

# Drug Policy

**Approved by Governor committee:**  
N/A

**Date to be reviewed:**  
Spring 2017

**Responsibility of:**  
Director of Finance and Operations & Vice Principal – Inclusion

**Date ratified by Governing Board:**  
TBC

## Drug Policy

Chelsea Academy condones neither the misuse of drugs and alcohol by members of the Academy, nor the illegal supply of these substances. Chelsea Academy is committed to the health and safety of its members and will take action to safeguard their well-being. The Academy acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the Academy, will seek to persuade students in need of support to come forward.

The Academy drugs incident and education policy has been written with close reference and due regard to the DfE and ACPO Drug Advice for Schools (updated January 2012)

### 1. Introduction

- a) The possession and use of illegal or prescribed drugs in the Academy and on the Academy site is unacceptable. The drugs\* covered in this policy are not permitted to be brought into the Academy, used, bought, sold or otherwise obtained on or near the Academy premises at any time during the Academy day, including when students are on Academy visits. Unauthorised drugs have no place in the Academy and any authorised drugs that can legitimately be in the Academy are detailed in this policy.

*\*Drugs are psychotropic substances: they include those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as, for example, cannabis, ecstasy, heroin, crack cocaine and LSD and methadone.*

- b) The policy applies to all students and adults working at or for the Academy. Individual exceptions may be made for students who need to take prescribed medicines where appropriate.

### 2. Principles

Chelsea Academy will use this policy to:

- provide clear guidelines for dealing with drug-related incidents in Academy
- ensure that the Academy adheres to the requirements of the law in dealing with such incidents
- maintain a safe, civilised environment, free from harmful and illegal drug activity.

Chelsea Academy will maintain a safe, civilised environment, free from harmful and illegal drug activity by:

- Aiming to ensure the health, safety and welfare of all members of the Academy community. It will take action in cases of drugs possession, including tobacco or misuse up to and including permanent exclusion to safeguard the well-being of all.
- Aiming to provide a supportive environment and well-structured procedure for any members of the Academy who may require intervention for drug use. Intervention may include “management, education, advice and information and prevention work to reduce the potential for harm”.
- Aiming to work with other local partners, such as other local schools and the police, to develop and share good practice in relation to drugs’ education.
- Seeking, through drugs education, to enable students to make healthy and informed choices by providing opportunities for them to acquire the knowledge, understanding and skills they need to avoid misuse.
- Ensuring objectives of the drugs’ education curriculum are clear:

The objectives of the drugs’ education curriculum are:

- To provide opportunities for all students to acquire knowledge and understanding about drugs use and misuse through access to accurate information about substances;
- To enable students to make healthy, informed choices by increasing knowledge, exploring their own attitudes and the attitudes of others as well as developing and practising skills in mediating peer pressure and managing situations involving drugs;

- To increase understanding about the implications and possible consequences of drug use and misuse;
- To promote a positive attitude to healthy lifestyles;
- To enable young people to identify sources of appropriate personal support;
- To provide a structured, coherent and progressive programme that is delivered through PD and the Science curriculum as part of our Health Education;

Drugs Education across the Academy is led by the Curriculum Leader for PD and the Vice Principal - Inclusion.

### **3. Guidelines**

This policy not only considers such illegal substances as defined in the Misuse of Drugs Act but also considers the education and sanctions the Academy will undertake with regard to the supplying and use of solvents, alcohol, legal highs and tobacco.

Teachers are often described as being in loco parentis. This is usually defined as giving teachers the delegated authority to act as a wise, responsible and careful parent would.

In dealing with drug-related incidents an Academy has a duty of care to the “whole school body”. This includes students, employees and members of the public with a legitimate right to be on Academy premises.

Under the Misuse of Drugs Act 1971 it is an offence to allow premises for which you are responsible to be used for smoking cannabis or opium, or the production or supply of controlled drugs.

The remit of this policy applies to conduct whilst on Academy premises, on journeys between Academy and home, on the bus, as well as on Academy visits, journeys and other activities, whether supervised by staff or not.

**The bringing of any harmful or illegal substance or article on to school premises is a very serious offence which may result in permanent exclusion.**

### **4. Procedures**

The following steps will be taken to ensure that there is a whole Academy approach that encourages ownership and continued awareness amongst the students and wider community:

- Assembly topics
- Theatre or drama production
- Links with supporting agencies, co-ordinated through the Inclusion teams
- Entering national or global events, such as World AIDS Day, No Smoking Day, European Drugs Prevention Week, etc.
- Academy Health Days
- Use of notice-boards which are regularly updated with current information and sources of advice
- Parent / Carer workshops
- All drug-related incidents to be documented.
- The Academy response to drug-related incidents will be co-ordinated by the Principal or his nominated deputy.

