



SUTTON GRAMMAR SCHOOL

DRUG AND SUBSTANCE ABUSE POLICY

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Reviewed by:	Board of Trustees
Policy Agreed date:	July 2024
Next review date:	July 2027

Contents:

1. Introduction	3
2. Aims of the policy	3
3. Definition	3
4. The school's stance towards drugs, health and the needs of the students	3
5. When where and to whom the policy applies	4
6. Drugs education	4
7. Overview of drugs education learning aims	4
8. Responding to drug related incidents	5
9. Actions to be taken in regard to drug related incidents	5
10. Involvement of parents/carers	7
11. Disclosure	7
12. Medicines	7
13. Staff training and support	7
14. Monitoring and review	8

Appendix A: School's likely response to use or possession of drugs

1. INTRODUCTION

At Sutton Grammar School, we are committed to ensuring the school is a healthy school, free from the misuse of drugs and other substances.

2. AIMS OF THE POLICY

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of pupils and others who use the school
- clarify the school's approach to drugs for all staff, pupils, governors, 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 school 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 school
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs

This policy should be read in conjunction with the Behaviour, Rewards and Sanctions Policy of the school.

3. DEFINITION

The definition of drugs 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', unless otherwise stated, is used throughout this document to refer to:

- All illegal drugs (those controlled and defined by the Misuse of Drugs Act, 1971, amended 2005 and 2017)
- All legal drugs including alcohol, tobacco, e-cigarettes, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrates (known as poppers), all over the counter and prescription medicines
- Psychoactive substances outlawed under the Psychoactive Substances Act 2016 (these substances include legal highs such as 'Clockwork Orange')
- Drugs bought by mail order subscription (such as Xanax)
- Any substance purporting to be any of the above

These are not exhaustive lists.

4. THE SCHOOL'S STANCE TOWARDS DRUGS, HEALTH AND THE NEEDS OF THE STUDENTS

The possession, use or supply of illegal and other unauthorised drugs in Sutton Grammar School is not tolerated. The school is committed to safeguarding the health, safety and wellbeing of all members of the school community. In providing drugs education and responding to incidents involving drugs, our first concern is the pastoral care, health, and safety of students.

Pupils must not bring controlled (illegal or unauthorised) drugs, legal drugs for which they have no prescription, cigarettes (including e-cigarettes) or alcohol (or items purporting to be

any of these) or the paraphernalia associated with the use of these substances onto the school site at any time.

5. WHEN, WHERE AND TO WHOM THE POLICY APPLIES

This policy applies to all students at Sutton Grammar School. It also applies to journeys to and from the school, occasions when students are wearing school uniform, on the school site itself, work experience, visits, residential visits, sports fixtures and other occasions when students are representing the school.

6. DRUGS EDUCATION

All young people are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs. All drugs have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far-reaching consequences for not only themselves, but also their families, their communities and society in general. For young people in particular, drugs can affect their education, their mental and physical health, their relationships with families and friends and, in doing so, prevent them from reaching their full potential.

All young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. All schools play a central role in helping young people make such decisions by providing education about the risks and the effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support. Schools cannot act alone; they are part of broader prevention and support strategies including parents/carers and a range of partner agencies working together.

7. OVERVIEW OF DRUGS EDUCATION LEARNING AIMS

Drugs education is a major component of drug prevention and is an important aspect of the school's delivered Personal Development curriculum. Its aim is to provide opportunities for students 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.

The Personal Development curriculum is taught as a discreet subject for all students in Key Stages 3, 4 and 5. Schemes of work are developed as spiral curriculums in order that each year is a development on the previous; and all are age appropriate.

Other subjects (e.g. Citizenship, Science, P.E.) also contribute to aspects of drugs education within the curriculum; assemblies are used as appropriate. The school also uses external speakers or visitors (e.g. the Daniel Spargo-Mabbs Foundation).

The drugs education programme aims to:

1. To increase students' knowledge and understanding and clarify misconceptions about:
 - the short and long-term effects and risks of drugs
 - the rules and laws relating to drugs
 - the impact of drugs on individuals, families and communities
 - local and national use
 - the complex moral, social, emotional and political issues surrounding drugs
 - health and social issues

2. To develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- developing positive attitudes to healthy lifestyles
- assessing, avoiding and managing risk
- communicating effectively and enabling pupils to identify sources of appropriate personal support
- resisting pressures and developing confidence
- finding information, help and advice
- devising problem-solving and coping strategies
- developing and maintaining self-awareness and self-esteem

3. To enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences

4. To ensure that students have access to and knowledge of up to date information as sources of help. This includes local and national helplines (including FRANK for drugs and Drinkline for alcohol), youth and community services and drug services. These sources are used in addition to the school's own drug and alcohol education.

