



Hunsley Primary

Drugs and Prohibited Items Policy

This policy is applicable to Hunsley Primary, part of The Education Alliance

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Lucy Hudson, Head of Hunsley Primary</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Hunsley Primary Local Governing Body</p>
<p>Implementation Date:</p>	<p>1 January 2018</p>
<p>Review Date:</p>	<p>September 2020</p>
<p>Target Audience:</p>	<p>All Staff, Parents, Pupils, Community Users, Key Stakeholders</p>
<p>Related Documents</p>	<p>Hunsley Primary Behaviour for Learning Policy</p> <p>The Education Alliance Safeguarding Policy</p> <p>Hunsley Primary SEND Policy</p> <p>Hunsley Primary Medicines Policy</p>
<p>References</p> <p>This guidance should be read in conjunction with other relevant guidance. In England, this includes Working Together to Safeguard Children, Keeping Children Safe in Education and Information Sharing: Her Majesty's Government advice for professionals providing safeguarding services to children, young people, parents and carers.</p>	<p>OFSTED guidance (www.ofsted.gov.uk)</p> <p>Keeping Children Safe in Education (2016)</p> <p>Education Act 2011</p> <p>The Education (Independent Schools Standards) Regulations 2014</p> <p>The Equality Act 2010</p>

Drugs and Prohibited Items Policy

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Policy Statement

This policy outlines the principles and values underpinning the expectations of The Education Alliance for preventing and responding to Drugs and Prohibited Items at Hunsley Primary.

1. Purpose and Scope

This policy has been drawn up in response to guidance released January 2014 through www.gov.uk, which makes specific reference to the document *DfE and ACPO drug advice for schools* and uses guidance from the DfE links contained therein relating to searches with or without consent and confiscation of banned substances.

The policy should:

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of Pupils and others who use the school
- clarify the school's approach to drugs for all staff, Pupils, governors, parents/carers, external agencies and the wider community
- give guidance on developing, implementing and monitoring the drug education programme
- enable staff to deal with the issue with confidence and consistency, and in the best interests of those involved
- reinforce the role of the school in contributing to local and national strategies
- this policy should be read in conjunction with related safeguarding and management of medicines policies

Staff should treat drugs misuse as a Child Protection issue which will be dealt with in the best interests of the Pupil and the wider school community.

2. Roles and Responsibilities

At Hunsley Primary, it is everyone's responsibility to identify, report on and prevent issues which relate to prohibited items being brought into school. Illegal drugs and other unauthorised drugs are unacceptable within the boundaries identified with this policy. Staff, Parents and Pupils have a responsibility to adhere to the school's policy and procedures for managing medicines. The first concern in managing drugs is the health and safety of the school's community and meeting the pastoral needs of the Pupils. As part of the statutory duty on schools to promote Pupils' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Government's Drug Strategy 2010 ensures that school staff have the information advice and power to:

- Provide accurate, age-appropriate information on drugs and alcohol through education and targeted information
- Tackle problem behaviour in schools
- Work with local voluntary organisations, health partners, the police and others to prevent the development of drug and alcohol use

Head of Hunsley Primary:

- Must ensure that staff are aware of and have read the policy and understand the procedures outlined
- Must ensure stakeholders are given regular feedback on the action being taken.

Staff:

- Must read and adhere to the policy
- Must always strive to be aware of potential or actual misuse of prohibited items and take action when there are concerns
- Must report and record all concerns following the school's procedures.

Hunsley Primary Local Governing Body:

- Must ensure that the school has a Drugs and Prohibited Items policy and that it is regularly reviewed
- Must ensure that there is a member of the Senior Leadership Team that has specific responsibility for this area of Safeguarding (Head of Hunsley Primary)
- Must ensure that the effectiveness of the Policy is regularly monitored and that this is reported to the Hunsley Primary Local Governing Body.

Parents:

- Must contact the school immediately if they know or suspect their child is at risk in order to work in partnership with the school. This applies even if the child has asked for 'secrecy'
- Must share with the school any suspicions they have that children are at risk even when it does not directly involve their child.

3. Equality and Diversity

Hunsley Primary is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines.
- Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

4. Hunsley Primary Vision, Values and Ethos**Vision: Our Commitment**

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable, confident and creative thinkers and motivated, resilient, problem-solving learners. In particular, the school is committed to developing pupils as mathematicians and scientists.

