



Drugs Policy

Purpose of the Academy Drugs Policy

This policy has been written, taking into account national and local guidance, in particular, guidance from the DFE ref: 0092/2004.

The aim of this policy is to acknowledge and clarify the role of the Academy in drug prevention and education and ensure it is appropriate to students' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support-staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-Academy one and is part of our commitment to and concern for the health and well-being of the whole Academy community. Teachers will need to be confident and skilled to teach drug education and students need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the Academy's behaviour policy. This drugs policy should also be read in conjunction with the PSHE policy, and discipline/behaviour policy. As a matter of course, all staff, parents/carers and students are reminded of this policy on an annual basis. This policy applies at all times to the Academy premises, Academy transport as well as Academy visits/trips/fieldwork etc.

Definition: "Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc. The Academy believes that the possession and or use of such drugs in the Academy, during the Academy day or when on Academy business or visits offsite, or while travelling to and from the Academy, or in the vicinity of the Academy is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto Academy premises, or while students are on Academy visits. Individual exceptions may be made for students who require prescription medicines where appropriate and are subject to written approval by the Principal.

1. Where and to whom the policy applies

This policy applies to all staff, students, parents/carers, governors and partner agencies working in Footsteps Academy. It includes journeys to and from the Academy, work experience, informal visits, residential trips and college courses. Students must not bring controlled drugs, cigarettes or alcohol onto the Academy site or in the vicinity of the Academy at any time. Alcohol may only be brought onto the Academy site with the express written permission of the Principal.

2. The definition of a drug given by the United Nations Office on Drugs and Crime is:
Any substance that, when taken into the body, alters its function either physically and/or psychologically.

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

- 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, khat and alkyl nitrites (known as poppers)
- all over-the-counter and prescription medicines.

3. The Academy's stance towards drugs, health and the needs of students

Footsteps Academy has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the Academy boundaries, and as in matters involving criminal activity, the Academy will work closely with the Police in dealing with such incidents.

4. Definition of a drug related incident.

In the Academy, a drug-related incident includes any incidents involving any drug that is unauthorized and therefore not permitted within the Academy boundaries. This includes staff or students attending Footsteps under the influence of an illegal substance, or a substance that is affecting behaviour, conduct, faculties, or the safety and well being of those involved or others. Drug related incidents do not always involve illegal substances but can involve: Students smoking cigarettes/vapes in the Academy, a parent/carer collecting their child whilst drunk, students selling cigarettes/vapes to other students, misusing another students' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another student, a teacher with information about the illegal sale of cigarettes/vapes at a local newsagents, staff finding used syringes in the playground, reports of Footsteps students smoking in the area. In each case, referring partners, the MASH hub, and/or social workers are to be updated.

In all drug-related incidents the following principles will apply:

- The principal will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the student will always come first, whilst also taking account of the needs of the Academy as a whole. Students sent home MUST be collected or deemed safe to travel.
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counseling/supportive responses.
- If at all possible, permanent exclusion will be the final resort
- Any action taken will be in line with the Academy's behaviour policy.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Principal, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.

Response for Managing Drug Related Incidents

1. Possession of Cannabis and other Class C Drugs

Occasion:

5-10 days fixed term exclusion or permanent exclusion. Possible involvement of Police. Behaviour assessment; further risk assessment for Academy (e.g. to ensure curriculum/pastoral programmes address issues raised). Incident logged. Parents and student understand legal position from Principal. Consequences of 2nd offence made clear.

2nd Occasion:

Permanent Exclusion.

2. Possession of Alcohol

1st Occasion:

Substance confiscated. Parents phoned and letter home. Incident logged. 5 day fixed term exclusion.

2nd Ocassion:

Substance confiscated. Parents called to collect student; 10 day fixed term exclusion or permanent exclusion. Risk assessment for student and Academy. Possible behaviour/ health intervention. Parental Contract.

Governors Disciplinary.

3rd occasion:

Further risk assessment and behaviour assessment. Continued disregard for Academy rules/ intervention programme.

Permanent exclusion.

3. Possession of cigarettes/Vapes

1st Occasion:

Items confiscated. Parents notified. Student required by Head of Year to complete a reading comprehension on hazards and costs of smoking/vaping.

2nd Occasion:

Items confiscated. Parents' notified and medical attention sought or parental rewards for giving up smoking/vaping, negotiated by Head of Year. 2 day exclusion

3rd Occasion

Items confiscated. Parents notified.

Parental Contract

3 day exclusion

4th Occasion

Potential permanent exclusion

4. Possession of suspected Class A or B Drug

1st Occasion

Substance confiscated. Parents and Police contacted. Fixed term exclusion whilst substance verified / pastoral intervention negotiated.

Substance verified: fixed term or permanent exclusion.

2nd Occasion Permanent exclusion.

5. Social Supply Illegal Drug

1st Occasion

Substance confiscated. Parents contacted and Police informed. Risk assessment for student(s) and others in Academy. Investigation into any network of illegal drug use. 10-15 day fixed term exclusion. Possible permanent exclusion after assessment and investigation.

2nd Occasion

Permanent exclusion.

6. Dealing

Substance confiscated. Parents and Police contacted. Permanent exclusion.

5. Supplying Illegal Substances First Occasion Substance confiscated. Parents and referrers contacted and Police informed. Risk assessment for student(s) and others in Academy. Investigation into any network of illegal drug use. MASH referral Withdrawal of placement after assessment and investigation. If students arrive smelling of drugs, a MASH referral must be made and parents/carers and referrers must be informed. In fairness to students and staff on site, the student must return home and wash/change clothes before returning to Footsteps. This is to avoid others feeling nauseous and queasy. Referrers to be informed. Students who appear to be high MUST have a MASH referral and parents/carers requested to collect them from Footsteps. Referrers to be informed. A taxi may be a necessary option. If students are intoxicated, they cannot travel alone. They MUST be accompanied by an adult family member or other known and responsible adult – perhaps a member of the Footsteps team.

