



PCBS Drugs Policy based on Northumberland Drug Policy Framework (2016)

Aug 2021

The aim of this policy is to clarify the school's role in drug education and prevention and to provide information about procedures in response to any drug related incident for all staff, students, parents/carers, governors and visitors on to the school site.

This policy was developed and agreed in consultation with governors, senior management team, teaching staff, non teaching staff, parents/carers, students and other relevant agencies, for example: police, Northumberland County Council, SORTED, school nurse.

The policy was developed through consultation to ensure that all teaching is appropriate, progressive and spirals through the student's school career and that the school rules and protocols agreed for managing an incident are consistent.

This policy reflects national guidance and priorities as outlined in [DfES Drugs: Guidance for Schools \(2004\)](#), [DfE and ACPO drug advice for schools \(2012\)](#), the Updated Drug Strategy (2010): [Drugs: Protecting Families and Communities 2008-2018 strategy](#), [Screening, searching and confiscation – Advice for head teachers, staff and governing bodies DfE \(2014\)](#). This policy relates to the school's child protection policy, behaviour policy, health and safety policy and educational visits policy directly and may relate to other policies indirectly.

A copy of this policy is provided for each member of staff (teaching and non-teaching) and each member of the governing body. Reference copies are available from the school for parents/carers and all other persons who come into contact with the students. This policy is published on the school website.

Definition – What is a drug?

A drug is any substance that affects the way in which the body functions physically, emotionally or mentally. Where this document refers to drugs, this includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (NPS) and volatile substances, unless otherwise specified.

Rationale

“As part of the statutory duty on schools to promote students' wellbeing, we recognise that we have a clear role to play in preventing drug misuse as part of our pastoral responsibilities.” – [DfE and ACPO drug advice for schools 2012](#)

This school is committed to the health and safety of all students and will work together with parents/carers and the local community to enable students to make informed healthy choices and discourage the misuse of drugs by providing a balanced drug education programme, containing accurate and up to date information alongside the development of life-skills.

To Whom Does the Policy Apply?

This policy applies to school students, all staff, governors, parents/carers and all visitors on site.

Where Does the Policy Apply?

This policy applies at all times when staff are acting in loco parentis, this includes educational visits in line with the **School's Educational Visits Policy/County Guidelines on visits off site**. The policy can apply to students travelling to and from school and does apply during break and lunchtimes. It also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

Roles and Responsibilities

- **Headteacher** – the head teacher takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation and for liaison with the governing body, parents/carers, LA, media and appropriate outside agencies in the event of a drug related incident. Students who are suspected of being at risk from drugs will be supported with assistance from relevant agencies.
- **Governors** – as part of their general responsibilities for the management of the school the governors play a key role in the implementation of the school's policy for drug education and prevention (as referenced in [DfE and ACPO drug advice for schools](#) - 2012). They will continue their involvement through regular evaluation of the policy.
The named lead Governor with responsibility for this policy is Sue Tiplady.
- **All Staff** – Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they have to deal with a drug related incident. This includes lunchtime supervisors, caretakers and cleaning staff. If they have any queries or training requirements these should be made known to the Deputy Head or the PSHE coordinator.
- **Site team** – The site team regularly checks the school premises - any drugs or drug paraphernalia found will be reported to the head teacher and dealt with in accordance with this policy
- **Parents/Carers** – Parents and carers are encouraged to support the school's drug education programme and have access to this policy. They are responsible for ensuring that the guidelines relating to medication in schools are followed. The school plays its part in ensuring that parents have up to date information regarding drugs. Parents/carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents/carers, and therefore, it will be handled with care and consideration. The head teacher will consider if there are any special circumstances, which may temper this right, including any safeguarding concerns.
- **Others within school** – e.g. volunteers, parent helpers etc - Drug prevention is a whole school issue. Visitors working on the school site should be aware of the policy and how it relates to them

Drug Education

Aims and Objectives

The main aims of our drug education are:

- To equip students with the knowledge, understanding and skills that enables them to make informed social and moral choices. The programme has the primary objective of helping students to become more confident and responsible young people.
- To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills
- To enable students to discuss moral questions and share their thoughts in a safe environment
- To ensure that all students are taught about drugs in a consistent manner, in line with the school ethos and within the guidance provided to all staff teaching drug education
- To provide students with knowledge and information about drugs and the harmful effects they can have on people's lives
- To let students know what they should do if they come across drugs, or are aware of other people misusing drugs
- To help students respect their own bodies and, in so doing, reduce the likelihood that they will be persuaded to become involved in drug misuse.
- To ensure that all students are taught about drugs in a consistent manner, following guidelines that have been agreed by parents, governors, staff and students

All students will follow an integrated drug education programme that is responsive to their needs and relevant to their age, experience and maturity. It will be delivered through the existing curriculum, mainly science and PSHE. It will focus on the development of self-esteem and decision making skills. The programme will involve a wide variety of strategies.

