

# Anti-Drugs Policy

Policy Version Control

Policy prepared by:	AP Support for Learning
Responsible committee:	LGB
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## Change Control

Date	Changes made	Agreed by	Authorised for use by	Date of review
09/11/16	Appendix A spelling error.			
	Appendix A inclusion of Zero Tolerance paragraph.			
	Appendix A various updates throughout to job title from AP Inclusion to AP Support for Learning.			
	Appendix A Staff Responsibilities amendment to point 5.			
	Appendix A Discipline amended to include bringing drugs or paraphernalia onto school site, and reporting to police.			

### Monitoring and Review (if applicable)

The Principal will report once a year on the programme for drug education, the number and nature of any drug related incidents and their outcomes.

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## Annex A Drugs Procedures

## 1.0 INTRODUCTION

Ormiston Endeavour Academy does not condone either the misuse of drugs and alcohol or tobacco and cigarettes by members of the academy, or the illegal supply of these substances. The academy is committed to the health and safety of its staff and students and will take action to safeguard their well-being.

For the purpose of this Policy statement, drugs are defined as:

**“ANY SUBSTANCE THAT AFFECTS THE PHYSICAL OR MENTAL HEALTH OR WELLBEING OF AN INDIVIDUAL”.**

***NOTE: THIS SUBSTANCE MAY OR MAY NOT BE ILLEGAL***

## 2.0 PURPOSE

This policy seeks to ensure that the community of the academy receives a common message about the inappropriateness and dangers of drug misuse and drug related incidents and that they are addressed throughout the academy in a consistent manner.

The academy aims to protect staff and students and enable them to make informed decisions on their own and others' attitudes to drugs.

The appendix to this policy states the procedures agreed by the Governing Body to be followed when any misuse has been identified. To protect the safety and wellbeing of all students and staff, drugs must not be possessed or bought, sold or used on academy premises or during the academy day, including when students are on sporting/educational visits.

The policy and procedures apply to all students and adults working at and for the academy. Individual exceptions will be made for students and staff who need to use prescribed medicines.

### 2.1 Relationship to other Policies

This policy will relate to other Academy policies where appropriate.

## 3.0 ROLES AND RESPONSIBILITIES

The Principal will ensure that:

- the Assistant Principal - Inclusion is appointed to have the general responsibility for handling the daily implementation of this policy;
- this will include the implementation of a drugs education programme (within the appropriate areas of the curriculum) that reflects knowledge, understanding, attitudes and personal and social skills needed to make important decisions concerning drugs and their use;
- staff delivering the programme are provided with training and guidance developing their confidence and skills to deliver drug education;
- all staff are aware of the procedures for dealing with drug related incidents; students are aware of the academy rules on drugs and consequences of actions;
- students that have a concern about drugs are provided with support from the relevant agencies; sanctions for drug related incidents are consistent with all other academy policies;
- the Academy actively encourages a multi-agency approach to drug use/abuse and the related drug education programme.

All Staff are expected to:

- Report incidents of drug use/misuse to the Assistant Principal - Inclusion.

All Staff, where appropriate, are expected to:

- implement the drug education programme and attend associated training;
- enable all students to make healthy informed choices, explore their own and others' attitudes, resist peer group pressure and develop ideas to help friends and relatives who may need help with drug related issues;
- promote positive attitudes towards healthy lifestyles;
- provide accurate information about substances or refer the students to relevant sources; widen their own and students' understanding of related health and social issues;
- enable students to identify sources of appropriate support.

Students will be expected to:

- follow the academy rules;
- alert staff to any drug related incidents on or around the academy campus.

Parents will be encouraged to:

- support the academy's approach to drugs' education;
- work in partnership with the academy to overcome use and abuse of drugs.

The Governing Body will:

- Ensure that its members are well informed about the drug education programme, the potential for drug abuse and how to respond to drug-related incidents.

## Appendix A

### DRUGS PROCEDURES

These procedures relate to the academy Anti-Drugs Policy and set out how the academy will respond to drug/substance abuse.

The academy is aware that drugs may play a part in the lives of many families and that experimentation is a feature of many young people's lives.

It is the responsibility of the academy to attempt to safeguard students and staff from the dangers of drug/substance abuse and to play a role in helping those who misuse drugs.

The academy has a proactive approach to drug education and provides a clear view on handling the incidence of drug use on the Academy premises.

Everyone in the academy community should be aware of the Drugs Policy and associated procedures and commit to the idea that

**“Ormiston Endeavour Academy is a Drug-Free Zone”.**

### EDUCATION

The Ormiston Endeavour Academy provides drug education within the appropriate curriculum areas for access by all students and staff.

