



Drugs Management Policy

Policy Status	
Review Cycle	2 years
Policy reference	

Review date	Author	Changes summary
	Cmc	Launched 02/09/16

Rationale

It is the aim of Manchester Settlement School to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

Manchester Settlement operates within the statutory, legislative and local policy framework in relation to the use and / or misuse of all drugs.

This policy applies to all staff, pupils, parents / carers, governors and partner agencies on school premises or on school business (e.g. work related learning, trips. The school considers that illegal and other unauthorised drugs are not acceptable within these boundaries.

Aims:

- To support the school's endeavour to maintain the safety and well-being of all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the school curriculum

Key roles and responsibilities

The Head is responsible for drug related issues within the school.

Inclusive definition of drugs

Manchester Settlement School defines a drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents, 'legal highs' and medicines.

Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety. Our practice is in line with guidance as recommended by DFE.

Drug Education

- **Context**

We will provide all pupils with drug education as an integral part of our Personal, Social and Health Education (PSHE) and Citizenship programme

- **Ethos**

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and be appropriate to the age and experience of our pupils.

- **Content and delivery**

Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of pupils. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.

- **Use of visitors and outside speakers**

We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. We are careful to negotiate the use of visitors in line with the protocol for using visitors in Manchester Schools, so that their contribution fits our needs and they are clear how their input fits into our planned programme. The class teacher is always present when visitors are working with our pupils, with the exception of the school nurse.

Managing drug related incidents

A drug incident is the suspicion or evidence of any situation or specific event involving a drug. This could relate to a pupil, parent / carer, or member of staff.

Medical emergencies

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

Support for pupils

Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the pastoral system to ensure a caring response to pupils in distress.

If any drug related incident occurs then it should be made clear that the school is committed to tackling illegal drug use among young people and to this end will give the appropriate education and support. There are a range of options available to the school.

These include:

- targeted prevention,
- referral to Eclipse (or other external agency),
- counselling,
- behaviour support plans,
- interagency programmes,
- pastoral support programmes

- Actions as determined by the behaviour policy
- Referral to police or other supporting agencies

A Fixed Term Exclusion will be considered for serious breaches of the school's behaviour policy and should not be imposed without a thorough investigation unless there is an immediate threat to the safety of others in the school or the student concerned.

A Permanent Exclusion should usually be the final step in any process of dealing with disciplinary offences after a wide range of other strategies has been tried without success.

Informing Parents/ Carers:

In cases of substance-related incidents, the school will inform parents or appropriate responsible adult about the incident. In instances involving substance misuse or supply on the premises parents will be informed at the earliest opportunity. The school and the parents/carers can then work together to support the child involved.

When communicating with parents the following points will be taken into consideration:

- The Headteacher in consultation with the school's Safeguarding Coordinator will decide whether to inform parents or not, if a child is on the child protection register or is deemed to be at risk.
- Young people involved will be consulted and informed about the home-school contact.
- Guidance will be available, on how to access appropriate external support e.g. Eclipse.
- Parents/carers will be encouraged to maintain contact with the school after an incident, to ensure that all parties are working together to support the young person.

Managing Specific Drug Related Incidents:

A drugs incident can involve suspicions, observations, disclosures or discoveries of situations involving illegal or other unauthorised drugs. Our school treats all drug related incidents seriously. They are dealt with on an individual basis in line with our pastoral support system and discipline policy.

Safety within school and school premises:

- All staff to be vigilant for evidence of drug use.
 - Premises staff to check the grounds regularly.
- If someone reports finding a syringe or needle:
- Ask informer to show where or give exact location.
 - Ensure that students do not have access to the location until the area has been cleared.
 - Inform appropriate person who has the correct equipment for removing dangerous items.
 - If there are more than isolated incidents, seek advice from the Local Authority.

If a teacher/parent/carer suspects that a child has been in contact with a syringe:

- Seek immediate medical advice.
- Reassure parent/carer to keep calm and prevent fear in the child.

