

Drugs Education and Drug Related Incidents Policy

'This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.'

CONTENTS

1. The role of the school
2. School Description
3. Values and Ethos
4. Definitions and Terminology
5. Policy Production and Applicability

DRUG EDUCATION

6. Drug Education Aims
7. Drug Education Curriculum Delivery
8. Teaching
9. Resources

DRUG RELATED INCIDENTS

10. Managing Drugs in Schools
 - Dealing with medical emergencies involving drugs
 - Detection
 - Drugs Testing
 - Searches of school property
 - Personal searches and searches of personal property
 - Confiscation and disposal of unauthorised drugs
 - Alcohol and Tobacco
 - Volatile substances
 - Medicines
 - Illegal Drugs
 - Responding to pupils or Sixth Form students involved in Drug Related Incidents
 - Confidentiality
 - Open ended questions
 - Parents/Carers
 - Parents/Carers under the influence of illegal substances on school premises
 - Staff conduct and illegal substances
 - Involving the Police
 - Handling the Press and the Media
11. The Needs of Pupils and Sixth Form students/Referral and External Support
12. Medicines in School
13. Tobacco/E-Cigarettes in School
14. Alcohol in school
15. Staff Training
16. The role of Governors

Appendix 2: Drugs Testing Procedure

Appendix 3: Response to Drug and Alcohol Misuse-Internal Protocol.

This policy was devised using;

- Local Authority guidelines.
- DfE and ACPO Drug advice for schools 2012 documentation.
- Supporting pupils at school with medical conditions – 2014
- Mobile phones in schools – 2024
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- 2013 Temporary Misuse of Drugs Act (concerning so called Legal-Highs).
- 2016 Psychoactive Substances Act.

Upton Hall School FCJ

Drugs Education and Drug Related Incidents Policy

1. THE ROLE OF THE SCHOOL

As part of the school's statutory duty to promote pupils' and Sixth Form students' wellbeing, Upton Hall School FCJ has a clear role to play in preventing drug misuse. This is recognised as an essential part of the school's pastoral/safeguarding responsibilities. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual's right to lawful privacy.

2. SCHOOL DESCRIPTION

Upton Hall School FCJ is an all girls, Catholic Grammar school with approximately 1000 pupils on roll. We believe that children come to school to work, progress and to learn to live together. The school community is committed to a high degree of caring so that pupils and Sixth Form students can feel secure and happy, and can relate easily to other people. We aim to enable pupils and Sixth Form students to become mature, self-confident and self-motivated adults who can be successful in a changing world.

3. VALUES AND ETHOS

Our aim at Upton Hall School FCJ is to create a caring, challenging and purposeful environment which is committed to high standards and aspirations and in which the achievements and potential of every individual will be respected, encouraged and valued.

4. DEFINITIONS AND TERMINOLOGY

Drugs, as defined by the DfE, is any substance that has the potential to affect how a person thinks, feels or behaves. This includes:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971/2010/2013 TCDO) e.g. cannabis, heroin, cocaine, LSD, ecstasy, amphetamines, magic mushrooms and khat.
- New Psychoactive Drugs. NPS. (so-called Legal Highs).
- All legal drugs including alcohol, tobacco, volatile substances, ketamine and amyl nitrites.
- All over the counter and prescription medicines.

5. POLICY PRODUCTION AND APPLICABILITY

This policy covers drug education, the content and delivery of which is the responsibility of the Deputy Head, Mr Quinn. It also covers dealing with drug related incidents. These 2 areas are mutually supportive and aim to reduce the misuse of illegal or unauthorised substances amongst young people in our care. This policy links to other school policies, including Safeguarding and Health and Safety. This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers pupils and Sixth Form students on work experience, college placements and to all school trips, including those abroad.

DRUGS EDUCATION

6. DRUG EDUCATION AIMS

Drug education aims to enable pupils and Sixth Form students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. Drug education aims to:

- Provide accurate information.
- Correct misunderstandings.
- Build on knowledge and understanding.
- Explore attitudes and values towards drugs, drug use and drug users.
- Develop pupils' and Sixth Form students' understanding of rules and laws.

- Develop pupils' and Sixth Form students' interpersonal skills.
- Develop pupils' and Sixth Form students' self-awareness and self-esteem.
- Explore the risks and consequences of their own and others' actions; and
- Be relevant to the needs of pupils and Sixth Form students and the school community.
- Inform pupils and Sixth Form students of support both within and outside of school.