The academy promotes a positive ethos that helps students and staff feel valued as part of the wider community, fostering a positive self-image enabling students to cope better with possible drug use situations.

In all cases the guiding principle is that the welfare of all students and staff is paramount.

### CONFIDENTIALITY

Information relating to any student/students or staff involved in drug use or misuse will follow the same procedure as for other sensitive information. The Principal and Vice Principal will be informed of all incidents. Confidentiality will be maintained where possible at all times.

Students and staff in the academy should feel able to talk in confidence to a member of staff about any drug related problem without the fear of being judged and every effort should be made to establish a meaningful dialogue. However, no member of staff can agree to offer complete confidentiality.

**Child Protection procedures must be adhered to.**

### ZERO TOLERANCE

Ormiston Endeavour Academy has a zero tolerance approach to illegal substances. Our Academy is a safe place for all young people and as such, permanent exclusion will be considered for anyone who brings illegal substances, or related paraphernalia, on to the site or attend the Academy under the influence of illegal substances.

## STAFF RESPONSIBILITIES

The designated coordinator for drug related incidents is the Assistant Principal Support for Learning, with responsibility for Every Child Matters (ECM) and Child Protection (CP) issues.

## PROCEDURES

Any student or staff member thought to have misused any substance by intent or accident will always be treated as a serious medical emergency and medical advice and treatment will be swiftly sought. Parents will be informed at the earliest opportunity.

All members of staff have a duty to support students who approach them with problems related to drug use. Prior to any further investigation any approach should always be considered as a request for help and a pastoral rather than a disciplinary matter.

When dealing with any incident staff should consider in priority:

1. Medical support- immediate first aid if required then appropriate referral to the Health Service.
2. Inform the Academy Assistant Principal Support for Learning.
3. Give immediate safety/welfare support; ascertain if the student or staff member is at risk from own or others behaviour.
4. Communication with parents.
5. Follow up with appropriate sanction, including liaising with the police if appropriate, otherwise counselling and guidance.

All Staff should remain vigilant for signs of drug misuse on and around the Academy campus. Any use of illegal drugs, the actual supply of (or offer to supply) illegal drugs or any other drug-related incident on the academy premises, home to academy or on academy trips will always be reported to the police.

As a general principle, parents/guardians will be notified of the academy's concern over a drug related incident. An exception to this is when the Principal or Vice Principal feels that the welfare of the student involved would be placed in greater jeopardy by this action.

The child protection measures will then be invoked.

## INCIDENT MANAGEMENT

Staff members have a professional duty to investigate and take appropriate action, either individually or by referral, if they have reason to believe that any student is at risk.

Staff may safely take possession of an unknown substance. It is then recommended that a picture be taken of the substance before it is then destroyed or handed on to an authorised person as soon as possible.

***The law provides that if a person took possession of a drug to prevent another person committing an offence or continuing to commit an offence and then took speedy action to destroy the drug or hand it to an authorised person, this shall be a defence to the charge. (Sec 5 Misuse of Drugs Act 1971).***

## MONITORING AND RECORDING

All drugs-related incidents will be recorded and kept by the Vice Principal Support for Learning in a confidential place. No entry will be made to any student's record until all evidence is gathered and corroborated. The academy will follow up drug-related incidents to monitor progress.

## DISCIPLINE

Students and staff should be aware that the academy will endeavour to support anyone who voluntarily seeks its help with drug-related problems.

Students and staff also need to be aware that bringing drugs onto the academy campus or on academy-related visits for any purpose will be dealt with severely, as will using the Academy campus or educational trips to make deals for the supply of drugs.

As a general principle, any student or staff member involved in any form of drug related incident will normally be suspended from the academy whilst a thorough investigation takes place. During, or immediately following this period, a decision will be made on the most appropriate following action.

- Any student who knowingly brings illegal substances or related paraphernalia on to school site will be reported to the police.
- The academy reserves the right to exclude permanently students who bring illegal substance and related paraphernalia onto the site:
- place themselves, other students or staff at risk through their drug taking activities; sell drugs to other students on the academy campus, its local environment, home to academy transport or academy excursions;
- Coerce other students to take drugs by threat or other persuasive activity.

## **MEDIA**

Any media involvement will be dealt with by the Principal or a delegated member of staff.

## **REVIEW**

This policy and procedures will be reviewed annually and may also be reviewed in light of new legislation or incidents that may occur related to drugs.

The review is to be ratified by the Local Governing Board.