

CNS

City of Norwich School
An Ormiston Academy

Drugs, alcohol and tobacco policy

Date adopted: May 2018

Next review date: OAT Review April 2021

Policy Version Control

Policy prepared by	OAT
Responsible committee / staff lead	Teaching and Learning / Jo Franklin
Date approved by committee	N/A
Date ratified by LGB (if required)	N/A
Description of changes from the model policy (if any)	N/A

Ormiston Academies Trust

Drugs, alcohol and tobacco policy

Policy Version Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Sarah Bloomer – Head of Safeguarding
Last review date	April 2018
Description of changes	<p>1.1 Removed term 'zero tolerance'</p> <p>1.2 Added controlled substances</p> <p>3.1 'become resilient' in place of 'cope better'</p> <p>3.2 Updated the staff training section to detail what staff should expect to be trained on regarding this policy to include the Drug guidance for Headteachers from the DfE and APCO (2012) and County Lines (2018)</p> <p>4.2 added (unless doing so would put the child at risk or harm and where this is the case, the reasons will be logged).</p> <p>4.2 added 'Medicines that are not prescribed to that student'</p> <p>4.2 added in 'searching'. Whenever a search is carried out the incident will be logged and will contain: the name of the person conducting the search, name of the witness, student name, if anything was found, what was found and what the next steps were. This log</p>

	<p>will then be signed by both, timed and dated by the person conducting the search and the witness.</p> <p>4.2 Any search of the student themselves will be conducted by a person of the same sex, added (or that which the student identifies with) to include the growing number of transgender/transfluid students.</p> <p>4.3 Removed section on contacting parents as this is covered earlier in the policy.</p> <p>4.5 All members of staff have a duty to support students who approach them with problems related to substance use / abuse. Added – 'Whenever this is the case an internal referral should be made to the DSL'.</p> <p>4.11 added 'PLMR' into the media response to fit with other OAT policies.</p>
Name and date of line manager's approval	Paula Arrowsmith
Date of executive approval	May 2018
Date released	May 2018
Next review date	April 2021

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1. Policy statement and principles

1.1 Policy aims and principles

We are committed to ensuring that the academy provides a positive and healthy environment, free from the misuse of drugs, alcohol, tobacco and other substances.

This policy seeks to ensure that the community of the academy receives a common message about drugs, alcohol and tobacco use, the inappropriateness and dangers of drug misuse and how issues surrounding these areas are dealt with by the academy to ensure consistency.

This policy aims to:

- Protect the safety and wellbeing of all members of the academy community
- Enable all members of the academy community to make informed decisions on their own and others' attitudes to drugs, alcohol and tobacco by increasing knowledge, challenging attitudes and developing and practising skills
- Provide a safe and healthy environment which is conducive to the education of the students in the academy
- Widen understanding about related health and social issues
- Ensure that adequate support mechanisms and sanctions are in place where required

This policy sets out the academy's approach to teaching and learning about drugs, alcohol and tobacco, our rules relating to their use and also describes how we will manage any incident either on or off academy premises. This policy applies to all members of the academy community and any visitors.

This policy applies to all academy activities including those which occur outside of normal hours and whether on academy premises (either inside or outside) or on any external visit or residential trip. This includes activities run by non-academy staff or adults other than teachers as a part of our enrichment programme or extra-curricular activities. This policy also applies to students that are away from the academy premises but still in uniform.

This policy covers the possession, use or supply of the following substances. This is not an exhaustive list and other, existing or new substances, which are similar in type or effect will also be covered by the principles detailed.

- All illegal substances / drugs (including drug related paraphernalia i.e. needles, smoking devices)
- Alcohol
- Tobacco (including smoking related paraphernalia i.e. matches, lighters)
- E-cigarettes
- Solvents (including but not limited to, aerosol deodorant, compressed air, and aerosol hairspray)
- Medicines
- Legal highs
- Medications – both prescription and non-prescription where they do not fall under the academy's **Supporting Students with Medical Needs policy (including administering medicines)**
- Controlled substances

If in doubt the academy will treat any suspicious substance as illegal / contravening this policy unless there is evidence to suggest otherwise. In such circumstances the academy will follow the procedures outlined.

All students, no matter what their age, must comply with the principles in this policy. Members of staff and visitors will be obligated to comply with all of the principles of the policy with the exception of the possession of e-cigarettes, tobacco and smoking paraphernalia (matches, lighters etc.). Staff members are only permitted to smoke (including e-cigarettes) in specific areas as detailed to them. Visitors are not permitted to smoke (including e-cigarettes) on academy premises / at the entrance to the academy in any circumstances.

Both staff and visitors should avoid smoking in front of students and / or encouraging students to smoke.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2 Complaints

All complaints are dealt with under the **OAT Complaints Policy**.

Complaints should be made in writing and will follow the OAT complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated in writing.