Pupils are made aware of these services and sources of support via the signposting page of the school website; the tutor programme; and the Pastoral TVs in school.

Information is also available from the Pastoral Team for individual pupils/parents when requested.

8. RESPONDING TO DRUG RELATED INCIDENTS INVOLVING STUDENTS

The first concern in dealing with any medical emergency involving drugs will be the student's personal safety and the safety of the members of the wider school community. Appropriate help/first aid will be given before any further issues are addressed, and parents/carers will also be contacted. The school will not accept any medical responsibility for any students who is in school, or on a school visit whilst intoxicated, or under the influence of a drug (as defined in the policy).

9. ACTIONS TO BE TAKEN IN REGARD TO DRUG RELATED INCIDENTS

All cases of misuse of drugs or suspected misuse of drugs will be reported to the Deputy Head.

When a drugs related incident is reported an investigation takes place. The following actions are carried out:

- A member of the Senior Leadership Team will be called for to organise the removal of any student(s) suspected of the misuse of drugs
- The school first aider will be contacted to identify any medical signs of misuse of drugs
- When the student is spoken to, notes should be taken of what is said. Time, date and sign these notes. The student should also write and sign their own statement using the school statement form.
- If there are any key witnesses (including staff), they should write a statement which should be signed and dated.
- Students suspected of being in possession of drugs will be invited to hand over the drugs in the presence of two members of staff. All drugs paraphernalia and illegal

substances will be removed in the presence of a witness. The details of all drug paraphernalia and illegal substances will be recorded with a witness present.

- Where the individual refuses, the Headteacher, or member of staff authorised by them, may exercise their statutory power to search the student(s) or their possessions, without consent. The member of staff carrying out a search must be the same sex as the student being searched.¹
- If a student refuses permission to be searched, it will be regarded as a missed opportunity to prove that they were not in possession of drugs and it will therefore be assumed that the student is in possession of drugs or other banned items and sanctions will be issued accordingly
- Failing to cooperate with the school's investigation in any matter relating to illegal drugs will be regarded as a missed opportunity to prove that they were not in possession of drugs and it will therefore be assumed that the student is in possession of drugs or other banned items and sanctions will be issued accordingly
- Staff may search school property, for example, students' lockers, if they believe drugs to be stored there. Prior consent will always be sought where possible, however, individuals will be made aware that if consent is refused the school may wish to proceed with a search
- After any search involving students, parents/carers will normally be contacted by the school, regardless of whether the result of the search was positive or negative
- Any substance suspected of being a drug will be confiscated². In taking temporary possession of a suspected substance, staff will ensure that a second adult witness is present throughout, the sample will be sealed in a plastic bag with details of the date, time and witness present and then locked in the school safe. If the substance is suspected to be an illegal drug, the police will be notified immediately, in order that they may collect it for identification and then store or dispose of it in line with locally agreed protocols
- In all instances involving misuse of drugs or supply on the school's premises, parents/carers will normally be informed and their cooperation sought
- A detailed record of the incident will be made by the member of the Senior Leadership Team involved. A copy of the record will be kept by the Deputy Head.
- In all instances involving drug misuse, possession or supply on the school premises, the school will inform the police. The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but the school will do so whenever it is clear that it is in the best interest of the student and/or school community.
- If formal action is to be taken against a pupil, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview
- Only in exceptional circumstances should arrest or interviews by police take place at school. An appropriate adult should always be present during police interviews, preferably a parent/carer or duty social worker

¹ All searches will be carried out in accordance with the Department for Education's 'Searching, screening and confiscation' (July 2022) guidance documentation

² The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

- Staff should record full details of the incident, including notes of any discussions with the pupils. These should include date, time place and people present. The police incident reference number should also be included

A table showing the school's likely response to the use or possession of drugs, both illegal and legal, for students within its care is shown in Appendix A.

10. INVOLVEMENT OF PARENTS/CARERS

In any incident involving illegal and other unauthorised drugs the school will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the pupil's needs.

Where the school suspects that doing this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school will exercise caution when considering involving parents/carers. In any situation where a pupil may need protection from the possibility of abuse, the school's Designated Safeguarding Lead should be consulted and local child protection procedures followed.

Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child and the school will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required.

11. DISCLOSURE

A student may disclose to a member of staff that they have been using drugs or they are concerned about someone else's drug use. Concern for the student's welfare will be paramount but in line with the school's Safeguarding Policy staff will not be able to promise complete confidentiality and should make this known to any student seeking such assurance.

