



# Holte School

## Drugs Policy

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| <b>Lead member of staff:</b>                                  | Lee Farmer (Assistant Headteacher, Pastoral) |
| <b>Legislation Status: (Statutory/Non-Statutory)</b>          | Non-statutory                                |
| <b>Local Authority Model Policy or School Written Policy:</b> | School Written Policy                        |
| <b>Required on school website:</b>                            | Yes  |
| <b>Revision Date:</b>   | June 2023                                    |
| <b>Date Ratified By Full Governing Body:</b>                  | July 2023                                    |
| <b>Signed By Chair Of Governors:</b>                          | Ms C Hardy                                   |

## **1. Introduction**

1.1 Holte School actively seeks to provide an environment where all members of the community are safe from harm. As such, the school takes a robust approach to any individual or group that violates our behaviour, drugs or anti-bullying policies. The policy is informed by an understanding of our local context and the views of our students. The policy is also informed by Department for Education and Association of Chief Police Officer drugs advice for schools.

1.2 This is a school where human rights are respected; as such the responsibility to maintain high standards of behaviour lies with all members of the school community. The school acknowledges its legal duties under the Equalities Act 2010 in relation to all protected groups including SEND (Special Educational Needs and Disabilities) and will always take their circumstances into account. It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exist.

1.3. We are committed to creating a safe and inspiring place for all children to learn and develop, where children's rights are respected, their talents are nurtured and they are able to thrive as individuals and as a community. The UN Convention on the Rights of the Child (CRC) is at the heart of our ethos and our curriculum. The four guiding principles of the UN Convention on the Rights of the child state that:

- All children are entitled to the same rights without discrimination of any kind.
- All actions concerning children will take into account the best interests of the individual child or group of children as the primary consideration.
- All children have the right to survival and development.
- Children have the right to express their views in all matters affecting them.

Holte School is committed to the guiding principles of the Convention and is actively committed to promoting all articles of the convention in all areas of the school and its work. The following articles are protected and promoted through this policy - articles 3, 6, 19, 24, 33, 34, 35.

1.4 The policy applies to all pupils in the school and members of the school community. The policy applies to situations on the school premises, off site activities, visits and school trips, work experience, times when the school has a responsibility of 'duty of care' and adults involved with the school e.g. visitors, adults supporting school trips.

## **2. Aim of the policy**

2.1 This policy is under continuous review by the Senior Leadership Team and the Governors' because of the changing drugs landscape both nationally and locally. The policy is informed by the views of our students. The aim of this policy is to:

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health, wellbeing and safety of the pupils and the school community
- clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- give guidance to staff 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

2.2 A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For purposes of this policy, by 'drugs' we are referring to illegal substances and also legal substances such as: alcohol, tobacco, volatile substances, over the counter or prescription medicines and new psychoactive substances. By drugs paraphernalia we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

2.3 The school is committed to the health, welfare and safety of all its members and will take action to safeguard their well-being. The school aims to provide a school ethos, environment and curriculum where pupils are able to develop self-confidence, take responsibility and make informed, healthy and safe choices.

2.4 Fundamental to our school's values and practice is the principle of sharing the responsibility for education of children and young people with parents/carers and governors, by keeping them informed. Effective communication and co-operation is essential to the successful implementation of this policy.

2.5 Members of staff with key responsibilities for this policy are the Headteacher, Deputy Headteacher - Inclusion and Assistant Headteacher – Pastoral - who will oversee and co-ordinate drug issues. In addition, the Deputy to the Assistant Headteacher – Pastoral will oversee the development of the drug education programme as part of the PSHE curriculum.

### **3. Education and Prevention**

3.1 Drug Education is a major component in preventing drug, alcohol and tobacco and other substance misuse and in promoting the health and wellbeing of all children and young people. Drug use and misuse is part of our ever-changing society and drug-related situations and incidents might occur in the lives of the pupils and others in our school. We take a proactive stance believing that education on these issues is a vital part of the Personal, Social, Health, Education (PSHE) and citizenship education of every pupil.

