Policy: Substance Use and Misuse (including Tobacco and Alcohol)

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1. Definitions

For the purpose of this policy the following definition of a substance will apply:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs including alcohol, tobacco/e-cigarettes, volatile substances and amyl nitrites
- All over the counter and prescription medicines (misuse would be taking medication not prescribed for the person)

Substance misuse is the inappropriate use of a drug and includes:

- Unlawful possession or use of a drug
- Unlawfully supplying or intending to supply a drug. A student passing an illegal drug to a fellow student on the school site, irrespective of any money changing hands, would be deemed to be supply
- Inappropriate use of a drug because of time, place, task or responsibility
- Using medicines not in accordance with instructions
- Using drugs in ways which are harmful to health
- Smoking tobacco

2. Policy Aims

2.1 To ensure students are aware of their responsibilities in relation to drug issues (medicines, alcohol, tobacco, solvents and other drugs) during school time.

2.2 To allow the school to react appropriately and consistently to drug related incidents, so that the behaviour of the few does not jeopardise the health or learning environment of the rest of our students.

2.3 To provide a programme of Personal Development which promotes positive attitudes to health and allows young people to develop social and life skills to ensure that they are aware of the dangers of drug use.

3. Where and to whom the policy applies

3.1 This policy applies to all staff, students, parents/carers, governors visitors to school, contractors on site and bus/taxi drivers involved in the transport of students.

3.2 This policy applies to all school buildings and grounds

The exceptions to this are:

- Consumption of alcohol when a licence has been obtained for this purpose by hirers
- Consumption of alcohol at social occasions (when school is closed)
- The taking of medicines following the procedure set out in the ‘Staff Handbook.’
4. **The School’s Priorities in Designing the Policy**

4.1 The welfare of our young people is paramount.
4.2 All legal requirements should be fulfilled.
4.3 The good image of the school is upheld

5. **Tobacco, Alcohol and Illegal Drug Use**

5.1 Students must not be in possession of, or use, or attempt to sell or procure tobacco, alcohol or other drugs whilst on the school premises and from the point they leave home to come to school to the point they arrive home after the school day.
5.2 Students must not attend school under the influence of alcohol, or any other substance.
5.3 The school will not tolerate any student under the influence of or the possession, use or supply of drugs.
5.4 Dealing with drug related incidents - In the event of finding or suspecting a student to be in possession of a drug:

- Refer this to a member of SLT.
- Conduct a search of the student. Do this in the presence of an adult witness.
- Ask the student to empty their pockets and bags. If a student refuses explain to them that the police can be asked to attend.
- Any drug found should be packed securely and labelled with the date, time and place of discovery. It should be secured within school. Arrangements should be made to hand over the package to the police immediately.
- If a student is under the influence of a drug do not leave them unsupervised. Take them to First Aid.
- Other prohibited items found during a search should also be confiscated.
- Following the search, whether or not anything was found, record on CPOM’s the person searched, the reason for the search, the time and the place, who was present and the outcome of any follow up action.
- Inform parents, unless this is not in the best interests of the student.
- If a student’s safety is at risk contact the Designated Safeguarding Lead.
- Refer to the Behaviour Management Policy when issuing a sanction.

5.5 Dealing with tobacco related incidents - It is illegal for any person to smoke on the school site. In the event a student is caught smoking, in possession of tobacco, cigarettes or e-cigarettes, in the company of students smoking:

- The student will be taken to a member of SLT.
- Ask the student to hand over any cigarettes, e-cigarettes or tobacco.
- Conduct a search of the student. Do this in the presence of an adult witness.
- Other prohibited items found during a search should also be confiscated.
- Any confiscated cigarettes, e-cigarettes or tobacco will not be returned to the student. They will be secured within school until they are destroyed or handed over to the police.
- Following the search, whether or not anything was found, record on CPOM’s the person searched, the reason for the search, the time and the place, who was present and the outcome of any follow up action.
- Inform parents.
- If a student’s safety is at risk contact the Designated Safeguarding Lead.
- Refer to the Behaviour Management Policy when issuing a sanction.
6. **Personal Development Lessons**

All students in Years 7 – 11 participate in Personal Development lessons which include a number of Personal, Social and Health Education units. At different stages of their education they are provided with up to date appropriate information and guidance regarding drugs (including alcohol and smoking). From these lessons, students are encouraged to be able to make positive choices and decisions about their lives which could affect their health and well-being. They will become aware of the risks and consequences of addiction, including legal and social implications and the problems and influences of the behaviour of others within their peer group. They will learn facts about commonly misused substances and the health and social consequences that may result from their use. They will also be informed of school procedures to be followed if they become aware of a drugs related incident.

7. **School Visits and Residentials**

At the pre-trip parents/carers’ meeting, the rules for tobacco, alcohol or other drugs must be made explicit. Abuse of privileges could result in the student being sent home at the parents/carers' expense. They would be contacted immediately and an appropriate plan implemented. The student could be banned from future visits. All visits are non-smoking. The use of illegal substances is governed by the specific country unless the UK law is more stringent.

Staff should initially refer to the OEAP (Outdoor Education Advisory Panel) National Guidance. Below is the HGS summary, based on recommendations.

7.1 **Medicines**

Notification of the need for medication and arrangements for security and administration should be in accordance with the procedures set out in the “Staff Handbook”.

7.2 **Alcohol (students)**

The use of alcohol by students is not allowed on all School Visits and Residentials.

7.3 **Alcohol (staff)**

The use of alcohol by staff is not allowed on all School Visits and Residentials.

7.4 **Tobacco (students and staff)**

7.4(a) Non-smoking should be the norm on school visits. Adults (staff) should not smoke in face to face situations with children and young people.

7.4(b) The purchase of tobacco products as gifts should be disallowed and parents/carers advised accordingly.

7.4(c) Any tobacco products which are confiscated for the safety of individuals or a group must be returned to their parents/carers at the end of a visit or trip unless the parent/carer has consented to their disposal by other means.
7.5 **Solvents**

7.5(a) Students must not take aerosols, cigarette lighters and solvent based products with them on visits or trips.

7.5(b) Students and parents/carers should be advised that cigarette lighters and refills are not acceptable presents for a child to buy as a gift.

7.6 **Drugs including cannabis**

7.6(a) Although other countries may have varying interpretations of the law, for example permitting small amounts of cannabis for personal use, school groups should be guided and abide by UK law (unless the law of the country is more stringent). Staff should check the Foreign Office website before departure.

7.6(b) People should not knowingly allow premises they own, manage or have responsibility for, to be used by any person for the supply of a controlled drug or the administration or use of any controlled drug which is unlawfully in that person’s possession. It may be held that teachers or other adults are responsible for premises wholly or substantially used by their students, even where ownership of the property lies elsewhere.

7.6(c) Students, parents/carers and all members of any party making a visit to any location should be informed that the possession, use or supply (which includes sharing) of any controlled substance is not acceptable and that any contravention of this may result in disciplinary and/or legal action including an individual or individuals being sent home at their own expense.