



Drugs and Substance Misuse Policy

Smith's Wood Academy

Part of Fairfax Multi-Academy Trust

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CONTENTS

1.	LOCATION AND DISSEMINATION	3
3.	ACADEMY STATEMENT	3
4.	DEFINITION OF TERMS	4
5.	ROLES AND RESPONSIBILITIES	4
6.	DRUGS EDUCATION AT SMITH'S WOOD ACADEMY	5
7.	SUPPORT FOR STAFF DELIVERING DRUGS EDUCATION	6
8.	PROCEDURE FOR SUBSTANCE USE/ MISUSE OR SUPPLY ON THE PREMISES	6
9.	GENERAL POWER TO CONFISCATE	7
10.	POLICE INVOLVEMENT	8
11.	RESIDENTIAL AND NON-RESIDENTIAL INCIDENTS	8
12.	REFERRAL AND EXTERNAL SUPPORT	8
13.	STAFF CODE OF CONDUCT ON SMOKING AND SUBSTANCE MISUSE	9
	Useful Organisations	10

This policy is informed by the DfE (Department for Education) and ACPO (Association of Chief Police Officers) drug advice for schools. It is under continuous review due to the changing drugs landscape, both locally and nationally.

1. LOCATION AND DISSEMINATION

A copy of this policy is to be stored on the U-Drive, a central and easily accessible place. All parents, students and staff must be aware that this policy exists, and the content within it. Parents may access the policy on the 'Academy Policies' section of the school website, www.smithswood.co.uk.

This policy applies to all substance related incidents on the Academy premises, outside of the Academy premises whilst on Academy-related business (e.g. residential and non-residential experiences and work experience), as well as the possession, supplying or selling of drugs and dangerous substances and intoxication.

This policy is complimented by the Academy's:

- Anti-bullying policy.
- Behaviour Policy.
- Equality Policy.
- Safeguarding and Child Protection Policy.
- Relationships and Sex Education Policy.
- Teaching and Learning Policy.

3. ACADEMY STATEMENT

Smith's Wood Academy is committed to the health, safety and wellbeing of all staff and students, and will take actions to safeguard this. The Academy condemns the misuse of drugs and alcohol, and the illegal supply of these substances. The Academy is a non-smoking environment (this includes the use of e-cigarettes).

Students disregarding the Academy's rules in this respect will be appropriately sanctioned through the Behaviour Policy. The Academy is aware of the role that it must play in the welfare of all students and will work towards an ethos that will encourage students in need of support to come forward and seek the help they require.

The purpose of this policy is to:

- Clarify the legal requirements and responsibilities of the Academy.
- Reinforce and safeguard the health and safety of students and others who use the Academy.
- Clarify the Academy's approach to drugs for all staff, students, Associates, parents/carers, external agencies and the wider community.

- Give guidance on developing, implementing, and monitoring the drugs education programme.
- Enable staff to manage drugs on Academy 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 drugs education and the values and ethos of the Academy.
- Provide a basis for evaluating the effectiveness of the Academy drugs education programme and the management of incidents involving illegal and other unauthorised drugs.
- Reinforce the role of the Academy in contributing to local and national strategies.

4. DEFINITION OF TERMS

The term 'drug' in this policy refers to any of the following:

- Alcohol.
- Illegal drugs of any classification (e.g. Cannabis, Cocaine, Ecstasy, etc.)
- Restricted legal substances / Volatile substances (e.g. Solvents, fuels, aerosols).
- Over the counter medicines (e.g. Laxatives, Paracetamol).
- Prescribed medicines (e.g. Tranquillisers, Ventolin, Ritalin).
- Tobacco.
- 'Legal Highs' (e.g. Benzol Fury, Poppers).
- Caffeine (e.g. energy drinks, pro-plus tablets, etc).

5. ROLES AND RESPONSIBILITIES

All members of staff within the Academy have the responsibility to uphold this policy, ensuring that the Academy remains free of illegal substances. However, the following have key responsibilities:

- The Principal has the overall responsibility for any drug-related incident on the premises and has the final word on any sanctions that result from such an incident.
- The Designated Safeguarding Lead or appropriate senior manager has the initial responsibility to investigate any drug related incident.
- The Subject Lead for PSHE is responsible for implementing the teaching and learning of drugs education throughout the Academy in both key stages and reviewing this policy in the light of any new legislation. Students and staff alike must be made aware of any changes to this policy.
- The Healthcare Administrator has the responsibility to assist in the response to any substance related incidents and be responsible for the safe storage of prescribed drugs.