3.2 We aim to provide planned and structured learning opportunities to help children and young people make informed choices about the benefits of a healthy lifestyle and provide a curriculum that will enable them to develop and practice their skills, increase knowledge and understanding and consider and debate attitudes towards drugs and drug related issues. There are three PSHE and three citizenship days held throughout the year.

Students are also taught about drugs education during SMSC lessons, held during form time and registration, and through Year Manager assemblies. Where appropriate external agencies will also be invited into school to deliver drugs education workshops outside of the PSHE and Citizenship curriculum.

3.3 The objectives of the drugs education programme are to:

- promote children and young people's self-esteem promote positive attitudes towards healthy lifestyles
- provide accurate information about drugs, their short and long term effects and risks
- help children and young people become more self-confident and develop skills so they are able to reflect and evaluate evidence when making choices about their lives
- improve self-knowledge particularly in relation to risk taking
- develop communication, negotiation and problem solving skills
- keep themselves and others safe and encourage responsible behaviour in relation to drug use and misuse
- explore the health, social, moral, emotional and political issues surrounding drugs
- enable children and young people to identify and access sources of help and support and how to cope in an emergency.

3.4 Drug education will be taught within the statutory requirements for science and the PSHE education and Citizenship programmes. PSHE and citizenship provide effective contexts for drug education by focusing on exploring values and attitudes, learning about healthy lifestyles (physical and emotional) and the rights and responsibilities of citizens. There are also cross curricular learning opportunities e.g. through English, Drama, Humanities, PE and Religious Education. The school uses student voice interviews and a rigorous quality assurance process to evaluate the impact of the drugs education programme. Parent forums and safeguarding workshops also provide the school with an opportunity to discuss such policies with parents.

3.5 Visitors such as Police Officers, school nurses, and charities such as Aquarius are used to support and enrich the PSHE education programme. The Office of the Police and Crime Commissioner also provide advice on suitable interventions and, in some cases funding for appropriate interventions. All visitors are briefed about their contribution to the drug education programme, the learning outcomes for the session and school policy and practice. All sessions are arranged in accordance with our visitors' policy and content is vetted by the school's DSL team. All sessions are quality assured by the school's staff in line with our PSHE and Citizenship policies.

## **4. Responding to drug related incidents**

4.1 In order to support our aims and objectives members of the school community may on occasion need to take action with regard to a drug-related incident on school premises. The legal definition of school premises includes everything within the property boundaries including buildings, playgrounds, fields and also extends to include other settings such as vehicles, or any venue managed by the school at the time e.g. premises of a school trip or visit.

4.2 The Headteacher, Deputy Headteacher - Inclusion and Assistant Headteacher – Pastoral, assume overall responsibility for coordinating the school's approach to drug incidents. Drug related incidents might include:

- drugs, psychoactive substances or drug paraphernalia found on pupil or school premises,
- a pupil demonstrates, perhaps through action or play, an inappropriate level of knowledge of drugs for their age,
- rumours or hearsay about drug use by a pupil or parent or carer,
- a pupil is found to be supplying drugs on school premises, or in the local community,
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties)
- pupil disclosure about their own use of drugs or a family member,
- a pupil, parent, carer, or staff member is thought to be under the influence of drugs,
- a staff member has information that the illegitimate sale or supply of drugs is taking place in the local area,
- a pupil disclosure or school discovers that they or parent/carer are misusing drugs,
- a pupil in possession of, under the influence of or consuming alcohol on school premises,
- a pupil in possession of smoking materials, or smoking or vaping on school premises,
- a pupil who is in possession of solvents or hazardous substances.