#### Dealing with suspected drug-related incidents and the misuse of substances in the Academy

##### **Disclosure**

If a student makes a disclosure that he / she has been using drugs or misusing substances, we must remember never to promise confidentiality. Disclosure usually indicates a need for help, and the student needs to be made aware straight away that we will need to talk to other adults who are able to help. Such disclosures should be discussed with the Vice Principal before action is agreed.

### **Suspicion / Rumour / Allegations**

The following lists of warning signs are offered to assist staff in their work. They are not conclusive nor exhaustive..

#### **Warning signs in individuals**

- Excessive spending or borrowing of money
- Stealing from parents
- Attendance pattern changes, or sudden unwillingness to participate in Academy activities
- Unusual outbreaks of temper
- Disregard for physical appearance
- Lack of appetite
- Being the subject of rumours
- Dilated pupils
- Lethargic / slow

#### **Warning signs in groups**

- Being the subjects of rumours
- Exchanging money / objects in suspicious circumstances
- Talking to strangers / ex students near Academy premises
- Associated briefly with an older student who is not normally part of the group
- Use of drugs slang

#### **Objects or signs which may indicate drug use**

- Foil containers – perhaps discoloured by heat
- Heat discoloured spoons
- Plastic bags or butane gas containers
- Hand rolled cigarettes
- Cardboard or other tubes
- Small bottles, pill boxes
- Lighter fluid
- Metal tins
- Cigarette rolling papers with ripped packaging
- Stamps or similar small items
- An aromatic smell
- Paper (2 inches square) folded to form a square
- Cigarette lighters

All suspicions must be reported to the Vice Principal - Inclusion who will consider appropriate action including contacting parents and will also inform the Principal.

### **5. Action**

The management of drugs related incidents on the site will take place as follows:

- Any incident involving legal or illegal substances will be considered individually. A variety of responses will be necessary to deal with such incidents, up to and including permanent exclusion. However, any student who brings drugs into the Academy site will always be considered for permanent exclusion as a possible sanction.
- The Academy will consider very carefully the implications of any action taken. In particular, the needs of the student, those of the Academy community and the situation with regards to the law.
- The Academy recognises the need to work in partnership with parents and will inform them immediately of any concerns that may arise in connection with any young person.
- The Academy will actively work in co-operation with other agencies, e.g. the Youth Offending Team, Youth and Community Police Drugs Education Adviser and community groups as appropriate sources of support.

- Staff who hear students talking about drug misuse will be expected to pass this information onto the relevant Head of Year or designated person for drugs incidents.
- The content and teaching methods used in drugs education will be monitored and evaluated by the Curriculum Leader PD.
- The policy will be reviewed and approved annually by the Governing Board to assess its effectiveness and to ensure it is amended in the light of any legislative changes.

Monitoring and evaluation will be through inspections, record keeping and questionnaires directed at staff, parents and young people.

**In an emergency where drugs may have been taken:**

The procedures for an emergency apply when a child or young person or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented, or who has taken a harmful toxic substance, should be responded to as an emergency.

**A staff member's main responsibility is for any student at immediate risk, but they need also to ensure the wellbeing and safety of others. The Academy will always support a staff member's sensible judgement. Staff members should put into practice the Academy's First Aid procedures.**

**IF YOU ARE IN ANY DOUBT, CALL MEDICAL HELP!**

**Always:**

- Assess the situation;
- If a medical emergency, send for the Senior Leader on call, who will co-ordinate medical help.

**Before assistance arrives:**

- If the person is conscious:
  - Ask the person what has happened and to identify any drug used;
  - Collect any drug sample and any vomit for medical analysis;
  - Do not induce vomiting;
  - Keep the person under observation, warm and quiet.
- If the person is unconscious:
  - Ensure that the person can breathe and place in recovery position
  - Do not move the person if a fall is likely to have led to spinal or other serious injury, which may not be obvious
  - Do not give anything by mouth
  - Do not attempt to make the person sit or stand
  - Do not leave the person unattended or in the charge of another student.

**When medical help arrives:**

Pass on any information available, including vomit and any drug samples.

**PLEASE COMPLETE AN ACCIDENT REPORT FORM AS SOON AS YOU HAVE DEALT WITH THE EMERGENCY.**

**6. Sanctions**

The Academy has a clear code for dealing with any instances of substance misuse:

- A first instance of possession or use of a harmful or illegal substance may result in a five day fixed-term exclusion.
- A second instance of possession or use of a harmful or illegal substance results in a permanent exclusion.
- A first instance of possession with intent to supply or pass on, with or without payment, harmful or illegal substances results in a permanent exclusion.

- The sanctions also apply to the possession or use of alcohol.