7. DRUG EDUCATION CURRICULUM DELIVERY

Drug education is mandatory in accordance with the National Curriculum for Science for Key Stages 3 and 4. At Upton Hall School FCJ the Drug Education Programme is delivered through PSHE during Form Time. The programme is co-ordinated by Head of Year.

8. TEACHING

Pupils and Sixth Form students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly. Different topics, age groups and contexts require different teaching strategies. Using a range of styles and techniques helps to ensure that all pupils and Sixth Form students have the opportunity to learn and to maintain interest. There are many techniques appropriate to the teaching of drugs education, including the following:

- Developing ground rules, group work/paired discussion, depersonalised discussion, question and answer session, research, role play, case studies, theatre groups, video, question box, debate, surveys, questionnaires, quizzes, games and creative writing.
- If outside speakers are to be used, they are required to have achieved or be working towards achieving the LA's NCFE Level 2 Qualification in Basic Drug Awareness and its applications.
- When planning to use outside agencies in the Drug Education Programme:
 - The purpose, aims and objectives are clear.
 - All visitors are aware of relevant school policies, including confidentiality and will abide by them.
 - The way visitors will work is planned and agreed in advance.
 - Times and equipment are planned in advance.
 - The visitor will not be allowed to take responsibility for pupils and Sixth Form students without the teacher being present in the room.

9. RESOURCES

A wide range of resources are used in school which:

- Avoid racism, sexism, gender and homophobic stereotyping.
- Portray positive images of a range of young people.
- Are adaptable for use with all pupils and Sixth Form students.
- Are factual and up to date.
- Encourage active and participatory learning methods and discussion identify sources of support, such as help-lines and services.

DRUG RELATED INCIDENTS

10. MANAGING DRUGS IN SCHOOL

School will not tolerate the use or possession of unauthorised legal or illegal controlled substances by pupils and Sixth Form students, staff or other members of the school community including parents, in school time, on school premises or off-site during school organised activities such as trips and work experience. This also extends to NPS, alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.

The Senior Leaders with responsibility for drug related incidents are Deputy Headteacher (Pastoral), Mr

McAleese and Ms Murphy (Curriculum and Pedagogy). All drug related incidents will be reported to this person who will be responsible for co-ordinating the most appropriate response.

Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved. In the first instance the possibility of a medical emergency will be considered.

Recording details of drug related incidents is essential and may be used by other agencies or in court proceedings. Detailed written reports should be recorded using the school 'Drug Incident' Log.

Dealing with medical emergencies involving drugs

If a young person has lost consciousness when suspected of taking drugs:

- Stay calm - some drugs act on the central nervous system in a way which makes it potentially dangerous to induce a state of agitation by shouting or over-reacting.
- Put the young person in the recovery position.
- Loosen clothing to assist the casualties breathing.
- Do not give anything to drink.
- Send for the First Aider and for an Ambulance.
- Check the casualties breathing regularly.
- Collect any evidence of what has been taken e.g. tablets, syringes and keep any vomited material.
- Wait for the ambulance and reassure the casualty if they come around.

If a young person is 'high' or hallucinating:

- Be prepared for behaviour from depressed to very quiet to excitable and incoherent.
- Do not allow them to get into a dangerous situation.
- Sit them down in a quiet, well ventilated room.
- Talk to them quietly and calmly, reassure them.
- Send for the First Aider.
- Send for a member of SLT or the Pastoral Team.

Detection

School must approach searching for illegal substances with sensitivity. The school reserves the right to use a variety of strategies to search and test for drugs as it is deemed necessary, based on a sound evidential basis for suspicion of wrongdoing on school premises.

Drugs Testing

Testing should only be carried out by fully trained members of the Senior Leadership Team (SLT). Before a drugs test can be administered all attempts should be made to contact the parent/carer of pupil(s) or Sixth Form student(s). Drugs testing must be carried out with the consent of the pupil(s) and Sixth Form student(s) and be administered with another member of staff acting as a witness. Photographs of test results must be made. Copies of pictures will be kept on the pupil's or Sixth Form student's file. The full drugs testing procedure protocol can be found in Appendix 2. A full note of any action must be made and the pupil or Sixth Form student or parent given the opportunity to counter sign as to accuracy. Failure to take this opportunity should also be noted.

