

DRUGS

This policy is complementary to other Academy policies particularly those relating to Managing Student Behaviour through Recognition, Rewards and Positive Action, Health and Safety, Medicines and Child Protection and Safeguarding.

This policy applies to all staff, students, parent/carers, governors and external agencies working with the Academy and takes full account of DCSF guidance *Drugs: Guidance for Schools* DfES/0092/2004, February 2004.

Purpose

- a) To clarify the Academy's approach to drugs (defined as including alcohol, tobacco and illegal drugs as well as medicines and volatile substances¹) for all staff, students, governors and parents/carers,
- b) To enable staff to manage drug and associated incidents (defined as suspicion or evidence of any situation or specific event involving a drug¹) with confidence and consistency,
- c) To safeguard the health and safety of students and others who use the Academy.

Landau Forte Academy QEMS condones neither the possession, use (defined as drug taking, such as consuming alcohol...¹), misuse (defined as drug taking which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence¹) or supply of drugs by members of the Academy or the illegal supply of these substances.

The Academy recognises that there are some authorised drugs (e.g. medicines) which may legitimately be in Academy. Further details are to be found in the Academy's Health & Safety Policy and Medicines Policy. In all other circumstances, drugs are unauthorised, whether legal or not.

The Academy is committed to the health and safety of its Academy community and will take action to safeguard its well-being.

The Academy acknowledges the importance of its role in the welfare of young people, and through the general ethos of the Academy, will seek to encourage students in need of support to come forward.

Objectives

The following educational aims will be supported in respect of drug use or misuse:

- To provide regular and accurate information to all students about drugs and their use or misuse.
- To increase the understanding for those experiencing or likely to experience drug use or misuse.
- To widen understanding about related health and social issues e.g. sexually transmitted diseases, HIV and AIDS, crime, pregnancy.
- To seek to minimise the risk that users and potential users face.
- To enable students to identify, and feel comfortable approaching, sources of appropriate personal support.

Implementation

The objectives will be implemented through aspects of the students' experiences in the curriculum and through opportunities for extension activities. Landau Forte Academy QEMS delivers Drugs education mainly through Science, Religious Education and English subject areas but other opportunities to reinforce learning will occur in other parts of the learning programme, including a bi annual 'Drugs Awareness Week', whole Academy Gatherings and through the Personal Tutorial Programme.

Some aspects of drug education will be included in the curriculum in each year. As part of this, students will be made aware of the various internal and external support structures. More detailed information relating to drug education can be found in subject documentation (Curriculum Maps/ Tutor and Student Guides). Parents/carers will be made aware of both their child's drug education and this policy. Drug education will be delivered by skilled and confident Tutors who will have all undergone appropriate training and may be supported by a representative from an external agency (e.g Police, T3, School Health). Personal Tutors also receive drug awareness training periodically and whole staff development and training will be reviewed on an annual basis.

As part of its dissemination, all staff/teams will have access to copies of this policy. In addition, the policy will be referred to in the Academy prospectus and be included in induction sessions.

The Role of Outside Agencies

Landau Forte Academy QEMS actively co-operates with other agencies such as the Community, Drug Squad and Child Protection Divisions of the Police, Social Services (Department for Children and Young People), Staffordshire Health Authority and local Drug Agencies (e.g. T3) to deliver its commitment to drug education, to support students involved in and deal with incidents of drug use and misuse. Students will be made aware of local and national help lines, websites and other sources of information.

Management Responsibilities

The first concern of the Academy in managing drugs is the health and safety of the Academy community. The Principal will ensure that all staff dealing with drug use or misuse matters are adequately supported and trained.

The Drug Abuse Co-ordinator will have general responsibility for handling the daily implementation of this policy.

In any incident involving illegal and other unauthorised drugs, the Drug Abuse Co-ordinator should inform the Principal, who will normally inform the parents/carers at his earliest opportunity. The Drug Abuse Co-ordinator may also refer a student to the Academy Nurse if medical advice is required. The safety of the student involved is of prime importance.