4.2 Establishing the nature of incidents – Any response to drug related incidents needs to balance the needs of the individual student concerned with the wider school community. The following guidelines apply to all drug-related incidents:

- the needs and health and safety of the individual will come first,
- all situations will be carefully considered and assessed before deciding on the response and will be in line with responses to other incidents,
- there will be an emphasis on listening to what people have to say using open ended questions,
- all incidents will be reported to the Designated Safeguarding Lead, or a deputy and carefully recorded on CPOMS and Sleuth,
- parents /carers will be informed (unless this will jeopardise the safety of the pupil),

- the involvement of external agencies will be considered,
- responses will include a variety of strategies and sanctions.

4.3 Procedures for Deputy Headteacher - Inclusion or Assistant Headteacher – Pastoral.  
Either of the above staff will enquire into the facts and identify the accuracy of the information:

- if a pupil is suspected of concealing a substance that is not permitted on school premises or is thought to be illegal they will be asked to empty their pockets and bag (see Search, Screening and Confiscation Policy)
- If there is evidence, the school will take temporary possession of the substance.
- 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.

When doing this the school will:

- ensure that a second adult witness is present throughout,
- seal the sample in a plastic bag and include details of the date and time of seizure/find and the witness present,
- store it in a secure location with limited access,
- notify the police without delay, who will collect and dispose of the substance,
- record full details of the incident,
- inform parents/carers unless this would jeopardise the safety of the pupil,
- Inform Children's Advice and Support Service (CASS) if there are safeguarding concerns.
- collect as much information as possible before taking any action
- make a full assessment of the situation in particular gauging a pupil's needs,
- make a record of the incident and action taken and ensure that the Headteacher is informed.

Each incident will be assessed individually to ensure the most appropriate responses and action is taken. The school will consider very carefully the implications of any action it may take and any sanction will be in line with other breaches of school rules.

The school seeks to balance the interests of the pupil involved, other school members and the local community. If a pupil is identified with drug related needs a more detailed assessment may be needed, including a referral to Children's Advice and Support Service (CASS).

Permanent exclusion will only be used when it is considered that this is the appropriate sanction in terms of the severity of the offence and the fact that such behaviour may affect the discipline and well-being of the school community as a whole.

4.4 A range of responses - the school will use a repertoire of responses based on the individual circumstances and in line with existing school rules, codes and expectations. These may include:

- early intervention and targeted prevention,
- isolation and restriction from participating in particular school events/activities,
- Relationship and behaviour plan / pastoral support programme (PSP),
- in school counselling and support,
- referral to external agencies, including West Midlands Police, NHS School Nurse,
- fixed term exclusion,
- managed move or referral to alternative provision,
- permanent exclusion.

4.5 Procedures for all staff members – all staff will adhere to the following procedures when responding to drug related incidents:

- if there is evidence of drug misuse take immediate action to reduce the risk of harm to the pupil and summon help as soon as possible from a member of the senior leadership team,
- isolate the pupil if possible and inform the Deputy Headteacher Inclusion, Assistant Headteacher Pastoral, or the Deputy Designated Safeguarding Lead,
- if the pupil is behaving erratically and physical intervention is required for their own safety or the safety of others or the environment, then the school's procedures found in the Relationship and Behaviour Policy and Care and Control Policy should be followed,
- Contact West Midlands Police either to provide immediate support or as part of the school's support programme,
- complete a written statement using CPOMS,
- make a full and careful assessment of the circumstances.

4.6 In line with Behaviour & Discipline in Schools (May 2022) the school may impose sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity or,
- travelling to or from school or,
- in some way identifiable as a student at the school.

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the school.

4.7 The school acknowledges the importance of its pastoral role in the welfare of the children and young people, and will seek to protect them from harm and identify and support pupils who have additional needs, are vulnerable or at risk of poor outcomes.



## 5. Miscellaneous

5.1 Dealing with drug paraphernalia - Needles or syringes (or other drug paraphernalia) should be placed in a sturdy, secure container using gloves. Needles and syringes should not be placed in domestic waste. The school will liaise with the LA/Equans on the best way to dispose of the contents.

