



Drugs and Alcohol Policy

Approved by: Full Governing Board

Date: Approved on 5th
November 2020

Next review due
by: November 2022

This policy should be read in conjunction with the school's Child Protection and Safeguarding Policy.

Principles

- This policy is based on the "Guidelines for dealing with Drug misuse in Educational Establishments in Dorset." All schools have been issued with copies of this document and the educational aspects in particular are thoroughly commended.
- We subscribe to this Common policy which has been agreed with our Governing Body.
- This policy has the support of the East Dorset Education Partnership.
- Society rightly expects all schools to take a very strong line on drug related offences.
- Knowledge of the individual child and the circumstances is paramount.
- In cases of possession, use or passing on of drugs on school premises, schools must impose a strong sanction against offenders, as an educational statement, as a deterrent to possible offenders and for the protection of other pupils.

The agreed policy will need to be communicated to parents.

Guidelines

- DAMSH (**Annex A**): Head teachers agree that in the event of a pupil having knowingly possessed, used, or supplied an illegal drug when in the care of the school either on school premises or involved in a school activity, then the Head Teacher may exclude that pupil from the school forthwith, initially on a fixed term basis, and inform police.
- In the case of permanent exclusion the Local Authority will approach other schools in the area preferably at sufficient distance for it to be unlikely that the pupil is known or has friends at the recipient school.
- It is expected that in advance of the planned admission, the Local Authority will consult and fully inform the recipient school of the circumstances of the case.
- The recipient school should reinforce to parents and pupil its expectations of future conduct.
- Any recurrence of an illegal drug related offence will lead to permanent exclusion and the Local Authority will then have to arrange continuing education.
- It is expected that schools and the Local Authority will work toward reciprocity when dealing with pupils who have been excluded for drug related problems.
- If a child continues to experience problems with drug related issues DAMSH will fully support the involvement of external agencies at the discretion of the Local Authority to provide further assistance.

Annex A

Dorset Association of Middle School Head Teachers

Advice to colleagues concerning illegal drugs

Policy

It is vital that, for this issue, as for any other matter of school discipline, the Governors have agreed a school policy.

Practice

1. If any substance is found, the teacher concerned should ask the child, in the presence of another member of staff "What is this?" If a container is found, the question should first be: "What is in this container?" It is essential that there is always a reliable witness at hand.
2. Isolate all children concerned and keep separate.
3. Children under suspicion must be supervised at all times. Resist requests for children to go to the toilet, where evidence can be flushed away.
4. Make sure that the child's property is with the child under supervision, and not where it can be "collected" by a friend.
5. Take detailed notes.
6. All staff concerned must write out their own accounts, which must be kept centrally. This should happen as soon as possible after the incident.
7. Call the police – initially to identify the substance.
8. Inform parents and invite them into school.
9. Follow the usual guidelines about police dealing with young people on school premises i.e. Head or nominee should be present during any such interviews.
10. Inform Chair of Governors and Education Welfare Officers.
11. Do not make any decisions about the children until you are clear about the evidence and the course of action that you wish to take. Do not rush!
12. In consultation with appropriate agencies draw up a programme of action, so that all participants are clear about their roles.
13. If there are to be exclusions, make sure you have read Schools Memorandum 'Exclusions from School', call parents in again in order to explain why.
14. Inform staff of measures taken.
15. Inform children of measures taken.
16. Inform the Local Authority of exclusions.
17. Keep a record of the incident - see form **Annex B**.
18. If necessary have press statement ready. Stick to text of what you want to say. Keep a record of what you said, when, and to whom.

19. If there is to be an appeal against an exclusion, have Governors First Committee ready, together with full documentation.

ANNEX B

RECORD OF INCIDENT INVOLVING UNAUTHORISED DRUG.

- For help and advice telephone the local authority
- Complete this form without identifying the pupil involved
- Copy the form
- Send the copy within 24 hours of the incident to the local authority
- Keep the original, adding the pupil's name and form - store securely.

Tick to indicate the category:

	Tick / Cross
Drug found on school premises	
Emergency intoxication	
Pupil in possession of unauthorised drug	
Pupil supplying authorised drug on school premises	
Pupil disclosure of drug use	
Disclosure of parent/carer drug misuse	
Parent/carer expresses concern	
Incident occurring off school premises	

Name of pupil

Name of school

Pupil's form (for school records only)

Age of pupil (male/female) time of incident

Ethnicity of pupil Date of incident

Tick box if second or subsequent incident involving same pupil

Report form completed by

First aid given: yes/no ambulance/doctor called: yes/no

First aid given by Time of call

Called by

Drug involved (if known)

Drug found/removed: yes/no

Senior staff involved:

Name and signature of witness

Disposal arranged with police/parents/other:

At time:

If police, incident ref. Number:

Name of parent/carer informed(school records only)

Informed bytime

Brief description of incident (including any physical symptoms)

Other action taken: e.g. Connexions or other agency involved, education psychologist report requested, case conference called, pupils/staff informed, sanction imposed, la/gp/