are clearly informed of the school's expectations and repatriation policy and sign the code of conduct/consent form. Expectations of staff are set out in the Staff Behaviour Code and agreed before the trip with the trip leader.

4 Confidentiality, Safeguarding and Child Protection

- a. Clear guidance regarding confidentiality and disclosures is contained in the school's Safeguarding Policy.

5 Staff

- a. Any staff bringing unauthorised drugs to work or their presence at work in an

intoxicated state (including while staff are 'on duty' on school trips and activities off site) will be subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the pupils; therefore the Headteacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work, as outlined in the Staff Behaviour Code of Conduct policy.

- b. This school is a smoke and vape free school, in line with national legislation effective from 1 July 2007. Staff smoking or vaping on school premises or who bring illegal drugs on to school premises will be deemed to be in breach of their contract. All staff are expected to adhere to the school's non-smoking policy.
- c. The school will make every effort to support any member of staff in these circumstances and encourage them to seek appropriate professional help.

6 Parents/Carers and Drug Incidents

- 6.1 The school informs parents about all aspects of its policies via the website. A proactive approach is used. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and students' safety issues are paramount. The school is not able to divulge any information about individual pupils who are not the parents or carers of the child. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school. The school informs parents/carers of any local concerns/issues.
- 6.2 Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child. School can refer parents/carers to other sources of help, for example, drug or alcohol specialist agencies or family support groups.
- 6.3 This school aims to be aware of the impact parent/carer drug or alcohol misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug or alcohol problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.
- 6.4 Where the help of external services might be needed, and the child's safety is not considered at risk, we will liaise with Children's Social Care.
- 6.5 When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a student into the care of a parent/carer. The focus for staff will always be the maintenance of the student's welfare, as opposed to the moderation of the parent's/carer's behaviour. Staff will refer to the Parent/Carer code of conduct during this process.
- 6.6 Where the behaviour of an intoxicated parent/carer repeatedly places a student at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke Safeguarding & Child protection procedures, and the involvement of the police, if necessary. It is important to gain support from other colleagues to act as a witness and/or give additional guidance when addressing parent/carers whom are intoxicated.

7. SEARCHING AND SCREENING - please see separate Searching, Screening and Confiscation Policy.