- The site maintenance team have the responsibility of the disposal of any drugs and drug-related material found on the premises. All cases of drug and drug related materials found on the premises must be reported prior to disposal.
- All staff within the Academy have the responsibility of reporting any drug related incidents or suspicion of a drug-related incident immediately to the member of staff on call. Any student found with or to have taken an illegal substance will be managed as a serious single incident.

A **drug-related incident** may be any of the following:

- Finding drugs, or related paraphernalia, on school premises.
- Possession of drugs by an individual on school premises.
- Use of drugs by an individual on school premises.
- Supply of drugs on school premises.
- Individuals disclosing information about their drug use.
- Student reports of parents/carers, staff or students using drugs.
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties).
- Glamourising or encouraging the use of drugs and other substances.

6. DRUGS EDUCATION AT SMITH'S WOOD ACADEMY

All students within Smith's Wood Academy receive at least one hour of PSHE education each week. Within this lesson aspects of drugs education should be taught to all years.

The aims of drugs education within Smith's Wood Academy are to:

- Increase the understanding and awareness about the implications and possible consequences of substance use and misuse.
- Provide accurate information about substances.
- Minimise the risks that users and potential users face.
- Ensure students are aware of the law in relation to alcohol and drug use.
- Enable students to identify sources of appropriate personal support.
- Increase the understanding and awareness about drugs and other associated issues, such as crime, relationships, and sexual health.
- Provide a safe environment for all.

It must be noted as part of this policy that students are welcome within their lessons to share their knowledge and personal experiences with the class, within safe discussion-based activities. However, if at any point a member of staff within the room becomes concerned that a comment raised by a student might be linked to a child protection issue, the issue should be logged on 'MyConcern' immediately and raised with the Designated

Safeguarding Lead. Students should be made aware from the onset of any drug-related topic discussion that confidentiality is not guaranteed and that their safety is paramount.

Aspects of drugs education that are delivered to each year group are laid out in the PSHE 5-Year Curriculum Plan and the Learning Journeys for each year group. These can be obtained from the Staff Shared Drive and by emailing the Subject Lead for PSHE. Teaching of drugs education will be monitored by the Subject Lead for PSHE. Provision of drugs education across all years within the Academy will be reviewed by the Subject Lead for PSHE on a yearly basis, with input from all relevant stakeholders.

All PSHE resources can be found in the Humanities Department folder of the Staff Shared Area drive.

Any visitor invited into Academy to deliver aspects of drugs education should be agreed with the Subject Lead for PSHE and the Principal prior to invite and should be appropriate to the age of the student.

7. SUPPORT FOR STAFF DELIVERING DRUGS EDUCATION

Any member of the PSHE team, or any other member of staff wishing to have further training in issues surrounding drugs education, should contact the Subject Leader for PSHE.

8. PROCEDURE FOR SUBSTANCE USE/ MISUSE OR SUPPLY ON THE PREMISES

If a student is known to have taken, be taking, or having supplied substances on the premises, then the Senior Leadership Team should be informed immediately, giving reasons for suspicions and the name of any witnesses. The student should be removed from his/ her teaching room and taken to a place that is at the discretion of the member of staff on call. The student may need to be seen by a first aider for assessment. The Principal must be informed of the incident. The Academy's behaviour policy processes will then come into operation.

Any record of a drug-related incident should be passed onto the Designated Safeguarding Lead, as well as the Achievement Leader for the student(s) concerned. Parents/carers should be informed of the incident immediately by a senior member of staff.

Any drug-related materials found on the Academy premises by anyone within the Academy must report the finding immediately to the site management team, who will remove and dispose of the materials appropriately.

Students who have a care plan which require them to take medicine during school hours must supply the Academy with a Consent to Administer Medicine Form, signed by a parent/carer for the medicines to be administered within school. These must be updated regularly to ensure that they are current and are in date. The Academy cannot accept responsibility for medicine found in the possession of a student without an agreed care plan.

9. GENERAL POWER TO CONFISCATE

Schools' general powers to discipline enable a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. Headteachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item, which include alcohol, illegal drugs, tobacco and cigarette papers, and any other item listed as banned by the school rules.