1.3 Monitoring and review

This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to Sarah Bloomer in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Roles and responsibilities

2.1 Key personnel

Assistant Headteacher; Behaviour		Jo Franklin
Contact Details	Email	j.franklin@cns-school.org
	Telephone	01603 274000

3. Education

3.1 Students

The academy promotes a positive ethos that helps students feel valued as part of the wider community, fostering a positive self-image enabling students to become resilient and form educated opinions on drug, alcohol and tobacco use. A strong emphasis will be placed on the development of responsible attitudes, informed decision making, health and legal aspects of substances as well as support and resources available.

The academy has a proactive approach to drug education. We believe that drugs, alcohol and tobacco education should not be delivered in isolation, but instead, be firmly rooted in the academy's safeguarding curriculum.

The academy therefore provides education within the appropriate curriculum areas for access by all students, this is detailed below.

Drugs education is conducted predominantly through our Guidance Days and PSHE tutor program and in specific curriculum areas when it is directly related to that area's program of study.

The education provided to students will be reviewed on a regular basis.

3.2 Academy staff

Staff will receive training on this policy and the signs and symptoms of drug or substance abuse and how to make a referral to the Designated Senior Lead for Safeguarding (DSL).

The training provided to staff members will be reviewed on a regular basis to ensure that staff are aware of the current trends, support available and research and will include:

DfE and ACPO Drug Advice for Schools Guidance (2012)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf

County Lines Guidance: Criminal Exploitation of Children and Vulnerable Adults (2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/626770/6_3505_HO_Child_exploitation_FINAL_web_2_.pdf

4. Academy procedures

Any person on academy premises or engaging in academy activities off site that is found to be in possession, under the influence of or supplying any substance outlined in this policy will be subject to disciplinary action. This will be managed either as an academy disciplinary matter and / or by the local police, depending on the severity of the incident.

4.1 Reporting

All members of the academy community have the duty to report any person that is believed to be contravening any of the principles in this policy. All reports of all incidents should be made to the principal or designated person. Reports will be taken seriously and investigated. However, the academy will only act if there is evidence or serious suspicions of a breach of the policy rules.

4.2 Investigating

Staff members have a professional duty to investigate and take appropriate action, either individually or by referral, if they have reason to believe that any student is at risk.

An initial investigation will be led by a senior member of staff who will facilitate an assessment of how best to manage the situation, whether the police should be involved and, if so, in what capacity. A written report will be kept detailing any incident.

In most circumstances, parents will be informed about the situation and invited to the academy to discuss it (unless doing so would put the child at risk or harm and where this is the case, the reasons will be logged). Contact with parents will be maintained throughout the management of the incident.

Governors and external bodies will be notified where appropriate.

Following this initial investigation, a decision will be made about whether any immediate actions should be taken. However, most incidents will benefit from a further period of investigation.

Searching

Academy staff can search a student for any item if the student agrees, the ability to give consent may be influenced by the child's age or other factors and a decision will be made at the time, on a case by case basis as to whether consent can be obtained.

Principals and authorised staff have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- Knives or weapons
- Alcohol
- Medicines that are not prescribed to that student
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images

A member of staff is also permitted to search for any article that they staff reasonably suspect has been, or is likely to be, used to commit an offence, cause personal injury or damage to property.

Principals and authorised staff can also search for any item banned by the academy rules which has been identified in the rules as an item which may be searched for.

Where there is reasonable suspicion that a student or students are in possession of an unauthorised substance they will be asked to turn out their pockets and bags or open their locker.

Any search of the student themselves will be conducted by a same sex, (or that which the student identifies with) member of staff with another same sex staff member as a witness unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff. Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves. Staff members may use such force as is reasonable given the circumstances when conducting a search for prohibited items.

Where there is reasonable suspicion that a staff member is in possession of an unauthorised substance the principal will request for them to agree to a search. Where they agree to a search, this will be carried out by a senior staff member of the same sex with another adult present. Where the search is refused the police will be called in to carry out the search.

Whenever a search is carried out the incident will be logged and will contain: the name of the person conducting the search, name of the witness, student name, if anything was found, what was found and what the next steps were. This log will then be signed by both, timed and dated by the person conducting the search and the witness.

Confiscation

Academy staff are permitted by law to take temporary possession of any suspected illegal substance, it is recommended that a picture be taken of the substance before it is then destroyed or handed on to an authorised person as soon as possible. Staff can also seize any item found which they consider harmful or detrimental to academy discipline.

Storage and disposal

For drugs or unknown substances, the substance will only be handled by an authorised staff member with health and safety training using appropriate handling procedures and safety equipment. It will be placed in a lockable, secure location and the police notified in order for them to collect it. Alcohol and tobacco products will be confiscated and disposed of by the academy.

Hazardous substances and equipment (for example solvents) may have a legitimate use on the academy site for a variety of reasons; this will only be done with the approval of the principal. Where this is the case, the prohibited item will be stored securely and safely and any students that come into contact with it will be adequately supervised.

