



DRUGS AND SUBSTANCE MISUSE POLICY

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This policy is drawn up in accordance with the DfE and ACPO drug advice for schools

Document Control			
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Owner	CEO	Approver	Finances & Resources Committee

This document applies to all schools and operations of the Galileo Multi Academy Trust:
www.galileotrust.co.uk

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Rationale

Galileo Multi Academy Trust is committed to the health and safety of all of its members in all schools and will take action to safeguard their wellbeing.

Context

This policy applies to all staff, trustees, governors, pupils, contractors, and visitors to all school sites.

This policy links with the following other policies:- Health and Safety, Child Protection, Safeguarding, Behaviour and Discipline, Supporting Pupils in Schools with Medical Conditions.

The term 'drug' is used to include:

- illegal substances
- substances which are legal, but which can be misused*
- all over the counter prescription medicines

*Some of these substances would not be acceptable for possession and use by pupils on school premises, e.g. alcohol and tobacco, psychoactive substances. Other substances, for example, glue, solvents and over-the-counter medicines, would be acceptable for possession and use on school premises, provided this is for their proper, intended purpose.

Purpose of the Policy

This document acknowledges our schools' role in drug education and helps to ensure a whole school programme appropriate to our pupils' needs. Our school provision incorporates knowledge and understanding, attitudes and personal and social skills that help pupils to lead healthy lives.

Roles and responsibilities

Within our schools, the Headteacher takes overall responsibility for this policy and its implementation, for liaison with the parents, Governing Body, Trust Board, Local Authority and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance misuse issues are adequately supported and trained.

Drug Education Aims and objectives

- To provide all children with accurate information appropriate to the child's age and/or needs.
- To present facts in an objective, balanced and sensitive manner suitable to the age and maturity of the children.
- To provide children with opportunities to:
 - Become accurately informed on the effects, good or bad, of drugs on health.
 - Explore attitudes and values around drug misuse.
 - Practise decision-making skills.
 - Make healthy informed choices.
 - Become aware of peer pressure.
 - Develop assertive skills.

- Consider the consequences of risk taking.
- Learn how to access sources of help and information.
- Recognise the benefits of a healthy lifestyle.
- Evaluate media messages on drug use.

Drug Education Programme

Foundation Stage Early Learning Goals

- To recognise the importance of keeping healthy

Key Stage 1

- know that all medicines are drugs but not all drugs are medicines;
- know that all substances can be harmful if not used properly;
- know about different types of medicine and that some people need them to live a normal life;
- know and understand about simple safety rules about medicines, tablets, solvents, household substances.

Key Stage 2

- know that all medicines are drugs but not all drugs are medicines;
- know that there are over-the-counter, prescribed, legal and illegal substances and have some understanding of their effects;
- know how to make simple choices and exercise some basic techniques for resisting pressure from friends and others;
- know the important and beneficial part which drugs have played in society;
- know about the effects on the human body of tobacco and alcohol;
- know which commonly available substances and drugs are legal and illegal, their effects or risks.

Outside Agencies – Visitors may be involved in the planning and teaching of the drug education programme and will be asked to adhere to our school policy.

Management of drugs in Galileo schools

- Any use of illegal or unauthorised drugs, including tobacco and e-cigarettes, are not acceptable at any time within the boundary of Galileo schools and other situations where staff are supervising pupils e.g. off-site activities, visits and school trips.
- Prescribed medicines for pupils who need to take them are stored in accordance with the Supporting Pupils with Medical Conditions Policy and/or a child's Individual Healthcare Plan. Prescribed drugs will be administered to children by appropriate staff at prescribed times.
- All Galileo schools have a no-smoking policy and have a responsibility to promote a healthy life-style. Although e-cigarettes are not covered by smoking legislation, their use is also not allowed on any school premises by staff, trustees, parent/carers, contractors or visitors.
- No illegal drugs, including psychoactive substances, are allowed to be brought on to, or used on school premises. To protect the health and safety of the school community regular checks will be made of the site to ensure drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

- If a teacher is concerned that a pupil is at risk from drugs misuse then he/she should speak to a the Headteacher and/or designated safeguarding lead. If a pupil voluntarily discloses information about drug misuse, it is important to:
- Not over-react
- Listen to the pupil's point of view
- Not guarantee confidentiality
- Talk to designated members of staff

Drug Related Incidents

All schools within the trust are aware of their legal responsibilities in regard to drug related incidents and in responding to them. Each school's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole.

The Headteacher of each school will normally be responsible for co-ordinating the management of drug related incidents, offering sources of support and liaising with outside agencies. Schools acknowledge the importance of their pastoral role and will support all concerned in ensuring the well-being of their pupils.

