

## Drugs, Alcohol & Tobacco Policy (students)

**It is the responsibility of all Cathedral Schools Trust employees and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.**

Throughout this document reference to the "Trust" means Cathedral Schools Trust (CST) and each academy/free school, "Trust Board" means the board of trustees of CST and "parents" means parents and/or carers.

### Changes

Version	Date	Amended by	Recipients	Purpose
1	7 July 2017	CST Trustees	Members of CST, every Trustee, each Local Governor, all Cathedral Schools Trust employees and volunteers and others at the discretion of the Chairman of the Trustees of CST. CST Website updated.	Updated legislation
2	11 September 2018	CST Education Committee		Annual Review
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### Alterations

This Scheme may be altered, added to or repealed by a majority resolution of the Trustees of CST in a general meeting.

### Approvals (Annual)

Version	Date	Approved by
1	November 2016	CST Trustees
2	7 July 2017	CST Trustees
3	19 September 2018	CST Trustees

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## **1. Introduction**

In developing this policy Cathedral Schools Trust (CST) has considered the legal responsibility, the needs of pupils, teachers, governors, parents and the wider community. This policy should be made available to all parents of pupils on the induction of their child and via the (CST) website. Drugs play a part in the lives of every one of us.

Any involvement with illegal substances, inside or outside an academy/free school, is a criminal offence. Equally, tobacco and alcohol are illegal for people under the age of 16 and 18 respectively.

All CST academies/free schools are non-smoking sites. Any harmful or mind-altering substance is likely to be injurious to physical or mental health and thus expressly prohibited at any academy/free school. CST regards the possession of, the use of, or the dealing in or otherwise supplying (including sharing, whether or not money changes hands) of any harmful substance to be an extremely serious offence against the code of discipline of CST, one that could lead to the most serious sanctions, including permanent exclusion. No illegal, prohibited or otherwise harmful substance of any nature should ever be brought into an academy/free school, or be in the possession of any pupil in the immediate vicinity and at all times and in any place when any pupil is in uniform.

## **2. Aims & Objectives / Rationale**

The aim of this policy is to help reduce the harm from drugs and play a role in drug prevention and help those who misuse drugs. This policy aims to give a clear view on the use of drugs in each academy/free school and the importance of drug education.

The policy emphasises the academy/free school's pastoral role and proactive approach to drug education and a clear view on handling the problem of drug use in the academy/free school.

Within each academy/free school the senior leader (Student Support) has overall responsibility for this policy and its implementation.

## **3. Process / Procedure**

### **A DEFINITION OF DRUGS**

Drugs are substances that alter the mind or the body. This policy is concerned with: legal drugs such as alcohol, tobacco and solvents: "legal highs" that are potentially injurious to physical or mental health; over the counter and prescribed drugs such as tranquillisers and painkillers; and illegal drugs such as ecstasy, cannabis, cocaine, crack and heroin.

The definition is necessarily broad and the spirit of the policy is to protect young people from the potentially harmful physical and mental effects of any substance that could be abused. The variety of substances, legal or illegal, is constantly changing, therefore it is the spirit of the policy rather than the specific detail of the drugs and substances outlined above that must be considered in individual circumstances.

## **4. DRUG EDUCATION AND DRUG PREVENTION**

Children and young people of school age are part of society, and as such CST recognises and acknowledges its responsibility to provide age related drugs education to help to:

Provide students with the necessary knowledge, skills and attitudes to enable them to be in a position to make informed healthy choices and decisions

Prevent or reduce the harmful consequences of drug misuse to users, their family and friends

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Work very closely with families and external and relevant support agencies to ensure a balanced drug education programme for all students and, where appropriate, provide relevant intervention

## **5. STATEMENT ON THE USE OF DRUGS IN AN ACADEMY/FREE SCHOOL**

The possession, consumption and use of drugs (including tobacco and cigarettes, and all other substances outlined in the broad definition above) is against the academy/free school rules. This applies in and around the academy/free school site, and before, during or after the school day. All the drugs covered by this policy are not permitted to be brought to, sold, shared, passed on or obtained in any other way. Breaking these rules should result in prompt and firm action being taken as appropriate, including the possibility of permanent exclusion (see Appendix).

The rules regarding the use of drugs apply also to school journeys / educational visits and school activities including fixtures.

If the academy/free school becomes aware of evidence of a pupil being involved in use of drugs (or other substances outlined in the definition above) outside of school, an appropriate member of the pastoral team should contact parents and advise on appropriate action. This should include a reminder of this drugs policy, including the serious sanctions that are likely to result should any drug or substance outlined in the definition above, be associated with the pupil. It should be recognised that responsibility for taking appropriate action to protect the pupil outside of school is the responsibility of the parents, although the academy/free school should offer advice and support as necessary and encourage a joint approach.