Drug education is embedded in the following PSC tutorial sessions and assemblies when appropriate:

- Year 9 - Sessions 48-52
- Year 10 - Session 48
- Year 11 - Sessions 33 to 36
- Sixth Form - Assembly/tutorial Programme

The school recognises that all students are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The school will strive to use students' existing knowledge, beliefs, experiences and their views on what should be included in their drug education as a baseline for the development of the programme. Inclusion of this information ensures that the content is credible and relevant and it provides the baseline against which the programme can be evaluated. Existing knowledge and understanding will be identified and assessed through draw and write activities, circle time, graffiti sheets, questionnaires and through discussion in class and school councils.

The school acknowledges that special consideration must be given to particular groups of young people, including students with special educational needs, students whose parents/carers or relatives use drugs, students who have missed substantial amounts of schooling, students vulnerable to drug misuse. The school will ensure an appropriate focus is placed on drug education for these groups and where appropriate will provide targeted interventions that may involve the use of external agencies to enhance delivery.

Methodology and Resources

Drug education within the school shares the features expected in any other subject area delivered within the school, it will be taught within a safe, secure and supportive learning environment and will be delivered using a variety of interactive and participatory teaching methods and a range of opportunities for learning will be provided.

The main resources are developed from resources available from Talk to Frank, NHS and other resources available via national agencies but are tailored to meet the needs for our students. Resources for the delivery of drug education are kept in a staff shared area and are available to all staff when required.

Class teachers will always maintain responsibility for the overall drug education programme and external contributors may be used to enhance lessons not as a substitute teacher. When using external contributors the school will ensure that the sessions are pre planned and that the school will adhere to **their visitor guidelines /the [DfE statutory guidance - Keeping students Safe in Education](#)** **A teacher will be present at all times when external contributors are delivering sessions.**

Staff Support and Training

It is essential that all school staff (teaching and non-teaching) have a general drug awareness and a good understanding of the policy, including an understanding of how to manage drug incidents. New staff to the school will also be able to access training as part of their induction.

Drug education is more effective when taught by teachers who have the necessary subject knowledge and the school will strive to provide or access appropriate training for all staff (including NQTs, new staff). The school's senior management team will support access to CPD and any member of staff wishing to attend training should contact **the head teacher/PSHE co-ordinator**.

Assessment, Monitoring, Evaluation and Review

The elements of drug education delivered as part of the science curriculum will be assessed in accordance with National Curriculum requirements. The learning from other elements of drug education will be assessed as part of overall PSHE provision. The school will use a variety of methods to assess drug education including student evaluation of lessons, and will not concentrate solely on the knowledge gained.

The quality, relevance and effectiveness of the school's drug education programme will be reviewed regularly by the **PSHE Co-ordinator** and this process will be integral to the planning and development of the PSHE programme.

Managing a Drug Incident in School

This section of the policy provides the framework of procedures for dealing with an incident, in line with the [DfE and ACPO drug advice for schools \(2014\)](#). The primary concern of the school is the care and welfare of the students and, as such, will seek to balance the safety and security of the school with the needs of students.

The member of staff responsible for coordinating the school's response to drug incidents is the Deputy Headteacher in liaison with the Headteacher.

Searching and Confiscation – Advice on searching and confiscations can be found in [Screening, searching and confiscation; advice for head teachers, staff and governing bodies \(2014\)](#).

Following a search, whether or not anything is found, the school is advised to make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

General power to confiscate – Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline.

This may include electronic cigarettes and other vaporising devices. If staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

Involving parents/carers and dealing with complaints – Schools are not required to inform parents/carers before a search takes place or to seek their consent to search their child. We would normally inform the

individual student's parents/carers or where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal school complaints procedure.