A drug related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries. These can involve a parent/carer collecting their child while under the influence of alcohol, a pupil misusing another pupil's inhaler; disclosing concern about a family member who is abusing drugs or a pupil giving medicines to another pupil at school. A drug related incident may also include any of the following:

- Finding used syringes in the school grounds
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Individuals disclosing information about their drug use
- Rumours or reports of drug possession or drug use

In all drug-related incidents within Galileo schools, the following will apply:

- The Headteacher and/or members of the Leadership Team will be informed immediately
 - All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst also taking into account the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation, unless linked to an abuse case
- Support agencies, including the police, will be involved as appropriate and in keeping with legal requirements
- Any action taken will be in line with the school's Behaviour Policy
- Incidents will be reported to the Chair of Governors/ CEO accordingly

Possible responses might be:

- Support and counselling
- Where a school rule relating to drug use is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and be consistent with the Behaviour Policy.

Procedures

It is very rare for primary aged children to misuse drugs in school. However, Galileo believes it is important to be prepared should an incident occur.

All drug related incidents within a school will be reported to the Headteacher. The Headteacher, in consultation with key staff, will decide on the responses.

Hearsay

Drug use is often discovered by hearsay. Information should be passed on to the Headteacher and recorded as hearsay evidence. Where hearsay evidence is not supported through further reports or incidents for one calendar year, the evidence will be removed from the records.

Suspicious Behaviour

Behaviour that could indicate involvement with drugs should be immediately reported to the Headteacher and logged so that patterns of behaviour can be observed and concerns acted upon when necessary.

Alcohol Abuse

If a parent or carer arrives on the school premises inebriated, the Headteacher, or their representative, will be contacted immediately to deal with the situation. The child will be the school's paramount consideration. Suitable measures will be taken to ensure the safety of all staff, parents and children. The police will be contacted if it is deemed appropriate.

Finding substances

Gloves, meeting legislative requirements, should always be used for protection.

If an adult or child discovers suspicious paraphernalia on school premises, the Headteacher or Deputy Headteacher should be informed immediately. The items should be removed without delay to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal, the police (preferably the school liaison officer) could be informed by the Headteacher or Deputy Headteacher.

The following details below should also be recorded:

- date and time of the find
- size and appearance of the substance
- names of those concerned
- action taken

If any equipment associated with drug misuse is discovered, the items should be handled with care and the incident should be recorded. Items such as needles and syringes should be placed in a secure and rigid container and the appropriate person contacted for removal. If a pupil finds these items, their parents should be contacted.

Searching

Storage areas within a school grounds, including allocated trays for children, are the property of the school, and the Headteacher or Deputy Headteacher may authorise a search of these if there is reasonable suspicion. The search must be carried out in the presence of a witness and the named pupil, if this applies. Staff should try to persuade the pupil to voluntarily produce the substance by asking the child to turn out their pockets and bag. If it is absolutely necessary to search a pupil, a police officer will be required and parents must be informed as soon as possible. The police officer will only be able to carry out a search if there are reasonable grounds to suspect the pupil is in possession of an illegal substance.

Finding Drug Misuse

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over the counter medicines, parents will be informed and the Headteacher or their representative will decide what further steps need to be taken.

In an emergency arising from an incident involving drug misuse, the well-being of the pupil is paramount. In all instances:

- separate the child from the group;
- decide and implement the next best step in terms of the child's welfare; - inform the child's parents.

Supplying illegal substances

It is an offence to produce or supply a controlled drug on school premises. The police will be involved in such circumstances.

Returning articles which have been confiscated

If confiscated articles are legal and not required by the police, they must be returned to parents. Parents will be informed in writing within 24 hours of the confiscation and an explanation will be given as to why it is inappropriate to return the articles to the child. It will be made clear that the time limit of collection is one week. After this time, the school will dispose of the article.

Medical Emergencies

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

Disclosure

When a pupil discloses to a member of staff that he/she has been using drugs or is concerned about someone else's drug use staff will be non-judgemental and caring and show concern for the pupil. Pupils know that staff cannot promise total confidentiality. The Headteacher or a DSL should be informed as soon as possible so that appropriate support can be found.

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made. Throughout all trust schools, the rules for drugs apply to all people who are on the

school premises and we expect that parents/carers will adhere to these rules. If we are concerned that a pupil is at risk then we will follow the school's Child Protection procedures.

We are sensitive to the needs of pupils who live within families where there is evidence of drug abuse. Where problems are observed or suspected or if a pupil discloses, we will assess the pupil's welfare and support needs and, if needed, involve external support for the pupil, and where appropriate, for the family.

Location and Dissemination

This policy will be made available to staff, parents and governors of each school. A hard copy can be requested from the main office within Galileo schools.