School's Obligations Under The European Convention On Human Rights (ECHR)

Under Article 8 of the ECHR pupils have a right to respect for their private life. In context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy.

The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school must be justified and proportionate. Education law permits lawful interference with this convention right and we will ensure such power afforded to School staff is used in the correct way.

Screening

The school can undertake screening of pupils at any times.

Screening may take place through;

- observations;
- monitoring of CCTV;

If a pupil refuses to be screened the School may decide to carry out a search instead..

Searches of school property

Staff may search school property such as pupils' and Sixth Form students' lockers if they believe illegal or unauthorised substances to be stored in them. This should be done only if there is reason to believe that the locker contains such a substance and with the agreement of a member of SLT.

Personal searches and searches of personal property

Any member of School staff can search a pupil for any item provided the pupil agrees. The School does not require formal written consent from the student or parent/carers for this sort of search. However, staff must take into consideration the age and any other circumstances, which would allow the pupil to provide adequate consent for a search before undertaking any action.

If the pupil does not agree to the search the member of staff should assess whether a search without consent should be undertaken by an authorised member of staff and accordingly refer the matter on to senior leaders.

Headteachers and authorised staff can search pupils without consent provided that they have reasonable grounds for suspecting that the pupil may have a prohibited item. The School does not require formal written consent from the student or parent/carers for this sort of search.

During the search the member of staff must:

- ensure that the search takes place on school premises, or, if elsewhere, somewhere that the member of staff has lawful control or charge of the pupil (e.g. school trips or in training settings);
- be the same sex as the pupil being searched unless the staff member reasonably believes that there is an immediate risk of harm to the pupil or anyone else if the search is not carried out immediately and in the time available it is not reasonably practicable for the search to be carried by a member of staff who is same sex as the pupil;
- ensure that a witness is present unless the staff member reasonably believes that there is an immediate risk of harm to the pupil or anyone else if the search is not carried out immediately and in the time available it is not reasonably practicable for the search to be carried out in the presence of another member of staff;
- only require removal of outer clothing, being clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves;
- only use force as is reasonable given the circumstances of the search.

After the search the member of staff must;

- discipline the pupil if and when appropriate in line with the school's behaviour policy;
- confiscate, retain or dispose of the item in line with guidelines set out below;
- fill out an incident form as detailed in the appendix;
- consider whether the reasons for the search, the search itself, or the outcome of the search give cause to suspect that the pupil is suffering, or is likely to suffer harm, and/or whether any specific support is needed.

The School also has the power to search any confiscated electronic device held by the pupil if they reasonably suspect that the data on it has been, or is likely to be, used to cause harm, undermine the safe environment of the school and disrupt teaching, or commit an offence.

The authorised member of staff may take any or all of the following actions with the data on the device;

- examine any data on the device;
- delete any data on the device provided they do not suspect the data to be evidence in relation to an offence and need to be handed over to the police, if the continued existence of the data is likely to continue to cause harm to any person and the pupil and/or parent refuses to delete the data themselves.

Confiscation and disposal of unauthorised items

The School has the power to confiscate any item found as a result of a search.

The School will dispose of the following items;

- alcohol;
- tobacco or cigarette products
- fireworks;
- pornographic images (provided it does not relate to a specified offence and need to be preserved as evidence);

The School will hand over the following items to the police;

- controlled drugs;
- stolen items (provided that it cannot be easily returned to the owner);
- pornographic images containing specified offences;
- weapons or items which are evidence of an offence;
- electronic devices which contain evidence of an offence.

In the event that a mobile phone or other smart device such as a tablet is found during a search it will be confiscated and returned at the end of the School year.

The School will not be responsible for any damage which occurs to the pupil's belongings either during the search or while the item is confiscated.

Use Of Reasonable Force

There may be the rare occasion in which a member of staff needs to use force in order to carry out a search on a student. The amount of force used must be:

- reasonable in the circumstances, meaning that no more force than is needed;
- carried out in a way which tries to avoid causing injury to the pupil.

Authorised members of staff must only use reasonable force to search for prohibited items. They must not use force to search for items which are banned under the school rules.