4.3 Discipline – students

Students who breach the principles in this policy will be disciplined in accordance with the academy's **Behaviour Policy**. Below there is additional information which specifically relates to drugs, alcohol, tobacco and other substances.

See Behaviour Policy

4.4 Discipline – staff

Staff members found to be under the influence of drugs or alcohol whilst on academy premises will be disciplined in line with their contract of employment.

4.5 Support

All members of staff have a duty to support students who approach them with problems related to substance use / abuse. Whenever this is the case an internal referral should be made to the DSL. Prior to any further investigation any approach should always be considered as a request for help rather than a disciplinary matter.

When dealing with any incident staff should consider:

- Medical support – immediate first aid if required then appropriate referral to the Health Service
- Inform the academy's principal or designated officer (this may include the child protection officer)
- Give immediate safety / welfare support; ascertain if the student is at risk from own or others' behaviour
- Communication with parents
- Discipline, where appropriate (including liaising with the police) and / or counselling and guidance
- Whether child protection measures should be invoked

Where problems with family substance misuse are identified, the academy will work with the family and appropriate agencies including Social Services, the Family Substance Misuse Service, and Young Carers as appropriate to ensure that the family and therefore the student has support.

4.6 Confidentiality

Information relating to any student or students involved in drug use or misuse will follow the same procedure as for other sensitive information. The principal will be informed of all incidents and confidentiality will be maintained where possible at all times.

Students in the academy should feel able to talk in confidence to a member of staff about any drug related problem without the fear of being judged and every effort should be made to establish a meaningful dialogue; however, no member of staff can agree to offer complete confidentiality.

Staff members that are aware that a student might be about to disclose drug involvement should warn the student that the information given may not remain confidential and that parents, the police and other relevant agencies may have to be involved. The student should be assured that the information will not become generally known amongst the academy staff and students but that those people who 'need to know' should be informed so they are able to provide appropriate support and guidance.

Information sharing

Where appropriate we will involve partner agencies, with whom we have very positive working relationships. This will be done on a case by case basis and only in the interests of the individual concerned. When an external agency becomes involved we will share information that is relevant to the situation only.

4.7 Contacting the police

Whilst we have no legal obligation to report the finding of any suspected illegal substance to the police, we will adhere to local guidance. The police will, in general, be called into the academy when a drug related incident occurs, or if the individual concerned starts behaving in an abusive or threatening way. In most cases the academy will attempt to use the academy's Police Liaison Officer rather than the police.

Only the Headteacher, Deputy Headteacher or Assistant Headteacher may take the decision to call in the police. In making this decision all of the circumstances of the incident will be taken into account.

If the police are called in to interview students then the academy will do all in its power to inform parents prior to the interview taking place. A parent or responsible adult must be present with the police at the interview. Parents have the right to refuse to allow their child to be interviewed.

Any decision to request a police investigation will be informed by the findings of the internal initial investigation and will take account of the quantity and nature of the substance and whether it was held for personal use or to supply others, as well as a range of other factors. If supply is suspected the names of students will be passed to the police together with a full report detailing the incident and we will co-operate fully with the police investigation.

4.8 Incidents requiring immediate attention

Medical emergencies

Any student thought to have misused any substance by intent or accident will always be treated as a serious medical emergency and medical advice and treatment will be swiftly sought. Parents will be informed at the earliest opportunity. In order to ensure the safety of students and others, first aid will be administered by a trained first aider or an ambulance called for where necessary.

Other students will be removed from the immediate area as soon as is reasonably practicable. A staff member will remain with the individual until medical assistance has arrived.

Threatening behaviour

Aggressive and threatening behaviour by anyone under the influence of drugs or alcohol will be taken very seriously.

Where aggressive and / or threatening behaviour is displayed, the academy will not hesitate to contact the police if necessary. Any person displaying aggressive and / or threatening behaviour will be removed from the premises. In the case of students, parents will be contacted.

4.9 Visitors

Any individual causing or permitting nuisance or disturbance on academy premises will be asked to leave and police assistance will be called for if necessary. This includes those displaying signs of intoxication.

Visitors to the academy found to be under the influence of drugs or alcohol on academy premises will be escorted from the premises. The principal has the authority to ban persistent offenders from the premises.

4.10 Monitoring and recording

All incidents relating to the principles in this policy will be recorded and kept in a confidential place. No entry will be made to any student's record until all evidence is gathered and corroborated.

The academy will follow up incidents to monitor progress. The record will contain details of the incident and any outcomes such as support and sanctions given. It will also include any evidence obtained and communications with parents and external agencies.

4.11 Media

Any media involvement will be dealt with by PLMR, the principal or a delegated member of staff.

No contact should be made with the media without the permission of OAT and / or the principal. If staff are contacted directly by the media they should refer them to the OAT and / or the principal without making any specific comment.