Where the person finds other substances which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug. The guidance on search and confiscation is further set out in Department for Education document, [guidance on searching, screening and confiscation](#) (July 2022)

Key changes to be aware of:

The DfE latest guidance, applied from 1 September 2022, places a bigger emphasis on your safeguarding duty. This includes:

- A change in approach by which staff members can search pupils
- That you should record all searches of prohibited items on your school's safeguarding system; *In our case; MyConcern* (This is a change to previous where there was no legal requirement to record)
- New guidance on what you should do before, during and after a search
- New guidance on strip searches and supporting the pupil afterwards
- Parents always being informed of any searches of a prohibited item, and the outcome of the search as soon as is practical. (This is a change to previous where contact needed to be made before a search)
- The importance of staff understanding the rights of the pupil being searched

Those searching the student must be the same sex as the student being searched; and there must be a witness (also a staff member) present at the search. There is a limited exception to this rule. Staff can carry out a search of a student of the opposite sex to them and / or without a witness present, but only where they

reasonably believe that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

10. POLICE INVOLVEMENT

The Academy does not have a legal obligation to inform the police of a drug related incident within the premises. However, it should be noted that they may be able to give the relevant advice and support, particularly in cases where it is suspected that dangerous substances are continuing to be sold on the premises.

The Principal has the final decision on whether police are to be informed of a drug-related incident.

11. RESIDENTIAL AND NON-RESIDENTIAL INCIDENTS

The procedure for any drug-related incident during a residential and non-residential visit should follow the same procedure as an incident that has taken part within the Academy premises. However, the following amendments will apply;

- The trip leader must initially be approached regarding the incident, and has overall responsibility for the student/s involved in the incident.
- Should a first aider not be present on the trip, and depending upon the gravity of the incident, an ambulance should be called.
- The Academy should be informed of the incident immediately. The Academy then has the responsibility to inform the student's parents/carers.
- The Principal must make the decision as to whether that student should return to school.

In the case of work experience, the student concerned will be removed from the placement, and the work experience co-ordinator will bring the students involved back to school premises (unless medical attention is first required). The co-ordinator should then seek guidance from the Senior Leadership Team.

12. REFERRAL AND EXTERNAL SUPPORT

Any student knowingly possessing any illegal or dangerous substance (including drugs) or is under the influence of an illegal substance or is trying to supply them, may be offered the services of a drugs councillor.

Any member of staff wishing to find out more information regarding prescription medication and illegal drugs should do so via links in the 'Useful Organisations' section of this policy.

13. STAFF CODE OF CONDUCT ON SMOKING AND SUBSTANCE MISUSE

As per the Staff Code of Conduct, all premises of the Trust are non-smoking and 'non-vaporising' sites; therefore, staff are expected not to smoke/use a vaporiser on site.

Furthermore, it is not permitted to consume alcohol or any illegal substances on Trust premises and/or to be under the influence during working hours. It is a disciplinary offence to be under the influence of alcohol and/or substances whilst at work or when representing the Trust, or if it is believed to have affected an employee's ability to conduct their duties.

The Trust expressly prohibits the use of any illegal drugs (including psychoactive substances, formerly known as 'legal highs'), or any prescription drugs that have not been prescribed for the user, if they impair the judgement or are abused.

It is a criminal offence to be in possession of, use or distribute an illegal drug, or to produce, supply or possess these with the intent to supply illegal drugs. If any such incidents take place on Trust premises, vehicles or at a Trust function, they will be investigated and may lead to disciplinary action being taken and reporting to the police.

Staff must inform their line manager in confidence regarding any prescribed medication that may have an effect on their ability to carry out their work safely and/or to care for or supervise students in their care. They should seek medical advice before continuing to take such medication and discuss the advice received from their GP or Occupational Health with their line manager or another appropriate manager. Managers must ensure that affected employees only work directly with students, if medical advice confirms that the medication is unlikely to impair the employee's ability to look after students properly.

Staff medication must be kept out of reach of students at all times.

Staff suffering from drug and/or alcohol dependency are encouraged to declare these to the Principal (or the CEO for Principals and central office staff or the Board of Directors for the CEO) or HR. The Trust will aim to signpost them to appropriate support services.

Please refer to the Staff Code of Conduct for full details.

Useful Organisations

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

Website: 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

Website: <http://ash.org.uk>

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

Website: 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

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

Website: 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

Website: 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

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

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

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

Website: www.re-solv.org

Smokefree - NHS Smoking Helpline.

Tel: 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. **Website:** www.childrenssociety.org.uk

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. **Website:** <https://www.gov.uk/youth-offending-team>