Prohibited items are:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images

any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Any member of staff may use reasonable force to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. Responding to pupils and Sixth Form students involved in drug related incidents

The school will carefully investigate the nature and seriousness of any drug related incident taking account of:

Confidentiality

The need for confidentiality for those involved should be respected, however, the boundaries of such confidentiality should be made clear to pupils and Sixth Form students. If a pupil or Sixth Form student discloses information to a member of staff which is of a sensitive nature the teacher must consider child protection, the need for advice from a more experienced member of staff, co-operating with a police investigation and referral to external services. As such, a teacher should not discuss sensitive issues widely but must discuss drug related issues with a member of the pastoral team or SLT.

The Data Protection Act and Crime and Disorder Act also allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information all efforts will be made to encourage the pupils and Sixth Form students to give their informed consent.

The following questions should also be considered:

- a. How serious is the situation?
- b. What immediate and significant risks does the young person face?
- c. What implications-both positive and negative-could keeping a confidence have?
- d. What significant harm could result from keeping the pupil's or Sixth Form student's disclosure?

Pupils and Sixth Form students will be made aware of the limits of confidentiality before they disclose a confidence, whenever possible. If a confidence needs to be broken, the school will explain to the pupil or Sixth Form student (and parents/carers as appropriate):

- Why the confidence has been broken.
- Who will be informed?
- What will be disclosed?
- How the information will be used.
- That their privacy will still be respected and information is shared on a need to know basis.

Schools should also be aware of the Wirral Information Sharing Protocol. This details how and when local partner agencies (including schools) can share information about children and young people.

Open-ended questions will be used to determine:

- What the pupil or Sixth Form student has to say.
- Was it a one off incident?
- Is the substance legal or illegal?
- What quantity of substance was involved?
- How was the substance being used?
- What are the pupil's or Sixth Form student's home circumstances?
- Was the pupil or Sixth Form student 'in possession of a small quantity' or 'intent on supplying for profit'?
- Is there evidence of organised habitual supply?

Find and make of note of:

- Who is involved?
- What substance is allegedly involved?
- What the young person believes the substance to be.
- How the substance came to be in the young person's possession.

Parents/carers

The School will not inform a parent before a search takes place and will not seek consent to search their child.

The School will inform the pupil's parent or guardian when a search reveals alcohol, illegal drugs or potentially harmful substances.

Complaints about screening or searching will be dealt with through the normal school complaints procedure.

In any situation where the pupil or Sixth Form student may need protection from the possibility of abuse, the Deputy Headteacher (Pastoral) and the school's Designated Safeguarding Leader will be consulted.

School recognise the importance of adopting flexible procedures that ensure a co-ordinated, consistent approach to dealing with drug related incidents. 'Any response should balance the needs of the individual with those of the wider school community, and aim to provide pupils and Sixth Form students with the opportunity to learn from their mistakes and develop as individuals. The needs of pupils and Sixth Form students in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation, responses may need to take a holistic approach rather than focus solely on drugs.'

As a school, we will:

- take a flexible approach whilst maintaining consistency and fairness.
- carefully assess the situation and the options for action.
- consider the impact of sanctions on the pupil(s) and Sixth Form student(s) involved, on other pupils and Sixth Form students, on the school as a whole, on parents and on the wider community.

Punitive and uncaring actions may stifle dialogue between staff and pupils and Sixth Form students as a whole. Other pupils and Sixth Form students become less likely to approach teachers if they have problems with drug use. Pupils and Sixth Form students need to see that rules and sanctions are used consistently and fairly and that teachers are approachable and able to also offer support and care. A range of responses will be considered. These are:

- Early intervention and targeted prevention.
- Counselling, e.g. Response, Learning Mentor, Health Service, YOT, Social Services, Child and Family.
- Behaviour Support Plans.
- Inter-agency programmes and external agencies.
- Pastoral Support Programmes.
- Suspension.
- Permanent exclusion.

Response to Drug and Alcohol Misuse Internal Protocol (Appendix 3).

Parents/carers under the influence of illegal substances or alcohol on school premises

Staff should maintain a calm atmosphere. If it is unsafe to discharge a child into the care of a parent/carers, the teacher should discuss with the parent/carers if an alternative arrangement could be made, e.g. with another parent/carers. Consideration will be given to invoking child protection procedures.

Staff conduct and illegal or unauthorised substances

Teachers have a duty of care to pupils and Sixth Form students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.