Values: Our Children

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

Ethos: Our Teaching and Learning Rationale

Engagement, Enjoyment, Discovery, Reflection, Achievement

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21st Century living and engage them in learning with enjoyment and passion
- Inspirational and challenging learning activities, which have the principles of scientific enquiry and investigation ('working scientifically') at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly-changing technological world
- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.

5. Definitions, Systems and Procedures

Definitions of Drugs

The definition of a drug adopted in the DfE document *Drugs: Guidance for schools* is:

A substance people take to change the way they feel, think or behave.

This includes:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco
- volatile substances, and new psychoactive substances

- all over-the-counter and prescription medicines

This is the definition that we have adopted for our drug policy and this broad definition is reflected throughout the policy, in dealing with drug incidents and in the drug education curriculum.

Organisation of School Drug Education

The school recognises the need to work with parents/carers and pupils to provide age-appropriate and timely drug education. Parents/carers are invited to share ideas for drug education. In seeking close partnership with parents/carers we aim to complement and support their role as parents in educating the children.

- Drugs education is taught by informed teachers within the school's planned science, RS and PSHE programme.
- Schemes of learning are provided for all units of drug education and draw on the National Curriculum Science orders, the DfES guidance and the OFSTED report on Drugs Education.
- Staff and governors are provided with training in drugs education as appropriate
- External visitors will enrich the school's drugs education programme.
- A range of teaching and learning styles are used in delivering the drugs education programme.
- The school will also ensure that pupils have access to age-appropriate up-to-date information on sources of help. Local and national help lines (including FRANK, NHS Smoking Helpline and Drinkline), youth and community services. Age-appropriate health information will be prominently displayed so that those in need of help and who are reluctant to approach school staff can easily access it. At an appropriate age, drug education programmes will also include details of services and helplines, explain how they work and develop pupil confidence in using them.

Drug Related Incident Management

In every case of an incident involving drugs, the school will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. Possible agencies include:

- Local Authority Designated Officer
- School nurse and Local GPs
- Child Care Team
- Police Community Service Officers and School Liaison Officers
- Youth Services
- Agencies providing specialist help

Expectations

- Pupils are informed of expectations for their conduct and behaviour regarding substances in a structured programme of PSHE
- If Pupils are found to be in possession of these substances parents/carers will be informed and a period of isolation or fixed term exclusion may follow depending on the circumstances. Parents/carers will be invited into school for discussion with the appropriate team and support offered to both parents/carers and Pupils. Where parental involvement is suspected this information will be shared with the appropriate agencies.

Reporting Drug Related Incidents and Concerns

- The school will be vigilant and responsive to all information received and the appropriate member of staff will keep a log of incidents and information in CPOMS
- All staff should pass on any relevant information to the appropriate school leader, e.g. the Head of Hunsley Primary. This information could take the form of:
 - Suspicion or rumour
 - Observation
 - A reported incident
 - Personal disclosure by a Pupil
- Staff should treat drugs misuse as a Child Protection issue which will be dealt with in the best interests of the child, the family and the school.

Responding to a Drug Related Incident or Concern

Drug incidents may include:

- Drugs or associated paraphernalia found on school premises
- A Pupil demonstrates, perhaps through actions or play, an inappropriate level of knowledge for their age
- A Pupil is found in possession of drugs or associated paraphernalia
- A Pupil, parent/carer or staff member is thought to be under the influence of drugs
- A Pupil discloses that they or a family member/friend are misusing drugs

A careful investigation will take place to judge the nature and seriousness of each incident, the needs of those involved and the most appropriate response. For example:

- What does the Pupil have to say?
- Is this a one-off incident or longer-term situation?
- Is the drug legal or illegal?
- Is the Pupil knowledgeable and careful or reckless as to their own and others' safety and how was the drug being used?
- What are the Pupil's home circumstances?
- Does the Pupil know and understand the school policy and school rules?

If during the course of the investigation the school decides that the police should be involved they should cease immediately to enable the police to conduct a full detailed enquiry.