#### **Discovery of an illegal substance – procedures:**

- The discovery of an illegal substance should be reported immediately to the Vice Principal who will contact the police and recommend appropriate action to the Principal.
- Any student suspected of being in possession of drugs must be spoken to and dealt with by the senior member of staff and at least one other person present.
- If an illegal substance is found on Academy property (or whilst staff / students are engaged in a Academy activity) the item(s), and associated equipment, will be secured, and preferably this should be witnessed.
- Careful physical handling is recommended and protective gloves should be worn where necessary.
- Statements must then be taken from the student, and subsequently any other students involved.
- The Academy will co-operate fully with the police in any subsequent investigation.
- Parents will always be informed in cases of possession of illegal or unauthorised drugs in the Academy.

#### **Intoxication**

If a student's unusual, irrational or inappropriate behaviour gives staff a strong suspicion that he / she is under the influence of an unauthorised / illegal substance, parents will be contacted and asked to collect the student and take him / her home. The student may then face a fixed term exclusion up to a period of 15 days.

#### **Smoking**

Students are not permitted to bring tobacco products into the Academy. Smoking by students is not permitted on or around Academy grounds or when a student is travelling to and from the Academy by bus.

If a student is caught smoking, the following procedures and sanctions will apply:

- On the first occasion, the action is deemed to be Gross Misconduct and the student will be placed in the IER for one day by a Head of Year.
- On a second occasion, parents will be invited into the Academy to discuss the problem of persistent smoking. Students will be placed in the IER for two days.
- If a student is caught smoking for a third time, he / she will be given longer placements in the IER and could face external exclusion.

### **7. Drugs Education**

#### **Principles**

- Every student is entitled to learn about drugs and the effects that they have on people and on society.
- We believe that students need to be able to make informed and responsible choices about the use of drugs and the consequences of that use.
- Every student is also entitled to know about the legal status of drugs and the implications in law of the use of illegal drugs.
- Drugs education is provided as part of our Science and PD programmes and is an essential part of the curriculum entitlement for all students.

#### **Purposes**

- to raise awareness of staff, governors, parents and students of the factors involved in the use of drugs
- to give young people the knowledge and skills to make informed and responsible choices about the use of drugs
- to inform staff, governors, parents and students about the legal status of drug use
- to inform staff, governors, parents and students about the Drug Related Incident Policy and the Academy rules about the possession, use and sale of drugs
- to provide opportunities for students to acquire knowledge and understanding about drug use and its effects to provide students with information about sources of advice and support on drug related issues
- to increase knowledge of social and personal issues relating to drugs

- to provide factual and accurate information about types of drugs and their short and long term effects

### **Guidelines**

Certain aspects of drug education are a statutory requirement as part of the National Curriculum Science order and state that children should be taught:

- at **Key Stage 3** that the abuse of alcohol, solvents and other drugs affects health.
- at **Key Stage 4** the effects of solvents, alcohol, tobacco, and other drugs on body functions.

Drugs education is included in the curriculum for Personal Development:

**Key Stage 3** areas discussed include self-esteem and peer group pressure in considering how we make decisions. The effects of alcohol in society are discussed and the effects of tobacco. Students learn about how drugs are categorised into legal and illegal substances. The effects of illegal drugs are discussed including the legal aspects. There is further discussion about how to cope with peer group pressure; to consider the reasons why people take drugs.

**Key Stage 4** the effects of illegal drugs is revisited. The stimulus derives from student talks and issues related to the wider influence of drugs on society are particularly discussed.

### **Confidentiality and safeguarding**

All matters relating to safeguarding (child protection) are confidential. Students may confide in a member of staff concerning their personal problems. In such cases, staff should declare, in advance, a contract to the effect that they are only willing to accept such a confidence on condition that they are trusted to use the information given in the best interests of the child. All safeguarding (child protection) concerns should be discussed with the Safeguarding Officer.

### **Responsibility**

The Principal takes overall responsibility for the policy, its implementation and liaison with the governors, parents and appropriate outside agencies.

In instances involving the possession, misuse or supply of illegal substance at the Academy the Principal, or Vice Principal and staff involved should act in accordance with the Drug Related Incident Policy.

## **Appendix 1**

### **Definitions**

#### ***Drug***

Any psychotropic substance: all legal drugs (including alcohol and tobacco), all illegal drugs, volatile substances, and over-the counter and prescription medicines

#### ***Drug misuse***

This is defined as:

- the non-medical use of drugs that are only intended for use in medical treatment
- the use of drugs that have no acceptable medical purpose.

Such drugs are controlled under the Misuse of Drugs Act 1971. The Act does not cover solvent abuse.

#### ***Drug related incident***

This is defined as:

Evidence or suspicion of a specific event at the Academy involving one or more unauthorised drugs, and requiring immediate action by Academy staff. Examples include students drinking alcohol at the Academy; student discovered bringing slimming tablets to the Academy; student found intoxicated at the Academy; named student reported as having sold cannabis to a friend at the Academy "last week".