If staff are away from school for an extended period with a group of pupils/Sixth Form students then obviously it is very important, on a daily basis, to identify nominated members of staff to take responsibility at all times. Whilst on duty, staff must not be under the influence of any illegal or unauthorised substance or alcohol.

Involving the police

The police will be involved, if it is appropriate. A full record of the incident recording details and the police incident reference number must be kept.

Upton Hall School FCJ works in partnership with the local police. We take their advice and involve them appropriately.

Police contacts

- Community Police Officer, Hoylake – 0151 709 6010 / 777 2153
- 999 should not be dialled in anything other than an emergency. Drug related incidents will be reported to the School Drug Advisor using the pro-forma in Appendix I. The LA Schools Drugs Advisor may also be contacted for advice about drug related incidents.

Handling the Press and the Media

All press enquires must be handled through the SLT in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall. Tel: 0151 666 8088.

11. THE NEEDS OF PUPILS AND SIXTH FORM STUDENTS/REFERRAL AND EXTERNAL SUPPORT

Pupils and Sixth Form students may be referred to external agencies. A more comprehensive list of external services in Wirral DRIG 2004, pages 56-63.

Parents against Substance Misuse - Birkenhead, Merseyside, CH41 1EU. Tel: 08457 023867 (24-hour helpline) or 0151 356 1996 (admin). E-mail: admin@pada.org. Website: www.pada.org

Information, referral and support group for drug users' parents, carers and families

Response - The Callister Centre, 19 Argyle Street, Birkenhead, CH41 1AD. Tel: 0151 666 4123 (answerphone service outside office hours)

A counselling, support and advice service for young people aged 13-19 years. Offers a range of advice and support including housing, benefits, health, and drugs information. Also provides specialist substance misuse workers who offer a range of services to meet the needs of young people aged 13-19 years who have problems with their substance or alcohol use.

Connexions-Birkenhead and Bebington

Conway Building, Conway Street, Birkenhead, CH41 6JD. Tel: 0151 666 4385. N Pol's Drugs Mar 16 Final

41-43 Bebington Road, New Ferry, CH62 5BE. Tel: 0151 472 4600.

Brook Centre and Outreach Education Services - 14 Whetstone Lane, Birkenhead, CH41. Tel: 0151 670 0177 info@wirralbrook.org.uk. Free and confidential sexual health and advice for young people under the age of 25.

Solve it - MPAC Building, 1-27 Bridport Street, Liverpool, L35 5QF. Tel: 0151 708 9899.

www.solveitonline.co.uk. Training and support for professionals and children to tackle volatile substance abuse.

Wirral Sport and Art Initiative - The Caretaker's House, Grange Road West Sports Centre, Grange Road West, Birkenhead, CH43 4XE. Tel: 0151 653 3251. Fax: 0151 653 2946. E-mail: sportartinitiative@wirral.gov.uk

Provides activities for young people between the ages of 7-17, with the aim of reducing crime and drug and alcohol use. Also offers education and advice to young people on drugs and alcohol.

12. MEDICINES IN SCHOOL

There are considerable numbers of pupils and Sixth Form students in school who require some form of medication. These may be over the counter medicines or prescribed medicines.

- Pupils and Sixth Form students may bring medicines, such as paracetamol or hay fever medication to school. They may only bring the amount they require for use during 1 day.
- Pupils and Sixth Form students are encouraged to take such medicines at home under the supervision of their parent/carer, where possible.
- Pupils and Sixth Form students may carry essential items, such as inhalers for asthma.
- Staff should never give a non-prescribed medicine to a child unless there is a specific prior permission from the parents/carers where a non-prescribed medicine is administered to a child; it should be recorded on the form "Record of medicine administered" (see Appendix 2) and the parents/carers must be informed. If a child suffers regularly from frequent or acute pain the parents/carers should be encouraged to refer the matter to the child's GP. A child under 16 should never be given aspirin or medicines containing Ibuprofen unless prescribed by a doctor