5.2 Administering medicines - Refer to the school's medication policy. When it is absolutely necessary for medicines to be brought onto school premises, they should be stored in a safe and secure place and administered to the pupils by a trained member of staff. There should be liaison with parents to ensure all parties are happy with arrangements made. Many pupils with long term medical conditions will be able to administer the medicines themselves.

5.3 Pastoral support and needs of pupils - the health, safety and wellbeing of the pupils is central to the school ethos and values and is supported through the pastoral system. Information on help lines such as FRANK and Childline and local support networks are promoted through the Whisper system, posters and leaflets. The school is aware that some children and young people are more vulnerable to drug misuse and other social problems and we will ensure these individuals receive appropriate support through the pastoral system.

5.4 Dealing with parents/carers under the influence of drugs on school premises - When dealing with parents/carers under the influence of drugs staff should attempt to maintain a calm atmosphere. If a member of staff has concerns about releasing a pupil into the care of a parent/carer the school will try and discuss with the parent/carer alternative arrangements. The focus for staff will always be the maintenance of the pupil's welfare. Where the behaviour of the parent/carer places a pupil at risk the school will consider whether to follow child protection procedures. If a parent/carer becomes abusive or violent the school will consider involving the police.

5.5 Dealing with the media - The Headteacher, in conjunction with the Chair of Governors, will take responsibility for liaison with the media and will consult with the Birmingham Local Authority Press Office.

5.6 Drug Misuse outside the school premises - In line with Behaviour & Discipline in Schools (May 2022) the school may impose sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity or,
- travelling to or from school or in some way identifiable as a student at the school.

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school or,
- poses a threat to another student or member of the public or,
- could adversely affect the reputation of the school.

5.7 Illegal drugs and legal highs - no illegal drugs, new psychoactive substances or Drugs paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or glamorise illegal drug use or the use of legal highs either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy.

5.7 Solvents – the school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this drugs policy.

5.8 Alcohol - no alcohol may be brought on to school premises or consumed during the course of a school day. Any adult or student Students, parents, carers and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to remove their children from the school and will be encouraged to seek immediate medical support.

5.9 Smoking - school premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials, including matches and lighters and vape pens. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed. Smoking on or within 200m of the school premises may result in a Fixed Term Exclusion. This also applies to "vaping" and the use of electronic cigarettes.

5.10 Police involvement - The school has a very positive relationship with the police through our School Support Officer. His details are as follows:

**PC Andy Abley**

Birmingham West & Central Police

Station Aston Neighbourhood Team

Newtown Police Station

Newtown

Birmingham

B19 2YT

0345 113 5000 and then dial ext: 841 6417 or 841 6418

E-mail: a.abley@[west-midlands.pnn.police.uk](mailto:a.abley@west-midlands.pnn.police.uk)

## Appendix One – Useful organisations

- ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 3817 9410 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)
- Alcohol Change uk works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 3907 8480 Email: [contact@alcoholchange.org.uk](mailto:contact@alcoholchange.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)
- ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7404 0242 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: <http://ash.org.uk>
- Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 714 650 (general queries only) Email: [info@coramclc.org.uk](mailto:info@coramclc.org.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)
- Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)
- Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7766 9900 Website: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)
- Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0300 123 1110 (lines are open 24 hours a day)
- Drugwise is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service.
- DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugwise.org.uk](http://www.drugwise.org.uk)
- FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0300 123 6600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com); Website: [www.talktofrank.com](http://www.talktofrank.com)
- Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do

to their lives. Tel: 020 963 2751. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: <https://mentoruk.org.uk/>

- National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)
- Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0808 800 2222 Website: [www.familylives.org.uk](http://www.familylives.org.uk)
- Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Text: 07496 959930 Information line: 01785 810762. Email: [info@re-solv.org](mailto:info@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)
- Smokefree - NHS Smoking Helpline: 0300 123 1044; Website: <https://www.nhs.uk/smokefree> Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.
- Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18.