The rules that apply to teachers and other staff for illegal drugs, and the abuse of legal drugs, are described in the staff handbook.

## **6. CONFIDENTIALITY/DISCLOSURE**

Pupils need to feel able to talk in confidence to a member of staff about a drug-related problem. The welfare of young people should always be central to our policy and practice. Pupils will be told that teachers or pastoral staff are not able to promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service. Information about a pupil in relation to drugs should follow the same procedure as for other sensitive information. A member of the leadership team with responsibility for pupil support should be informed and help sought, if appropriate, with the pupil involved.

## **7. PARENTAL INVOLVEMENT**

Parents should be informed of the drug education curriculum and have the opportunity to raise concerns. Parents should be made aware of this policy. Parents should be contacted if their child is caught breaking the rules on drugs. Guidance should be available for parents as to how to access support concerning drugs and other health-related issues.

## **8. POLICE INVOLVEMENT**

The police are to be involved where an academy/free school feels appropriate but not necessarily for every breach. Action taken by the police should be at their discretion.

1. The police should be informed in order to provide information that will stop the potential spread of drug-related incidents.

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2. The academy/free school should involve the police in order to encourage prevention of drug-related incidents in the academy/free school and wider community, not criminalisation of its pupils.
3. It is the academy/free school's duty to pass on any suspected dealing of drugs or potentially harmful substances to the police.

## **9. RESPONDING TO DRUG-RELATED INCIDENTS (see Appendix and the "Counselling Action" section below)**

Situations involving drugs may take the form of emergencies, intoxication, discovery/observation, disclosure, suspicion/rumour. This policy considers responses to these situations. In all cases the head teacher/principal and the member of the leadership team with responsibility for pupil support should be informed as soon as possible.

The following principles apply:

A search should be carried out if there are reasonable grounds for suspicion of involvement in, or possession of, drugs. Where possible any search should be carried out with the pupil present by at least two responsible adults.

All pupils and staff involved should make a written statement. Any other information or evidence should be recorded. This should include relevant content on digital devices.

Parents should be informed at the earliest opportunity. Their involvement and support are required throughout any investigation.

All situations should be carefully considered by staff and checked with a senior leader, before deciding on the response. A balanced view should be taken with regards to the needs of the pupil and the needs of the academy/free school community. Parents should be informed of the action taken in good time and their views should be sought.

Responses may include both a disciplinary and counselling approach.

## **10. DISCIPLINARY ACTION (see Appendix)**

Any breaking of the rules regarding drugs carries a range of possible disciplinary actions including permanent exclusion. The type of punishment cannot be categorically stated as it should depend on the exact nature and degree of the offence. Parents and pupils should be kept informed throughout the investigations.

The full range of disciplinary actions is set out in Section C of the Appendix and parents and pupils should familiarize themselves with it.

## **11. COUNSELLING ACTION**

Pupil welfare is paramount and in all incidents involving drugs, referral for counseling or support within the academy/free school should be actively considered. CST has strong links with local drug agencies, who can offer some counselling and work with pupils as part of the drug education programme. Links with these outside agencies should be line managed by the senior leader with responsibility for pupil support. We believe that those pupils who are misusing illegal drugs should be encouraged to seek help at the earliest possible stage so that they can be helped. Access to counselling and external support can often be triggered most promptly by the pupil's GP and this route of referral should be encouraged.

## **12. EMERGENCY SITUATIONS WHERE A PERSON IS UNCONSCIOUS AS A RESULT OF DRUG USE (see Appendix)**

Staff with first aid qualifications should be called and the person involved kept under supervision. The person should be placed in the recovery position and an ambulance called. The parents should be informed as soon as is practical to do so. An initial assessment of the incident should aim to find out what has been taken and evidence gathered. A report of the incident (see Appendix) should be written down and given to the senior leader with responsibility for pupil support. They should initiate the responses as outlined above. If that person is unavailable, a prompt decision should be made by an appropriate member of staff.

### **13. INTOXICATION FROM DRUG USE**

The person should be removed to the first aid area of the academy/free school and not left alone. A senior member of staff and a first aider should be called, and further medical assistance sought if necessary. The parents should be informed and asked to come to the academy/free school. A report of the incident (see Appendix) should be written down and given to a senior leader with responsibility for pupil support. They should initiate the responses as outlined above. If that person is unavailable, a prompt decision should be made by an appropriate member of staff.

### **14. DISCOVERY/OBSERVATION WHEN A PERSON IS DISCOVERED USING, SUPPLYING OR HOLDING A SUBSTANCE THAT IS NOT PERMITTED ON ACADEMY/FREE SCHOOL PREMISES.**

The person should be approached and the substance confiscated. A senior member of staff should be called and the person(s) involved questioned. If there is doubt about the substance obtained then the drug services should be contacted. Parents should be informed and asked to come to the academy/free school. The academy/free school should decide whether a disciplinary and /or counselling approach should be taken. A report of the incident (see Appendix) should be written down and given to a senior leader with responsibility for pupil support. They should initiate the responses as outlined above. If that person is unavailable, a prompt decision should be made by an appropriate member of staff.

### **15. SUSPICION/RUMOUR**

Staff should follow up on any rumours or suspicions relating to drugs. This could include collection of evidence and the pupil(s) involved being questioned in that process. Parents should be kept informed.

### **16. DEALING IN DRUGS**

Anyone discovered or found to have sold, shared or passed on drugs or other prohibited substances to other pupils is clearly endangering the health and safety of others in the school/free school and risks being permanently excluded. This applies if pupils do so in uniform immediately before, during or immediately after the school day, irrespective of whether they are on the academy/free school site.

### **17. SMOKING**

Any pupil found smoking in the academy/free school should be excluded for a fixed term. Parents should be informed. Those smoking off school/free school premises immediately before, during or immediately after the school day should be given a detention and

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parents should be informed. Any smoking equipment or materials such as cigarettes, lighters, matches, cigarette papers etc should be confiscated and destroyed by staff.

## **18.ALCOHOL**

Any pupil found drinking alcohol or in possession of alcohol on the academy/free school premises, in the vicinity of the academy/free school during school hours or when representing the school, should be deemed to have contravened school rules and should be punished appropriately. This should apply if students do so in uniform immediately before, during or immediately after the school day, irrespective of whether they are on the school site.

In very rare circumstances, pupils over the age of eighteen may be given permission to consume a small amount of alcohol by members of staff acting "*in loco parentis*". In these circumstances, parental permission should be sought in advance.

## **19.REPORTING PROCEDURE**

Any member of staff dealing with an incident involving drugs must complete the Drug Incident Report Form (see Appendix), this should be handed to the senior member of staff dealing with the pupil. The reporting procedure ensures that only a limited number of suitably experienced people will be involved in any incident.

All incidents are reported to a member of the senior leadership team. The head teacher/principal is always informed at the earliest opportunity.

If an exclusion is considered, then the procedure for this is put into action and relevant members of the governing body informed. The report form should be kept by the senior leadership team member in a confidential student file

## **20.TRAINING OF TEACHERS**

CST should ensure that teachers receive training to help them provide effective drug education and support for their teaching and understanding of the issues. There is drug education within the PSHE curriculum.

## **21.REVIEW OF THE POLICY**

This policy is reviewed annually and in the light of any incident that may occur related to drugs.

## **22.Appendices**

- (A) Drugs Incident Report Form
- (B) Procedure for managing drug related incidents
- (C) Sanctions for drug related incidents

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## (A) DRUGS INCIDENT REPORT FORM

CONFIDENTIAL

DATE: .....

LOCATION: .....

STAFF NAME: .....

PUPIL(S) INVOLVED:

.....  
.....  
.....

SUBSTANCE FOUND:

.....  
.....  
.....

ACTION TAKEN:

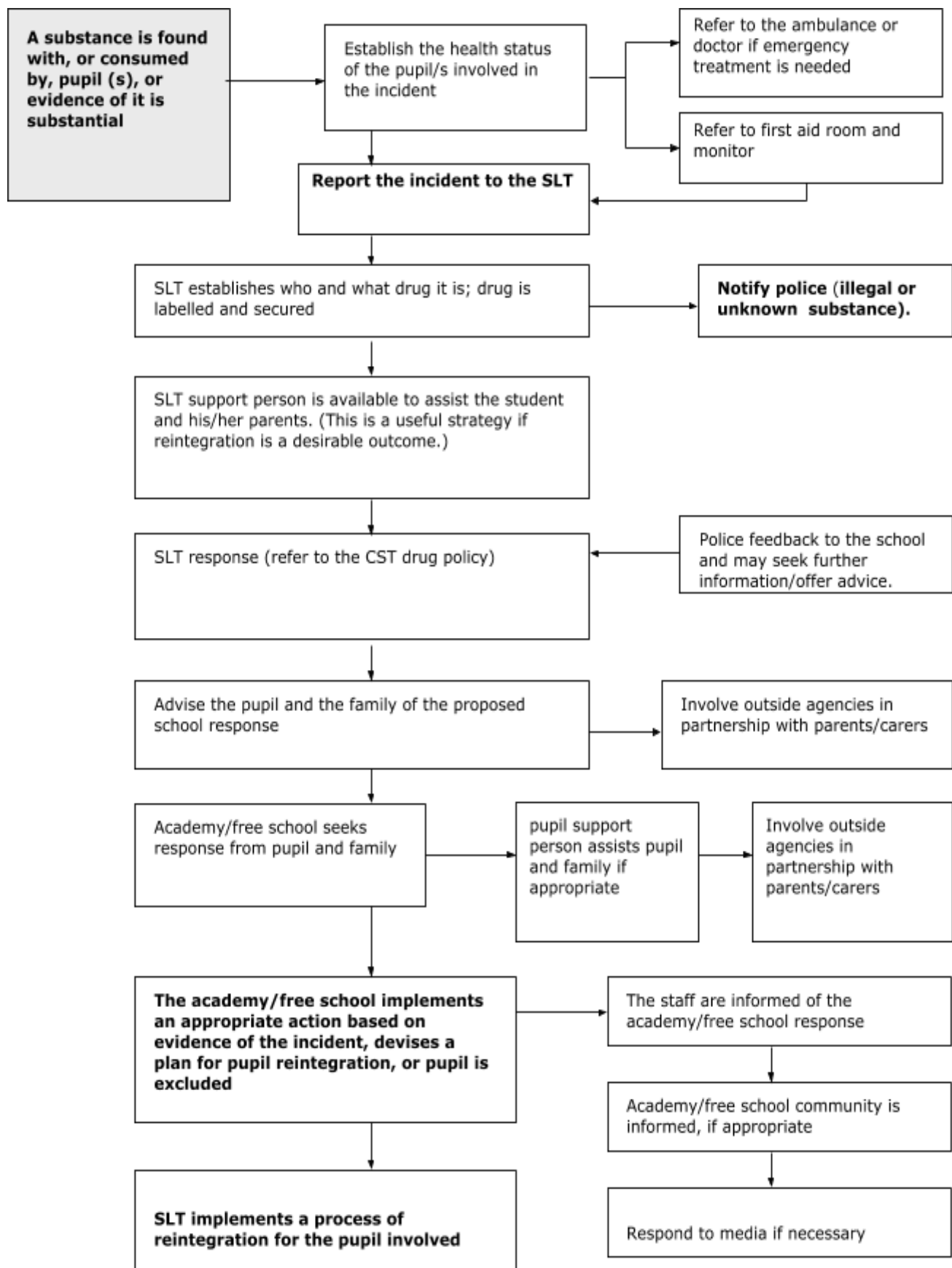
**PASS THIS FORM DIRECTLY TO A SENIOR MEMBER OF STAFF WHO SHOULD INVESTIGATE THE MATTER FURTHER.**

**FORMS TO BE GIVEN TO SENIOR LEADERSHIP TEAM FOR FILING.**



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## (B) Procedure for managing drug related incidents



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## (C) A guide to sanctions for drug related incidents

Level of involvement	Possible response(s)
1. Knowledge of drugs at academy/free school.	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to parents</li> </ul>
2. Requesting an illicit substance from another pupil on school premises. Request not fulfilled.	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to parents</li> </ul>
3. Involvement via proximity to an activity or in the presence of others using or supplying.	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to parents</li> <li>• FTE or detention/withdrawal of privileges</li> </ul>
4. Being intoxicated on or around academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to parents</li> <li>• FTE</li> </ul>
5. Smoking tobacco on or around academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to parents</li> </ul>
6. Repeatedly smoking tobacco on academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• Extended FTE</li> <li>• Referral to parents</li> </ul>
7. Using alcohol on academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to parents</li> </ul>
8. Supplying alcohol on academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Possible PEX</li> <li>• Referral to parents</li> </ul>
9. In possession of or using a small quantity of an illicit substance on or around academy/free school premises (including on the way to and from school) or at a school function / trip.	<ul style="list-style-type: none"> <li>• PEX</li> <li>• Referral to police</li> </ul>
10. In possession of a significant quantity of an illicit substance on academy/free school premises or at a school function / trip.	<ul style="list-style-type: none"> <li>• Referral to police</li> <li>• PEX</li> </ul>
11. Sale, sharing or supply of a small quantity of an illicit substance on academy/free school premises or at a school function / trip.	<ul style="list-style-type: none"> <li>• Referral to police</li> <li>• PEX</li> </ul>
12. Sale or supply of a large quantity of an illicit substance on academy/free school premises or at a school function / trip, to minors.	<ul style="list-style-type: none"> <li>• Referral to police</li> <li>• PEX</li> </ul>
13. Repeated sale or supply of an illicit substance on academy/free school premises or at a school function / trip.	<ul style="list-style-type: none"> <li>• Referral to police</li> <li>• PEX</li> </ul>