Long-term medical needs

- Pupils and Sixth Form students requiring prescribed medicines on a regular basis, such as Ritalin or Insulin should be identified when the child is admitted or when the child first develops a medical need. It may be useful to develop a written Health Care Plan involving the parents and relevant health care professionals.
- Where possible, the parent/carer should be solely responsible for the administration of medicine when medication is required in the school day.
- Written permission and details of how to administer the medication must be gained from the parents/carers. This must be in line with the prescription instructions, as displayed on the container/package. Parental agreement for administering medicines should be completed and signed by the parent.
- All medication must be clearly labelled with the child's name, form and the dosage.
- Medicines will be administered by a First Aider. They should check-the child's name, the prescribed dose and the expiry date.
- If in doubt of any procedure, staff should not administer the medicine, but should check with parents/carers or a health care professional before taking further action. In some cases, there may be sensitive issues, such as the administration of rectal diazepam. It is good practice to have the dosage and administration witnessed by a second adult.
- Medicines prescribed for an individual must only be used by them.
- A written record of the dose and time medication will be kept. This will include if a child refuses their medication. If a child refuses medication they will not be forced to take it and the parents/carers will be informed.
- Ritalin, which is used to help to control ADHD, is a prescribed medicine and a class B drug with an amphetamine base. Any pupils and Sixth Form students using this drug on prescription, but also passing it to classmates, demonstrates possession and supply without prescription and this is a criminal act. As such, it will be handled as a drug related incident.
- It is good practice to support and encourage children to manage their own medicines. As children develop at different rates, the ability to take responsibility for taking their own medicine varies. If

children take their own medicine staff may only need to supervise.

Educational Visits and Work Experience

We encourage children with medical needs to participate in educational visits and work experience. To ensure safety, plans may need to be made to include children with medical needs. Risk assessments must take this into account.

Storing Medicines

- Medicines must be suitably stored, i.e. locked in the first aid room or in a fridge. Large volumes of medicines should not be stored. Medicines should be in the original container in which dispensed and this must show the child's name, the name and dose of the medicine and the frequency of administration, with the exception of insulin which may be stored inside a pen or a pump.
- Medicines that are out of their sell by date will not be given to pupils and Sixth Form students and will be disposed of by parents/carers or school by returning them to a pharmacy. This section of medicines has been written in accordance with "Supporting pupils at school with medical conditions"- April 2014. Further information on medicines and specific health related issues can be found in this document.

13. TOBACCO IN SCHOOL

- The school is a smoke free environment, and as such, smoking (including e-cigarettes) is not permitted on the entire premises. It promotes the health and welfare of all who work in or visit the school.
- The school aims to provide a supportive environment for those who wish to stop smoking.
- Pupils or Sixth Form students who smoke on the school premises will receive sanction from the schools behaviour procedures. Parents will be contacted unless this puts the child at risk.
- The school promotes the health and welfare of all who work in or visit the school. The school aims to provide a supportive environment for those who wish to stop smoking.

14. ALCOHOL IN SCHOOL

Alcohol related deaths total 50,000 a year and a large proportion of violent crime and anti-social behaviour is alcohol related. Furthermore, 25% of 11-15 year olds admit to drinking once a week while the figure for 15 year olds alone is 47%. It is, therefore, important that:

- Pupils or Sixth Form students may not drink alcohol at any time during the school day, or whilst on school activities or trips.
- It is not acceptable for pupils and Sixth Form students to bring alcohol onto the school premises.
- The school aims to provide staff or pupils and Sixth Form students access to support where drinking is a problem.
- Pupils or Sixth Form students who are under the influence of alcohol, drink alcohol on or bring alcohol onto the school premises will receive a sanction from the school's behaviour procedures. Parents will be contacted unless this puts the child at risk.

15. STAFF TRAINING

The school's programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with pupils and Sixth Form students.

16. THE ROLE OF GOVERNORS

Governors contribute to the development of this policy and have ratified it. The link Governor for Safeguarding is responsible for overseeing this policy. The Governors of Upton Hall School FCJ take the issue of substance misuse very seriously, and support the Headteacher and staff in maintaining Upton as a 'drug free zone'. In cases where pupils or Sixth Form students are suspended or excluded from school on drug related matters, the Chair of Governors is informed.

Appendix 1



UPTON HALL SCHOOL FCJ - DISPOSAL OF CONFISCATED ITEMS

NAME OF PUPILS AND SIXTH FORM STUDENTS(S) WHO PROVIDED THE ITEM(S) FOR DISPOSAL
_____ FORM _____

Item for disposal _____

Date of receipt _____

Method of disposal _____

Date of disposal _____

Staff members who witnessed disposal _____

Signatures of staff who witnessed disposal _____

OTHER NOTES – FULL NOTE OF PROCEDURES FOLLOWED RESPONSES FROM CHILD/CARER

Appendix 2



Drugs testing procedure at Upton Hall School FCJ

SLT are to follow this protocol

SCRIPT - We have reason to believe that you are under the influence of drugs. We believe this because;

You exhibit some of the signs of being under the influence of drugs or alcohol

or

We have received information from another source that you have been involved in the use of drugs.