Prohibited Items

The latest DFE outlines guidance identifies the key points and advice relating to searching and confiscation as follows:

- school staff can search a Pupil for any item if the Pupil agrees.
- headteachers and staff authorised by them **have a statutory power to search Pupils or their possessions, without consent**, where they have reasonable grounds for suspecting that the Pupil may have a prohibited item.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:

- to commit an offence
- to cause personal injury to, or damage to the property of, any person (including the Pupil)
- headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as a banned
- Details of searches must be recorded by the school
- Parents must be informed by the school of searches whether the results are negative or positive

For the purposes of this policy unsuccessful attempts to seek consent will in most cases lead to contact with parents and or police. However the School acknowledges that it has rights to search with or without consent as outlined in the DFE guidance on *Screening, searching and confiscation: Searching without consent (17th July 2013)*:

Searching and Confiscation

Searching with Consent

Schools' common law powers to search

School staff can search Pupils with their consent for any item.

Also note:

- Schools are not required to have formal written consent from the Pupil for this sort of search – it is enough for the teacher to ask the Pupil to turn out his or her pockets or if the teacher can look in the Pupil's bag and for the Pupil to agree.
- Schools should make clear in their school behaviour policy and in communications to parents and Pupils what items are banned.
- If a member of staff suspects a Pupil has a banned item in his/her possession, they can instruct the Pupil to turn out his or her pockets or bag and if the Pupil refuses, the teacher can apply an appropriate punishment as set out in the school's behaviour policy.
- A Pupil refusing to co-operate with such a search raises the same kind of issues as where a Pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.

School staff here means a teacher or someone who has lawful control or charge of the child. The ability to give consent must be considered.

Searching Without Consent

When can a search be done?

Authorised staff can search if there are reasonable grounds for suspecting that a Pupil is in possession of a prohibited item.

What the law says:

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

What can be searched for:

- Knives or weapons, alcohol, illegal drugs and stolen items; and
- Tobacco and cigarette papers, fireworks and pornographic images; and
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property; and

- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Who can search?

A headteacher or a member of school staff authorised by the headteacher may search outer clothing, desks, lockers, possessions such as a bag. Staff may not conduct an intimate search; this must be actioned by police.

Under what circumstances?

You must be the same sex as the Pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the Pupil being searched. There is a limited exception to this rule.

You can carry out a search of a Pupil of the opposite sex to you and without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

Where it is practicable to summon a staff member of the same sex as the Pupil and a witness then the authorised staff member wishing to conduct a search must do so.

Extent of the search – clothes, possessions, drawers

What the law says:

- The person conducting the search may not require the Pupil to remove any clothing other than outer clothing.
- Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but outer clothing includes hats; shoes; boots; gloves and scarves.
- ‘Possessions’ means any goods over which the Pupil has or appears to have control – this includes bags.
- A Pupil’s possessions can only be searched in the presence of the Pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Searches of lockers and desks (where appropriate)

- Under common law powers, schools are able to search lockers and desks for any item provided the Pupil agrees. Schools can also make it a condition of having a locker or desk that the Pupil consents to have these searched for any item whether or not the Pupil is present.
- If a Pupil does not consent to a search (or withdraws consent having signed a consent form) then it is possible to conduct a search without consent but only for the “prohibited items” listed above.

The power to seize and confiscate items

What the law allows:

Schools’ general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a Pupil’s property as a disciplinary penalty, where reasonable to do so.

Where the authorised person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

Controlled drugs

In taking temporary possession and disposing of suspected controlled drugs schools are advised to:

- 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;
- identify any safeguarding concerns and develop a support and disciplinary response.

Legal drugs (for example, cigarettes, alcohol) can be confiscated and disposed of at the school's discretion

Parents / Carers under the influence of Drugs on the School Premises

When dealing with parents/carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a Pupil into the care of a parent/carer. In such instances, discuss with the parent/carer if alternative arrangements could be made, for example, asking another parent/carer to accompany the child home. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of parent's/carer's behaviour.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parents/carer becomes abusive or violent, staff should consider whether to invoke child protection procedure and/or the involvement of police.

6. Monitoring of compliance with and effectiveness of the policy

The **Board of Trustees of The Education Alliance** is responsible for the final approval of this policy and procedure.

The **Hunsley Primary Local Governing Body** is responsible for ensuring that this policy and procedure is implemented fairly, consistently and objectively.

The **Head of Hunsley Primary** is responsible for overseeing the introduction, implementation, monitoring and review of this policy.

7. Review

This policy will be reviewed within 2 years of the date of implementation.

Appendix 1 - Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org

Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team> 15