Legal drugs – The police will not normally need to be involved in incidents involving legal drugs, but schools are advised to inform trading standards or police about the inappropriate sale or supply of age restricted products such as tobacco, alcohol and volatile substances to students in the local area. Trading Standards can be contacted on 01670 623870 and information may be left anonymously. The NPS Act which came into force on 26th May 2016 has made all NPS illegal to produce, supply, offer to supply or possess with intent to supply.

Controlled drugs – In taking temporary possession and disposing of suspected controlled drugs we aim to

- Ensure that a second adult witness is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols – see section entitled A Positive Approach: Northumberland protocols for managing drug related incidents. **The law does not require a school to divulge to the police the name of the student from whom the drugs were taken.**
- Record full details of the incident
- Inform parents/carers, **unless this is deemed not to be in the best interests of the student**
- Identify any safeguarding concerns and develop a support and disciplinary response.

Drug Dogs and Drug Testing – The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises.

The school rules for the drugs named in this policy are: (these rules also apply to all school visits)

Medicines – see school policy/guidelines on the administration of medicines (Supporting student with medical conditions policy) which are available on request.

Tobacco – the school and all its grounds are smoke free. Smoking will not be tolerated anywhere on the school site in line with school's No smoking policy.

Alcohol – the possession or consumption of alcohol is banned on school premises during the course of a normal school day.

Solvents – the school will ensure that potentially harmful substances, including aerosols, are stored safely and students supervised carefully in the event of them being used in the course of the school day.

Illegal Substances – no illegal or illicit substances should be brought to school or used on school premises.

Unauthorised Substances – such as e-cigarettes, vaporisers or other 'vaping' devices, should not be brought to school or used on school premises.

Staff Members - members of staff are responsible for the safe keeping of any drugs/prescription medicines they have in their possession

A Positive Approach – Northumberland Protocol for managing drug, alcohol, volatile substance related incidents in schools.

In the event of a drug related incident occurring on school premises the school will follow the guidelines recommended by Northumberland LA; A Positive Approach – A Protocol for Managing Drug, Alcohol, and Volatile Substance Related Incidents in School. These protocols are displayed in the staffroom.

Student suspected of involvement in drug incident on school premises (including school grounds): If required telephone appropriate agency to seek advice: Schools Drug Education Coordinator 01670 622738, Sorted 01670 500150. PCHS reserves the right to report any drug incident to the Police if it feels that this is appropriate. Complete Drug Incident Information form, see appendix 2, and return it to the Schools Drug Education Coordinator. Coordinate any in-school follow up, if required, by telephoning the appropriate agency to seek further advice, see details above.

Students (identified/not identified) suspected/reported of involvement in drugs incidents off school premises but during the school day: If required telephone appropriate agency to seek advice. Schools Drug Education Coordinator, Sorted (see details above.) PCHS reserves the right to report any drug incident to the Police if it feels that this is appropriate. Complete Drug Incident Information form and return to Schools Drug Education Coordinator. Coordinate any in-school follow up, if required, by telephoning the appropriate agency to seek further advice.

Student presenting intoxicated on school premises – alcohol/volatile substance/medicines: Seek medical advice where necessary. Contact parent/carer to remove student on health and safety grounds. If a student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report the incident. Complete Drug Incident Information form and return to Schools Drug Education Coordinator. Take action to offer relevant support e.g. Sorted 01670 500150

Student presenting intoxicated on school premises – drugs classified in the Misuse of Drugs Act 1971 and New Psychoactive Substances (NPS): Seek medical advice where necessary. Contact parents/carers to remove student on health and safety grounds. If a student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report the incident. Complete Drug Incident Information form and return to Schools Drug Education Coordinator. Take action to offer relevant support e.g. Sorted 01670 500150

Student found in possession and/or supplying drugs on school premises: Students should be encouraged to hand over drugs in their possession. Where at all possible take possession of the drugs involved and store securely in a drug evidence bag. **Police action may be required due to potential criminal offences having been committed.** Contact police on 101 to report the incident. PCHS may report the identity of the student involved to the police. Seek cooperation from student to remain on school premises. If they refuse, update police on 101 using the incident number or call 999 in an emergency. Police will attend incidents at school and remove drug evidence bag from premises. Schools must make a referral to Sorted 01670 500150. Any further in-school follow up can be discussed by calling the Schools Drug Education Coordinator 01670 622738

Staff member or visitor suspected of involvement in a drug incident on school premises: Drug legislation and school policy applies to all school staff, governors and visitors, including parents/carers. In relation to school staff involved in a drug related incident, apply [Northumberland Workforce Health and Wellbeing Alcohol and Drugs Policy \(2013\)](#) If a visitor presents safeguarding issues, disorder or violent behaviour contact police immediately.