There is no legal obligation to inform the police, though they may give relevant help and advice. Landau Forte Academy QEMS will in such cases pass any information on to the appropriate agencies. The Academy will not knowingly allow its premises to be used for the production, supply or use of any drug. Where it is suspected that drugs are continuing to be sold on the premises, details regarding those involved will be passed on to the Child Protection and Drug Squad Divisions of Staffordshire Police.

The Academy will consider each drug incident individually and recognise that a variety of responses will be necessary to deal with incidents. The Governors and the Principal will consider carefully the implications of any action they may take and will seek advice from the appropriate agencies beforehand. The Academy will seek to balance the interests of the students involved, the other Academy members and the local community. Permanent exclusion is seen as a last resort as it may only transfer or compound the problem.

The Chairman of Governors and the Principal will take responsibility for liaison with the media. As the issue of drug use or misuse is an emotive one, and is likely to generate interest from the local and national media, the Academy will take appropriate advice to ensure that any reporting of incidents remains in the best interests of the students, their families and the Academy.

Governors will be kept well informed on drug related matters as they affect the Academy via the Education Sub-Committee. In addition, a nominated Drug Awareness Governor will be familiar with this policy and will be informed of any individual incidents.

When dealing with parents/carers under the influence of drugs on Academy premises, priority should be on the student's welfare as opposed to moderation of the parent/carer's behaviour.

Where concerns exist about discharging a student into the care of a parent/carer, alternative arrangements should be discussed. In instances where the parent/carer becomes abusive or violent or the student is considered to be at risk, child protection procedures and/or police involvement should be considered.

Guidance for Staff

In instances involving drug possession, use, misuse or supply either on or off the premises, the Drug Abuse Co-ordinator and the Principal should be informed immediately.

Where staff discover drugs which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which drugs may be removed, i.e. from either a place or a person:

(a) Place

If possible, remove the drug(s) from where they were discovered in the presence of an adult witness. If this is not possible, do not leave the drug(s) there while you enlist

the support of a witness. Continue with the procedure below. Staff may search Academy property, e.g. student's lockers, if they believe drug(s) to be stored there. When applicable, prior consent should always be sought. Students should be made aware that if consent is refused the Academy may proceed with a search. However, searches of personal property, including that stored within Academy property, must not be conducted without consent. Where consent is refused the Drug Abuse Co-ordinator should be contacted who will consider notifying parents/carers or calling the Police.

(b) Person

When receiving or retrieving drugs, consent should be given in the presence of an adult witness. Continue with the procedure below. When a person is suspected of concealing illegal or other unauthorised drugs, it is not appropriate for a member of staff to carry out a personal search. Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of an adult witness. Where the individual refuses, the Drug Abuse Co-ordinator should be contacted, to consider calling the Police.

The following guidelines should be observed at all times

1. Remove the drug(s) and record the time, place and circumstances when the drug(s) came into your possession.
2. Do not investigate the nature of the drug(s), but do record its size and appearance.
3. When possible have the recordings counter signed by a witness.
4. The drug(s) should be immediately brought to the Drug Abuse Co-ordinator, who will take it to the Principal. Do not keep the drug(s) on your person or in a place of safekeeping; to do so may place you at risk.
5. In the presence of or on showing the Drug Abuse Co-ordinator the whereabouts of the drug it should be placed in a sealed container. The Drug Abuse Co-ordinator, Principal, you and where applicable, a witness, should sign and date the package.
6. In the event of a discovery of any equipment associated with drug use or misuse, especially needles and syringes, students must not be allowed to handle such items. All equipment found must be treated with the utmost care. The Principal must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.
7. Sensitive information relating to drug related incidents will only be disclosed with careful attention to the individual students' rights and needs.

Reference

1. *Drugs: Guidance for Schools* DfES/0092/2004, February 2004.

Approval

Principal:

Drugs Abuse Co-ordinator:

Governor: