

PRIORY SCHOOL LEWES

DEALING WITH DRUGS MISUSE IN SCHOOL

SOME USEFUL DEFINITIONS

LEGAL DRUGS - alcohol, tobacco*, butane gas etc. The school will usually deal with any misuse, but the Police may be informed

ILLEGAL DRUGS – cannabis, ecstasy etc. The Police will always be informed and will lead any subsequent investigation.

* The smoking procedure applies to the use and possession of tobacco

IN ALL CASES, PARENTS WILL BE INFORMED

1. If a student is found either in possession, or under the influence, of a drug¹ whilst in school

The matter will immediately be referred to a senior manager, or failing that, the most senior member of staff available. The senior member of staff will deal with the matter as follows.

In the presence of a witness, the suspicious substance will be confiscated and stored securely and a record of the incident will be made on SIMS and detailed on CPOMS as relevant. Lockers may be searched and students requested to turnout pockets, bags, etc. If there is a refusal, police or parents / carers may be contacted in order to carry out a personal search. The Headteacher and Deputy Head teacher i/c Behaviour Personal Development and Welfare will be informed. If intoxicated, an assessment will be made and the student may be treated in one of two ways:

- Emergency procedures followed and an ambulance summoned
- If there is no immediate emergency, the student may be placed under observation, possibly in the medical room.

If the drug is legal, the drug may be returned to parents or disposed of in their presence, a record will be made on CPOMS.

If the drug is suspected to be illegal, following a brief investigation to assemble relevant facts, the Police will be informed and the items handed over. Following discussions with the Headteacher, they may then take over the investigation and parents/carers will be contacted.

Disciplinary action will be taken at an appropriate level in accordance with the Drug Related Education and Incidents Policy and the Student Behaviour (Discipline) Policy. The action will normally involve a fixed term exclusion for inappropriate possession or use of drugs in school and will normally involve permanent exclusion for more serious offences, such as drug dealing or repeated drugs offences.

2. What the school will do if illegal drugs or volatile substances are found on the school premises

- The Headteacher, or Deputy acting for the Headteacher, will be informed and a written record made
- After consultation, the suspicious substance will be disposed of³
- If a suspected Class A drug, the police will be informed and an investigation carried out
- If no clear findings, the situation will be monitored

3. What the school will do if a student is brought to its attention for possible drugs misuse

Once a cause for concern is established through discussion with the student and parents/carers, support will be offered, and the relevant staff informed. The sanctions for using drugs on the school premises will be made clear. Should staff be concerned for the students' wellbeing, they may make a referral to either Social Services, U19 Substance Misuse Service or other suitable external support agency.⁴

4. What the school will do if an adult enters the school under the influence of a drug

An assessment will be made and if it is felt that the safety of the staff and students is at risk the person may be asked to leave the school. In extreme circumstances, the Police may be called

The incident will be logged on the schools safeguarding software and a risk assessment will be undertaken.

5. What the school will do if students are found in possession, or under the influence of a drug whilst on a school trip or residential visit

The matter will immediately be referred to the most senior member of staff, or failing that, the trip leader. They will deal with the matter as follows.

In the presence of a witness, the drugs will be confiscated and arrangements made for its safe disposal. A record of the incident will be made. If intoxicated, an assessment will be made and the student may be treated in one of two ways:

- Emergency procedures followed and an ambulance summoned
- If there is no immediate emergency, the student may be placed under observation and family contacted.
- Record made on school safeguarding software

The Headteacher and parents/carers will be informed immediately and the Deputy Head i/c Behaviour Personal Development, and Welfare will be informed upon return to school. After contacting parents, the student will be returned home as soon as is possible – the costs for this to be met by the parents. Whilst waiting to be collected, the student will not participate in any activities and will remain under supervision at all times. Appropriate sanctions will be decided on once the investigation is complete. The student will be excluded from school for a fixed term, the length of which will be determined through consultation and with reference to their school record.

6. What the school will do if a student is found to be dealing in drugs in school or whilst on a school trip or residential visit

The law makes a very clear and significant distinction between possession of and dealing in drugs and school policy reflects this distinction. Therefore, sanctions for the possession of drugs with intent to supply will be severe, but appropriate to the particular student and the particular circumstances, and will be applied after full consultation and with reference to the student's previous record. In these circumstances, the Police should be informed, and invited to investigate. In addition to parents/carers, the school will inform the Local Authority, through the Personal, Social and Health Education Advisory Team, and the Chair of Governors. In cases of drug dealing by a student, in which the school believes that the safety of other students has been compromised, the school may permanently exclude.

¹ One commonly used definition of a drug is any substance which, when taken into the body, affects the chemical composition of the body and how the body functions.

² Fixed term exclusion - this will always be supported by a Pastoral Support Plan, detailing specific support from outside agencies offered to the student and his/her family; in-school support and clear guidelines for behaviour.

³ Either flushed away, with witness present, or taken to the Police drug box

⁴ Whilst staff will treat such incidents confidentially, if they feel that the young person is "at risk of significant harm" there is a moral duty to pass on such information.