



Drugs and Harmful Substances Policy

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Document Control

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1	May 2012	Review and update existing policy	L. Grover
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Approval		
Meeting	Date	Chair
Teaching & Learning Committee	12.06.12	D. Rodgers
Teaching & Learning Committee	02.06.15	K. Scheinkonig
Teaching and Learning Cttee	7.10.21	K. Forster
Full Governors	03.10.24	W.Hyde

Background

The school policy has been reviewed in line with the DfES document '*Drugs: Guidance for Schools*' (February 2004) and the government's Drug Strategy 2010, which aims to reduce illicit and other harmful drug use and increase the numbers recovering from their dependence on drugs or alcohol. It also draws on the DfE and ACPO Drug Advice for Schools (2012). Some elements of this policy may not appear relevant to a junior school environment. However, they have been included as children may be exposed to such issues in the wider community.

The context of the policy and its relation to other policies

This policy has direct links with other school policies including:

- Health and Safety Policy
- Sex and Relationships Education Policy
- Medicines Policy
- Safeguarding Policy
- PSHE/Citizenship Policy.

The purpose of the policy

The overall purpose of the policy is to:

- clarify the legal requirements and responsibilities of the school;
- reinforce and safeguard the health and safety of pupils and others who use the school;
- clarify the school's approach to drugs and drug use for staff, pupils and governors, parents/carers, external agencies and the wider community.

Definitions and terminology

The school has adopted the definition for the term "drug" from the DfES document '*Drugs: Guidance for Schools*' (February 2004). The term "drug" refers to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers);
- all over-the-counter and prescription drugs.

The school stance towards drugs, health and the needs of pupils

The first concern in managing drugs in the school is the health and safety of the school community and meeting the pastoral needs of pupils. Illegal drugs have no place in the school. The school recognises some pupils are more vulnerable to drug use and other social problems and ensures that they are identified and receive support through the curriculum, the pastoral system or through referral to other services. In every case of an incident involving drugs, the school places the utmost priority on safety, meeting any medical emergencies with first aid and summoning the appropriate help before addressing further issues. If in doubt, the school will seek medical assistance immediately.

Drugs Education

The content of the drugs education programme provided is appropriate to the age and maturity of pupils and is set within the PSHE curriculum and the National Science curriculum. The drugs education programme links with other areas of PSHE including sex and relationships education (SRE) and emotional well-being. We follow the PSHCE matters curriculum which we map over a two-year cycle. The drugs education programme is taught in lessons and is timetabled for

approximately one term every two years. Pupils who are assessed to be vulnerable will receive additional drugs education sessions separate from the class and bespoke to the pupil, with specialism support.

Methodology and resources

The school adopts teaching methodologies that involve all students in active learning. The school is committed to delivering drugs education across the curriculum, as appropriate (see Appendix 3).

Role of external contributors

The school maintains responsibility for the overall drugs education programme. External contributors are not used as substitute teachers. Their role is to support and enhance the school drugs education programme and to work alongside teachers. External contributors are chosen with great care to ensure that they will uphold the ethos of the school. ([Refer to the External Contributors policy and the Child Protection policy](#))

Involvement of parents and carers

The school believes parents/carers have an important role to play in supporting their child's drugs education. The school ensures parents/carers are:

- made aware of the school's approach and rationale for drugs education through this policy.
- involved in the planning and review of the drugs education programme and policy through drugs education evenings, questionnaires etc.
- given information about their child's drugs education and school rules in relation to drugs, through homework exercises as an integral component of the school drugs education programme.
- encouraged to support their child's learning at home through shared learning activities.
- able to access information about drugs and local and national sources of help.

Management of drugs at school

The use of tobacco is never authorized in school. Alcohol may be authorized for responsible use by adults (not in the presence of children) on specific occasions of short duration, [and a license must be obtained](#).

Dealing with suspected illegal and unauthorised drugs

School staff will take temporary possession of any substance believed to be illegal and dispose of it within the local agreed protocols with Derbyshire Constabulary (see Appendix 5).

Staff will confiscate the following unauthorized substances:

- **Alcohol and tobacco.**

Parents/carers will be informed and given the opportunity to collect the alcohol and tobacco.

- **Volatile substances.**

Given the danger posed by volatile substances, the substances will be disposed of immediately.

- **Medicines.**

A separate policy covers prescribed and non-prescribed medicines in school.