Information about a student in relation to drugs will follow the same procedure as for other sensitive information. The Head of Year will be informed and liaise with the Deputy Head with regards further help being sought if appropriate. The student may be referred to a drugs or counselling programme and/or referred to the Catch 22 service.

12. MEDICINES

Some students may require medicines that have been prescribed for their medical condition during the school day. School staff do not give any medication to students unless supplied with specific written authorisation by parents/carers in line with the relevant policy. Medicines are kept in a secure area and are administered by the designated first aider in the main office to the student.

All students should be made aware that medicine should not be brought into school unless for a known medical condition.

13. LEGITIMATE PRESENCE OF ALCOHOL IN SCHOOL

Use and consumption of alcohol at school can only be authorised by the Headmaster.

14. STAFF TRAINING AND SUPPORT

The school will update staff on their responsibilities, key procedures and key warning signs as part of the staff INSET programme.

A team of specialist staff deliver the Personal Development Programme, they have ongoing training with regards the delivery of the programme, and specific topics within it as part of the school's staff CPD programme. Alongside this, staff have individual training and support sessions led by the Head of Personal Development and Citizenship to ensure that they feel confident and have the knowledge and skills to be able to deliver the programme effectively.

15. MONITORING AND REVIEW

The Deputy Head in liaison with the Head of Personal Development and Citizenship are responsible for the monitoring and co-ordination of the delivery of the drug education within the Personal Development curriculum.

The school carries out an annual review of its provision including the use of: student voice; learning walks; and evaluation of external speakers.

This policy is reviewed and agreed by the Board of Trustees every 3 years.

APPENDIX A: Table showing **the school's likely response** to the use or possession of drugs, both legal and illegal, for students within its care. This can include students representing the school at a function outside of school hours, students on a school trip or students wearing school uniform in public places.

Incident	Response	Additional notes
Possession/use of cigarette, e-cigarettes or vaping materials³	<p>Items confiscated and disposed of. Parents informed. Incident logged.</p> <p>First instance: internal exclusion; letter home; warning of next consequence</p> <p>Second and subsequent occasions: fixed term exclusion</p>	<p>Referral to the school nurse or other external resources as resources allow</p> <p>Parents/carers advised to approach GP for advice to help their child</p>
Possession/under the influence of alcohol or volatile substances	<p>Substance confiscated and disposed of. Parents contacted. Incident logged.</p> <p>Student excluded from school and where student to be readmitted, reintegration meeting with parent before readmission</p> <p>The Headmaster will take into account a range of factors regarding the severity and nature of the incident when deciding on the length of the exclusion and whether to re-admit the student to the school.</p>	<p>If re-admitted, the consequences of the next offence would be made clear each time.</p> <p>Re-admitted on an agreed behaviour contract.</p> <p>The school will refer to medical or other agencies as appropriate; signposting to support services.</p> <p>Relevant education sessions completed by the pupil.</p> <p>Other strategies may be used as appropriate</p>
Possession/under the influence of Class C, B or A drugs	<p>Substance confiscated and disposed of. Parents contacted. Incident logged.</p> <p>From 5 days fixed term exclusion up to a permanent exclusion.</p> <p>The Headmaster will decide whether to re-admit the student taking into account the likelihood of recurrence and the nature of the drug.</p> <p>If re-admitted, a second occasion would result in permanent exclusion from the school.</p> <p>The school will involve the police where it is clear it is in the best interest of the student</p>	<p>If re-admitted, consequences of a second offence would be made clear.</p> <p>Re-admitted on an agreed behaviour contract.</p> <p>Referral made to school counsellor or other relevant agency.</p> <p>Drug education completed by the pupil.</p>

³ If e-cigarettes/vaping material include any of the illegal drugs or psychoactive substances listed in section 3 of this policy (e.g. Spice), then the incident will be dealt with in accordance to possession/under the influence of Class C, B or A drugs. Lack of awareness/knowledge will not be accepted as a reasonable mitigating factor.

	<p>and/or school community. Police involvement not automatic.</p> <p>If on a school visit or trip, the parent may be asked to come and collect the student. This may include a residential visit abroad.</p>	
Drug dealing	<p>Substance confiscated.</p> <p>Permanent exclusion.</p> <p>Parents/carers contacted and police informed.</p> <p>Risk assessment for student(s) and others in school. Investigation into any network of illegal drug use in school.</p>	<p>The school will inform the police as in the best interest of the school and the community.</p>