If substances are found on the premises:

- If a suspicious substance is found and you think that it may be illegal, then it should be treated as such.
- Inform a member of Senior Management Team prior to embarking upon further investigation.
- SMT may decide to dispose of substance safely e.g. flush down the toilet, as soon as possible after initial investigations in the presence of an adult witness. (This is in line with locally agreed

protocols, but schools may contact the police to dispose of illegal drugs)

- Make a record of actions taken with description, location and date

If incidents occur on school trips:

- Complete a risk assessment before any school trip. This should include procedures for dealing with medical emergencies e.g. staff access to mobile phone and emergency numbers.
- The lead member of staff should deal with incidents, making contact with the Headteacher where appropriate.
- Where possible incidents should be dealt with in line with standard school policy or in line with the policy of the centre being visited. It is recognised that the timescale for dealing with incidents on a trip may be longer than in school e.g. being able to meet with parents.

If a parent / carer is under the influence of drugs on school premises:

- Assess whether there is a medical or safety issue for the individual or others.
- Call immediately for assistance from another member of staff.
- Consider calling for medical help or the police if appropriate.
- Stay calm and try to reassure the parent/carer and the child.
- Inform a member of the Senior Leadership Team prior to further investigation.
- Discuss alternative arrangements if there are concerns about discharging the pupil into the care of the adult e.g. another parent/carer could take the pupil home.
- If appropriate follow procedures outlined in our Safeguarding Policy.
- The focus for staff will always be the maintenance of the child's welfare.
- Consider offering parent/carer appropriate support e.g. preventative health promotion advice, awareness sessions or responsive treatment advice offering referral to appropriate agencies.

If a member of staff is under the influence of drugs on school premises or on a school trip:

- Assess whether there is a medical or safety issue for the individual or others.
- Inform a member of the Senior Management team prior to further investigation.
- Consider calling for medical help if appropriate.
- The school has clear expectations for staff conduct see Staff code of conduct.
- The school has a staff disciplinary procedure which may be used if staff members are not seen to be fulfilling their duty of care to students (including when on trips).

If the police are involved in dealing with a drug incident:

- The police work in partnership with the school, in relation to specific input into the curriculum and in dealing with incidents. Local police do not wish to criminalise children and young people.
- Legal Drugs: Police do not need to be involved. The school may inform the police about inappropriate sale or supply of tobacco, alcohol or volatile substances.
- Illegal Drugs: The school has no legal obligation to report drug related incidents to the police. The Headteacher may inform the police if they consider it appropriate, bearing in mind the quantities involved, the vulnerability of those concerned and the possible impact on the school and the community or where local intelligence may be of help.
- The school supports local protocols agreed by Manchester City Council and the police. Once the police are formally involved in dealing with a drug related incident it may lead to a criminal investigation and prosecutions.
- For simple possession of illegal substances the school may deal with the incident internally, seeking support from the Local Authority, if necessary, in line with locally agreed protocols.

- For supply (or suspected supply) of illegal substances by pupils or adults the school will inform the police directly.
- The school recognises that the use of sniffer dogs and drug testing is both contentious and not in line with locally agreed protocols. A range of options are available to schools, which would be considered before the use of dogs or testing. If a substance has been confiscated or found:
 - DfE guidance states that schools may temporarily store illegal substances in a secure designated place e.g. school safe. This storage should be recorded with an adult witness present, but this storage **MUST** be short term. To dispose of an illegal substance the school may notify the police who will arrange for collection or disposal. If the police are involved the law does not require the school to divulge the name of the pupil from whom the drugs were taken. The DfE guidance also states that locally agreed protocols may be followed for disposal of illegal substances. In Manchester the police have agreed that schools may dispose of substances safely e.g. flush down

the toilet, as soon as possible after initial investigations in the presence of an adult witness. Any disposal should be recorded as a drug incident.

Recording

All incidents will be recorded on school pod within 24 hours. Forms will be stored securely in the pupil's child protection file, staff or incidents file for incidents other than pupils.

Confidentiality

Information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a pupil discloses that they are using a drug without medical authorisation, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

Staff training and support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The Head teacher or other appropriate member of staff, will organise training related to the identified needs of staff as required.

Links to other policies

See also the school's Behaviour Management policy, Health & Safety policy, Child protection and safeguarding guidance, Staff Code of Conduct, Guidance of Safer Working Practice for Adults Working with Children.