Parents/carers will be asked to collect and dispose of unused or date-expired medicines.

Dealing with drug paraphernalia

Needles or syringes found on the school premises will be collected with a brush and dustpan by school staff wearing gloves. The object will be placed in a sturdy container, clearly labelled and

stored in a secure cupboard. The school will inform the Environmental Health Department for disposal.

Responding to drug-related incidents

When the school believes a drug-related incident has occurred, the school will conduct a careful investigation to establish the nature and seriousness of the incident. The headteacher will be informed. Careful attention will be given to respecting the confidentiality of those involved. The school will respond to the holistic needs of the child, not solely the drug-related issues. It is most unlikely that a search will be authorized, but appropriate procedures are shown in Appendix 4. If, during the investigation, the school decides the police should be involved, the school will cease its investigation (see Appendix 6) and contact the police at that point.

APPENDIX 1

Review process for the policy

- Review may be undertaken by a senior manager.
- Parts of the policy or principles in the policy may be explored in PSHCE lessons.
- Staff and/or governor training may take place.
- Questionnaires and surveys may be conducted.
- Workshops or meetings with parents/ carers, governors or pupils may take place.
- There may be invitations to parents through newsletters to view a draft policy and/or advertise the fact that the draft policy is on a notice board and the school would welcome feedback.
- Re-draft/Re-write policy.
- Feedback
- Write final policy.
- Agreement of final policy
- Dissemination of policy
- Review after fixed term

APPENDIX 2

The aim of the Drugs Education Programme

The aim of the school's drug education programme is to:

- Increase pupils' knowledge and understanding and clarify misconceptions about:
 - the short and long-term risks and effects of drugs;
 - the rules and laws relating to drugs;
 - the impact of drugs and drug use on the individual, families and communities;
 - the prevalence and acceptability of drug use amongst peers;
 - the complex moral, social, emotional and political issues surrounding drugs.
- Develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risks;
 - communicating effectively;
 - resisting pressures;
 - finding information, help and advice;
 - devising problem-solving and coping strategies;
 - developing self-awareness and self-esteem.
- Enable pupils to explore their own and other people's attitude towards drugs, drug use and drug users, including challenging stereotypes and exploring the media and social influences.

APPENDIX 3

Methodology and resources

Drug education is taught in a safe, secure and supportive learning environment with pupils establishing and reviewing class ground rules/group agreements to nurture mutual respect where they feel comfortable and ready to listen and discuss each other's opinions.

Teachers delivering drug education will also adopt the following strategies in handling sensitive or controversial issues:

- Using distancing techniques: role-play, third person case studies.
- Deal with difficult questions on an individual basis – seeing a student outside of the class, referring to the school nurse or other agencies.
- Presenting themselves as facilitators of pupil learning rather than drug experts.

Resources:

- Primary Education Health Promoting Schools 'Choice' pack.

APPENDIX 4

Searches

All searches will be conducted in such a way as to minimise potential embarrassment or distress. (See **the Searching, Screening and Confiscation policy**.) After any search involving pupils, the school, regardless of whether the result of the search is positive or negative, will contact parents/carers. Any decision to search will be approved by the headteacher and recorded in full.

Personal searches

If a student is suspected of concealing illegal or unauthorised drugs, a member of staff will not carry out a personal search – this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the pupil to voluntarily hand over any drugs in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, the school will proceed under formal lines by contacting the police. The police can search a person if they believe a crime has taken place or to prevent harm to themselves or others following an arrest. The school will not detain a person without their consent unless a citizen's arrest is made.

Searches of school property

Staff will search school property, for example, pupil's lockers or desks, if they believe drugs to be stored there. Prior consent will always be sought. Individuals who refuse should be made aware that the staff might proceed with the search if consent is refused. However, this decision will balance the likelihood of an offence having taken place against the risk of infringing on the individual's privacy without just cause.

Searches of personal property

Staff will not search personal property without consent. If the school wishes to search personal property, including the pupil's bag or pencil case, they will ask for consent. When consent is refused the school will consider notifying the pupil's parents/carers or proceed on more formal lines and contact the police.

APPENDIX 5

Police Involvement

Agreement has been made between Derbyshire Constabulary and local partners in the following key areas:

- When an incident can be managed internally by the school.
- When the police should be informed, consulted or actively involved.
- When a pupil's name can be withheld and when it should be divulged to the police.
- Taking temporary possession of disposal of suspected illegal drugs.