Do you have any comment? Record answer.

If the pupils and Sixth Form students denies that he/she has recently taken drugs inform them that: In line with school procedure, you have the opportunity to take a drugs test.

This drugs test is a simple oral test that tests for the use of the following;

- Cocaine – in the last 24 hours.
- Amphetamine – in the last 72 hours.
- Marijuana – in the last 14 hours.
- Heroin – in the last 7-21 hours.

Have you used any of these drugs during the periods indicated? Record answer.

Are you currently taking any prescribed medicines? Record answer.

Do you volunteer to undertake the drugs test? Record answer.

If the pupil and/or Sixth Form student refuses to co-operate with drugs testing inform them that failure to consent to the administration of the test means that the school will need to make a decision on other evidence available they have as to whether they believe it is more likely than not that the pupil or student has recently taken drugs.

Do you understand the implications of refusing to undertake drug testing? Record answer.

Do you wish to reconsider your decision not to co-operate with drugs testing? Would you like to alter any previous statement? Record answer.

DRUG TEST PROCESS

- Remove the testing kit from the sealed package.
- Allow the kit to come to room temperature.
- Remove the plastic cover from the end of the test kit.
- Get the pupil or Sixth Form student to place the sensor of the kit under the tongue. Leave in place for approximately 5 minutes until the CC (control) line appears. No CC line appearing indicates an invalid test.
- Remove the test kit and place on a clean and level surface.
- Read results after 10 minutes. Do not read results after 1 hour.
- Coloured lines appearing against any 1 of the 4 test areas means that they are clear of relevant drugs.
- No evidence of lines is a positive test result for any 1 of the 4 drugs being tested.

Photograph the result of the test and print 2 coloured copies. Record pupil's or Sixth Form student's name, date and time of the test on both copies.

Retain 1 copy of image for pupil's or Sixth Form student's file and issues 2nd copy to pupil or Sixth Form student (or parent if under 16).

Issue/post copy of standard letter informing parents of the use of drugs testing and results.

A full note of the procedures followed will be made and can be inspected for accuracy.



Appendix 3 - Internal protocol

Response to drug and alcohol misuse at Upton Hall School FCJ

The supplying of drugs	<p>This will lead to a suspension or permanent exclusion</p> <p>Our definition of supplying is providing illegal substances to others. Additionally any person carrying large amounts of banned substances would also put themselves at risk of a suspension or permanent exclusion.</p> <p>Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If on the balance of probability the person is believed to be supplying drugs the school will suspend or permanently exclude, based on the need to ensure the safety of other pupils and Sixth Form students. If the issue is possession then see below.</p>
Under the influence of drugs	<p>This will lead to a suspension or permanent exclusion.</p> <p>Pupils and Sixth Form students who use illegal substances and then present themselves on school premises will be suspended or excluded permanently. The basis of the decision will be made using the detailed signs and symptoms of substance abuse. Any pupils and Sixth Form students challenged will have the opportunity to undertake an oral drug test to demonstrate that no drugs are being used.</p> <p>If the pupil or Sixth Form student declines to provide a test then we will proceed according to what we believe to be the case on the balance of probability.</p>
In possession of drugs	<p>This will lead to suspension or permanent exclusion.</p> <ul style="list-style-type: none">• Drugs will be confiscated.• Police will be informed.• Support may be offered. <p>Pupils and Sixth Form students who bring illegal substances onto school site will receive a suspension or permanent exclusion. The decision will be made by the Headteacher based upon evidence presented. Category of illegal substance found will be taken into account as well as the number of times a lower category illegal substance has been found on the individual.</p>
Alcohol	<p>Drinking on site/being on site in the school day following drinking/bringing alcohol on to site will in the first instance result in a suspension.</p> <p>If we believe that a pupil or Sixth Form student has been drinking we will proceed on the basis of the evidence we have. In addition to the standard suspension letter, an additional letter will be sent confirming that a 2nd incident on school site will result in permanent exclusion.</p> <p>Any repeat offence will then result in permanent exclusion.</p>