



# HOLY TRINITY

A Catholic and Church of England Voluntary Academy  
The Hallam Schools' Partnership Academy Trust

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## Drugs and Substance Misuse Policy

### Rationale

It is our aim to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial medicinal effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects. Drug Education is delivered cross-curricular and during Alternative Curriculum Days.

### Scope of this Policy

Unless explicitly stated this policy applies to all pupils, staff, volunteers and governors of the school.

For the purposes of this policy, the school premises are considered to include everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit, offsite provision and any other activity that can reasonably be interpreted as 'representing the school'.

### Definition of a drug

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. This definition includes illegal substances and also legal substances such as: alcohol and tobacco, volatile substances, over the counter and prescription medicines. It also includes new psychoactive substances ("legal highs") and volatile substances.

### Objectives

- To maintain the safety and well-being of all pupils and staff
- To clarify legal responsibilities, entitlement and obligations
- To support all members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To ensure a whole school approach to drug education in the context of the curriculum of the school

### Roles and Responsibilities

**The Governing Body** is responsible for monitoring the application of this policy and for contributing to any appeals against exclusions.

**The Headteacher** is responsible for overseeing the implementation of this policy and for deciding the outcomes of drug related incidents.

**The Deputy Headteacher** is responsible for the implementation of the drugs policy and all drug related issues in school.

**The Pastoral Team** (Learning Mentors and Heads of Standards) are responsible for investigating drug related incidents, for liaison with other agencies including the police and for providing support for pupils who are affected by their own drugs misuse or that of others.

**All staff** are responsible for adhering to this policy, for being vigilant, for reporting any incidents of drugs related incidents and for following safeguarding protocols.

## **Approach**

**Prevention of Drug Related Behaviour** is prioritised through the curriculum; the school promotes pupils' wellbeing including by providing information to pupils about drugs and their effects and organisations that can support them.

**Medicines:** The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

**Alcohol:** No alcohol will be consumed during the course of a normal school day. Pupils, staff and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to collect their children.

**Smoking:** The school is a no smoking site at all times. Pupils are not permitted to bring smoking materials, including matches and lighters, into school. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, the items will be confiscated and parents informed.

**Illegal drugs:** No illegal drugs are allowed on the school premises.

**Solvents:** The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of sniffable products.

## **Drug Incidents**

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours of parents, staff or pupils using drugs
- Reports of parents, staff or pupils using drugs

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to incidents, seeks to work in line with local and national guidance. A member of the Senior Leadership Team will normally be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies. Incidents will be dealt with after making an assessment of the situation and will be reported to the Headteacher. All incidents and responses will be recorded within 24 hours.

## **Outcome**

### **Individuals in possession of drugs**

If any pupil or adult on school premises is found in possession of an unauthorised drug, the school will prioritise the safety of the young person and those around them. If necessary, the incident will be dealt with as a medical emergency and / or the Safeguarding Policy will be applied. Social Services may need to be contacted. The item will be confiscated. If the drug is suspected to be illegal, the school may contact a police officer for discussion. Illegal substances will be legally destroyed or handed to the police as soon as possible and not stored. Parents will normally be informed (for a pupil) and other professionals such as the LA, Police, Social Services will be informed or consulted as appropriate.

## **Confiscation**

If inappropriate articles are brought in to school or used inappropriately they will be confiscated and kept in the school safe for collection at the end of the day. If these items are dangerous or illegal they may be handed to the Police for safe disposal. Where school staff are unable to identify the legal status of a drug, it will be treated as a controlled drug.

In taking temporary possession and disposing of suspected controlled drugs we will

- 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. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
- record full details of the incident, including the police incident reference number;
- inform parents/carers, unless this is not in the best interests of the pupil (This will be decided in consultation with the safeguarding lead);
- identify any safeguarding concerns and develop a support and disciplinary response (see below).

## **Searching**

In line with legislation the staff at Holy Trinity reserve the right to search pupils if they have reason to believe that they are carrying offensive weapons or illegal substances. Similarly pupils can expect to be physically restrained if they present a danger to themselves or other members of the community.

Searches will be carried out by Heads of Year, Student Support Officers, Learning Mentors or members of the Senior Leadership Team. Parents/Carers will always be informed when this has happened and a record will be made, whether or not anything is found.

## **Confidentiality**

Complete secrecy can never be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else. In particular if a pupil chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to ensure the pupil comes to no serious harm if this is considered a risk.

## **Support for pupils**

Pupils affected by their own or other's drug misuse will have early access to support through the school and other local services

Appropriate support will be offered to those with substance related problems. We maintain that constructive strategies that enable pupils to continue to benefit from continued education are preferable to exclusion.

Support is available through the Holy Trinity's pastoral system, to ensure a caring response to pupils in distress. Interventions will be considered if a pupil is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or their parents'/carers'. Such interventions may include consultation with parents/carers and other agencies, possible case conferences and subsequent referral

Evidence of drug use or possession will not necessarily result in permanent exclusion. Permanent exclusion will only be considered in serious cases and will be in accordance with DFE guidance on exclusions. Each case will be assessed and levels of sanctions may vary according to the seriousness of the incident and the pupil's involvement.

**Links to other policies**

- Behaviour policy
- Detention Procedure
- Exclusion Policy
- Complaints procedure
- Health and Safety Policy
- First Aid Policy
- Administration of medication policy
- School visits Policy
- Safeguarding Policy

**Policy Review**

This policy will replace the previous policy and will be reviewed every 2 years by the Ethos, Welfare and Admissions Committee of the Governing Body.

The policy was last reviewed and agreed by the Ethos, Welfare and Admissions Committee of the Governing Body on 13<sup>th</sup> February 2020 and is due for review before 13<sup>th</sup> February 2022.



13<sup>th</sup> February 2020

Signature .....  
Head Teacher

Date .....



13<sup>th</sup> February 2020

Signature .....  
Chair of Committee

Date .....