Examples of what PCHS could consider a drug incident can be found on page 66 of [Drugs: Guidance for Schools 2004](#) but this is not an exhaustive list and the Deputy Headteacher and Headteacher will be the staff who decide if an incident will be deemed a drug incident.

Dealing with parents/carers under the influence of drugs on the school premises: When staff are at all concerned they should maintain a calm atmosphere whilst attempting to continue discussion with the

parent/carer. If they are there to take a student home, staff will discuss alternative arrangements to ensure the student will remain safe. The safety of the student should be the key focus at all times. Any such incidents must be recorded and if they occur repeatedly or if the parent becomes abusive or violent the school will invoke safeguarding children procedures and may inform the police.

The school acknowledges that any response taken to deal with drug related issues must balance the needs of the individual with those of the wider school community. Information regarding young people's needs in relation to drug use will come from a variety of sources not just as a response to an incident. The school will carefully examine all evidence before proceeding with any action and will take a wide range of responses into consideration.

Prudhoe Community High School considers any breaches of this policy to be very serious and will take disciplinary action and may report the incident to the police for them to investigate. As all incidents are different there are no set sanctions however the school may put in place any sanction that it deems appropriate based on the evidence including fixed term or permanent exclusion from the school.

In the case of an incident involving a member of staff this would be dealt with using HR procedures and in the case of the incident involving an adult visiting the school the matter would be referred to the police.

If a decision is made to exclude a student, all actions must be in line with the DfE Guidance [Exclusion from Maintained schools, academies and student referral units in England](#)

Pastoral Support

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the wellbeing of students. To reinforce this any actions taken will be in line with the **school's behaviour policy**. This policy is available via the school website.

Where appropriate the school will consider the use of an [Early Help Assessment \(EHA\)](#) to assess the needs of the young person and to access multi-agency support where required. In all cases involving drugs, the student and their family will be offered help and support from the school or from partnership agencies such as SORTED 01670 500150.

Limits of Confidentiality

Where a member of staff is questioning a student, no guarantee of confidentiality can be given. This should be made clear to the student at the outset of the conversation. Information regarding a student's involvement in a drug related incident might be pertinent to other agencies involved in the student's care e.g. Youth Offending Service, Northumberland Adolescent Service, Looked After Children Team. Information should be shared in line with existing information sharing protocols

Any disclosures will be dealt with in line with the school's Data Protection policy which is available on the school website.

Dealing with the Media

This policy is made available to the wider school community – parents/carers, students, governors and staff. It is recommended that a statement outlining relevant drug information should be included in the school prospectus, newsletter or website. Any requests by the media for information regarding drug related incidents should be directed via the head teacher to the Communications Business Partner – 01670 620076

Recording Incidents

The record of incidents will be maintained and the Drug Education Co-ordinator will be sent copies of completed forms. This policy will be reviewed when required – as the result of an incident and also as part of the normal 2 year cycle of review. All groups involved in the initial development and those having an impact on its implementation will be involved in the review process.