Non-Controlled Drugs

The Academy recognises that there are instances where other, non-controlled, drugs may legitimately be in school.

5. Medicines

Some students may require medicines that have been prescribed for their medical condition during the Academy day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

The medicines policy also sets out the circumstances in which a student may take nonprescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. Academy staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

6. Volatile substances

Some solvents or hazardous chemicals are legitimately used by Academy staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the Academy's health and safety policy. Students must not bring these substances on site

7. Alcohol

Use and consumption of alcohol in the Academy can only be authorised by the Principal. In keeping with our duty of care, employees are not permitted to consume alcohol during the working day, or at any time when they will be subsequently supervising children.

The Academy recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of work. Staff are encouraged to discuss this with line managers so that support can be put in place. An Occupation Health Referral can be actioned if appropriate.

8. Tobacco

Footsteps Academy is a non -smoking site, Smoking/vaping is not permitted anywhere on the Academy grounds.

The first concern in dealing with a medical emergency involving drugs is the health and safety of the school community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

9. Staff with key responsibility for drugs:

- Drugs Education Co-ordinator: Chris Hall
- Management of drug related issues in the Academy: Chris Hall

If any member of staff has concerns about any drug related incident then they should immediately inform Chris Hall

Drugs Education

10. The Academy delivers a balanced curriculum which:
promotes the spiritual, moral, cultural, mental and physical development of students at the Academy and of society prepares students at the Academy for the opportunities, responsibilities and experiences of adult life.

Drug Education: The Academy provides a planned drug education curriculum through the following:

(i) The National Curriculum science order outlines the content of the statutory drugs education-

Key Stage 3, 11-14 year olds should be taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation and medicines; and how smoking affects lung structure and gas exchange

Key Stage 4, 14-16 year olds should be taught the effects of solvents, tobacco, alcohol and other drugs on body functions

(ii) PSHE reflects other discretionary topics that reflect knowledge, understanding, attitudes and social skills:

This will:

- Enable students to make healthy, informed choices
- Promote positive attitudes to healthy lifestyles
- Provide accurate information about substances
- Increase understanding about the implications and possible consequences of use and misuse
- Widen understanding about related health and social issues
- Enable young people to identify sources of appropriate advice and personal support
- On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. Such visitors should be used in a planned way and be their contributions evaluated. Teachers will have access to on-going advice, support and training as part of their own professional development. The Academy actively cooperates with agencies such as the Westminster City Council (WCC), police, health and drug agencies.
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11. Methodology and resources

Drug education is delivered within a safe, secure and supportive learning environment.

Ground rules are set out, and teachers and students right to privacy is respected. Boundaries of discussions are made clear.

Group agreements are made to help to foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions.

Distancing techniques can be adopted through role play/anonymous question boxes.

Staff are advised to sometimes answer difficult questions on an individual basis.

External contributors could include the Police, INSIGHT, Hope UK and the Samaritans.

12. Monitoring and reviewing

The teaching of drug education will be monitored and reviewed via the subjects within which it is taught. This will be completed through the school monitoring policy.

Academy Drug Management

13. Management of drugs at the Academy

Searches

The Academy will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

Personal searches

When a person is suspected of concealing illegal or other unauthorised drugs staff will seek consent and then carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the matter should be dealt with by the police.

Searches of school property

Staff may search Academy property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the Academy may proceed with a search. Where consent is refused, the Academy will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The Academy will not search personal property without consent. If the Academy wishes to search personal property, including students' property stored within Academy property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving students, parents/carers will normally be contacted by the Academy regardless of whether the result of the search is positive or negative.

The law permits Academy 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.

In taking temporary possession and disposing of suspected illegal drugs staff 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 the seizure/find and witness present.
- store it in the Academy safe without delay notify the police, who will be asked to collect it and then store or dispose of it. The law does not require an Academy to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances. Where a student is identified the police will be required to follow set internal procedures
- record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview.

An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the Academy will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Alcohol and tobacco

Parents/carers will be informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Volatile substances

Given the level of danger posed by volatile substances, the Academy will arrange for their safe disposal.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy.

Disposal of drug paraphernalia

Needles or syringes found on Academy premises will be placed in a sturdy, secure container, using gloves. A tin is kept in the office for this purpose, out of reach of students. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

14. Police contact:

First point of contact: Academy Officer or safer neighbourhood team. Contact details are available from the Academy office or Chris Hall. If they are unavailable, a message should be left to contact the Academy and in the case of controlled drugs, the duty officer at Tottenham High Road Police Station should then be telephoned.

15. Referral and external support

Heads of Year, SENCO and SLT are responsible for referral to agencies. Students are made aware of the various internal and external support structures via PSHE. Information is available from Academy Leaders for individual students or parents as and when required.

16. Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with the Academy Principal. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.

Every effort will be made to secure the student's agreement to the way in which the Academy intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the Academy will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue • where a life is in danger.

17. Involvement of parents/carers/visitors

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 student's needs. Where the Academy suspects that to do 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 Academy will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the Academy's child protection coordinator should be consulted and local child protection procedures followed.

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

If parents/carers are suspected of being under the influence of drugs or alcohol on Academy premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the Academy will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.