Derbyshire constabulary guidance on drugs in schools

Introduction

ACPO have produced comprehensive national background information for officers working in schools in *Joining Forces* (2005) and have circulated *Guidance over Crime Recording in Schools* (2004). Both documents are available via the force intranet for further information.

As well as the national overview, Derbyshire Constabulary have identified key issues from our education partners and recorded guidance on policing response to drugs in schools in order to support a consistent and joined up approach. The table below lists questions and answers that is made available to school staff and officers are asked to be familiar with the guidance to ensure we have a consistent approach wherever possible.

Agreement has been made between Derbyshire constabulary and local partners in the following key areas:

When an incident can be managed internally by the school

All incidents should be initially risk assessed by the headteacher in charge:

- How has the child come into possession of the substance?
- From whom?
- How long have they been using the substance?
- What is the drug?
- Can they be referred to a local agency?

Possession of small amounts of any drug may be managed internally by the school. That decision will be made by the headteacher, who will consider all the circumstances including the type of drugs found. Consultation with the police and other agencies may assist the headteacher in making this decision. At this stage it may not be necessary to reveal the name of the pupil involved. Where allegations are made at the time, or later, of offences of supply within a school premises the police should always be consulted.

When the police should be informed, consulted or actively involved

In all cases where suspected drugs have been seized, the items should be handed to the police for identification. At this stage the name of the pupil involved does not need to be revealed. Where allegations are made at the time, or later, of offences of supply within a school premises, the police should always be consulted.

Where the police have been consulted, it should be a joint decision between the headteacher and the police as to whether the police formally investigate any offences, based on all the circumstances. Every effort will be made by the police to collect and identify the drugs within 24 hours. Schools should store any substances in a locked cupboard within a secure room.

When a pupil's name can be withheld and when it should be divulged to police

Pupil names can be divulged to police in accordance with the provisions of the Human Rights Act and the Data Protection Act, when it is necessary and proportionate as above. The police should have the opportunity to gather all information to inform their local intelligence.

Therefore, on occasions where the headteacher is managing a minor incident internally, the schools should share information with their local police contact (Youth Involvement Officer, Beat Officer, Safer Neighbourhoods Officer etc). This information will be shared purely for intelligence gathering purposes. For consultation purposes, the police should be contacted via designated points of contact, ie Youth Involvement Officers on sections, or their supervisor in their absence.

Taking temporary possession of disposal of suspected illegal drugs

School staff are covered by Section 5(4) Misuse of Drugs Act 1971 in that, *'any person knowing or suspecting a substance to be a controlled drug, he/she took possession of it for the purpose of delivering it into the custody of a person lawfully entitled to take custody of it and then, as soon as possible after taking possession of it, he took all such steps as were reasonably open to him to deliver it into the custody of such a person'*. The school should have a secure storage point for any suspected items until collected by the police. Whilst disposal or destruction by the school staff is legal it should always be policy to hand the items to the police to ensure correct identification. The school should clearly record all decisions and dated.

When a pupil can be arrested on school premises

The police will normally only arrest pupils in school for serious offences and after, wherever possible, liaison with school staff. The police have powers to arrest young people committing offences but arrests on school premises are a last resort for the police.

When a drugs operation can/should be conducted in schools

Any police operation within a school is likely to attract huge press interest and will affect hundreds of innocent pupils. No operation should be conducted without the authority of the operations Chief Inspector of the Division. As part of planning a police operation, the school must consider the wider implications, and the needs of pupils directly and indirectly involved in the activity. Plans will need to be made to ensure the pupils' care and well-being are met such as accessing the specialist drug and alcohol treatment services or targeted drug workers.

The school will also need to consider the potential needs of parents/carers and siblings. Drugs dogs would normally only be used either at the invitation of the school to support the curriculum on drugs education or as part of a policing operation (subject to above approval).

A drugs sniffer dog should be used in schools only for a specific purpose where it is a proportionate response. Where a policing operation is planned, wherever appropriate the school senior management team should be involved in decisions to deploy sniffer dogs in the school. A liaison should be made with Education representatives at the LA level in order that actions taken can be co-ordinated within other ongoing partnership-based initiatives to ensure consistency and proportionality.