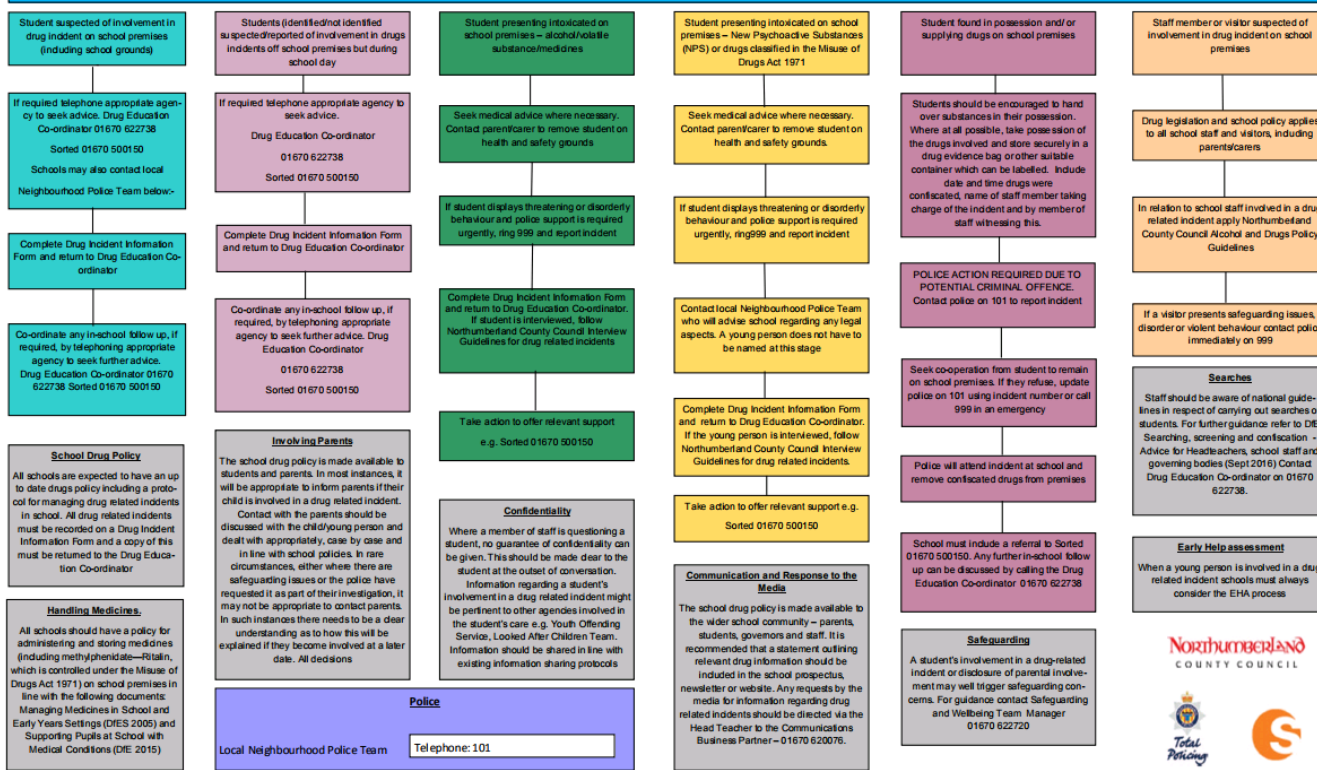
Monitoring of this policy

What?	How?	When?
Review of drugs education curriculum, resources and training needs. This may involve the use of some external evaluation resources	Review by PSHE coordinator with line manager	Annually
Record of incidents review by safeguarding governor	Discussion with Deputy Head	Either as part of a governor visit or at Student Welfare and Personal Development Committee meeting
Review of policy	Review by Deputy Head	Every two years or following an incident if appropriate

Action	By whom	By when
Updated	DHT	August 2021
Approved	Chairs Action	September 2021
To be reviewed	DHT	August 2023

A Positive Approach - A protocol for managing drug, alcohol, volatile substance related incidents in schools

Collect and collate information re incident. The health and safety of all persons involved is paramount and schools must apply their own health and safety policy.



Appendix 2

Please return to the Justine Clephane - Justine.Clephane@northumberland.gov.uk

Drug Incident Information Form

Name of school:	
Year group of student(s) involved in this incident	
Gender of student(s) involved in this incident	
Male	Female
Prefer not to specify	
1. Please list any substances involved in this incident.	
2. Has the school had any previous cause for concern regarding this students' drug use? <i>Please tick all that apply</i>	
Yes	No
On School premises	Off School premises
Out of school time	In School time (including trips)
3. If you answered yes to Question 2, please list any substances involved in previous incidents.	
4. Has this student been excluded in relation to drug use? <i>Please tick all that apply</i>	
Yes	No
Fixed term exclusion	Permanent exclusion from another School?
5. Were the police involved in this incident?	
Yes	No
6. If a young person has been excluded as a result of this incident, have Northumberland County Council Positive Approaches Protocols been followed?	
Yes	No

Thank you for taking the time to complete this form.