

**DRUGS &  
ILLEGAL  
SUBSTANCES  
POLICY**

## Consultation History

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# Drugs and Illegal Substances Policy 2020

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# Drugs and Illegal Substances Policy

## Linked Policies

Behaviour Policy, Curriculum Policy, SMSC Policy, Child Protection policy.

## Definitions and Terminology

A **drug** is defined as being: “A substance people take to change the way they feel, think or behave.” (United Nations Office on Drugs and Crime).

Throughout this policy, drug refers to:

- All legal drugs, including alcohol, tobacco, volatile substances and “poppers”
- All illegal drugs (those controlled by the Misuse of Drugs Act 1971 and subsequent amendments) – including cannabis, ecstasy, cocaine, amphetamines, heroin, LSD, magic mushrooms and ketamine.
- Prescribed medicines – including Ritalin, tranquillisers and antidepressants
- Over-the-counter medicines

**Drug misuse** is defined as:-

*“...the taking of a substance which harms or threatens to harm the physical or mental health or social well-being of an individual, or of other individuals, or society at large, or which is illegal. Within this definition can be placed the use of legal substances such as alcohol, solvents, the use of prescribed medicines and the taking of illegal drugs.”* (adapted from the Royal College of Psychiatrists 1987 – County Child Protection Guidelines).

## Aims

As a school we recognise that some drugs have a beneficial effect, but also that all drugs have the potential for harm. The school has therefore developed this policy in line with government guidance to ensure that the whole school community will have knowledge of drug and alcohol-related issues and how the school will provide education and intervention around these issues.

## **Objectives**

This policy outlines how The Ridgeway School will ensure that:

- Students will receive an education that enables them to grow up confidently, knowledgeably, competently and safely in a drug-using world.
- Students get consistent messages about living a healthy lifestyle which includes physical, emotional and mental health.
- Students are consulted on the drug education provision so that it remains relevant to their needs.
- Staff and students are able to understand the nature of drugs, their social and legal status, their uses and effects.
- Students have the knowledge, understanding and skills to make informed choices.
- All staff, students and parents/carers are aware of the school's policy on social occasions that occur within the school.
- All drug-related issues are treated with appropriate and responsible care and management.
- All drug-related incidents are addressed throughout the school in a consistent manner.
- All staff, students and parents/carers are aware of the school's legal and statutory obligations, including those around safeguarding children (child protection).
- All staff have access to training and support that enables them to contribute to education on drug issues.
- All members of the school community are included within this policy as part of the whole-school approach to drugs.
- All staff, students and parents/carers have access to information on local services that support young people and families.

## **Procedures**

## **A. Drugs Education**

The aims of drug education are to:

1. Increase students' knowledge and understanding and to clarify their misconceptions about:
  - The short and long term risks of drugs.
  - The rules and laws relating to drugs.
  - The impact of drugs on individuals, families and communities.
  - The prevalence and acceptability of drug use among peers.
  - The complex moral, social, emotional and political issues surrounding drugs.
2. Develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
  - Assessing, avoiding and managing risk.
  - Communicating effectively.
  - Resisting pressures.
  - Finding information, help and advice.
  - Devising problem-solving and coping strategies.
  - Developing self-awareness and self-esteem.
3. Enable students to explore their own and other people's attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and other influences.

This is delivered through PSHE lessons, year group assemblies and within the mentoring programme.

## **B. Student Welfare and Support**

It is recognised that problems with drug use can affect any young person and may include:

- Accidental exposure to a substance or drug equipment (e.g. discarded needles).
- Parental or sibling drug misuse – it is recognised that drug misuse within the family can have a major impact on a child or young person.
- Experimental or recreational use of a drug leading to problems such as accidents or assaults while under the influence, becoming involved with an older drug using group.
- Developing a dependency on a drug, either physically or psychologically.
- Health-related problems, either immediate such as collapse or unconsciousness, or longer term such as effects on breathing.
- Mental and emotional health problems, including depression and anxiety.
- Exclusion from their peer group, negative effects on relationships and friendships.
- Difficulties with behaviour at school leading to exclusion.
- Involvement in criminality and/or anti-social behaviour.

A young person's own drug use can be:

- The main cause for concern.
- A symptom of a deeper, more complex difficulty.
- One of a number of inter-related issues or concerns.

Following actions to preserve safety, the health and emotional needs of students will be considered. This will include offering support through the pastoral system to ensure a caring response to students in distress. Interventions will be considered if the school feels that any student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or their parents. Such intervention could include consultation with parents and other agencies, possible case conference and subsequent referral to services that can provide early interventions either within the school setting or externally.

### **Vulnerable Young People**

Young people having difficulties in their lives are more likely to begin drug use at an early age, more likely to become involved in using or supplying drugs, and more likely to be in households where parents/carers have drug problems.

Risk factors for young people include:

- Being looked after/in care.
- Chaotic home environment.
- Unstable accommodation or homelessness.
- Parents/carers or siblings having drug problems and/or mental health problems.
- Behavioural disorders.
- School truants/refusers.
- Exclusion from school.
- Traumatic experiences such as abuse, neglect, bereavement, loss and family break-up.
- Exploited through prostitution.
- In contact with mental health and criminal justice systems.
- Friendships with anti-social or older peers.

Students living with associated risk factors will receive on-going support through the school's pastoral care system. Their welfare will be monitored regularly, and the school will be represented whenever possible at any multi-agency meetings, such as Local Preventative Groups (LPGs) or Child Protection conferences.

### **Confidentiality**

Complete confidentiality can never be promised to a student, though information given in confidence will not be disclosed to anyone else unless appropriate. If a student discloses that they are using a drug without medical or parental authorisation, the safety of the young person will be the priority. Action will be taken

to ensure the student comes to no serious harm, which may include one-to-one drug education and/or sharing information with parents/carers, the school nurse and other external services.

Disclosure of parental drug use will be treated sensitively, with consideration for the parent's confidentiality and safeguarding children (Child Protection) procedures.

### **Students with Medical Needs in School:**

Students will not be given medication by any staff without specific written consent from the parents/carers. Prescribed medication must be delivered to Student Reception and will be logged in the medications book and stored in a locked cupboard.

Children on long-term medical care will have an Individual health Care Plan drawn to school procedures. Staff will receive training about emergency treatment.

### **First Aid Procedures:**

Any student assessed to be under the influence of a substance will be closely monitored and be given first aid/medical intervention if necessary.

Following advice from the DfE on First Aid in Schools this school provides adequate and appropriate equipment and facilities for providing first aid.

## **C. Responding to Incidents (See also Appendix 3)**

If a drug-related incident is suspected, it is essential that certain procedures are followed. Searches are subject to the following procedures:

- DfE Guidance Behaviour and Discipline in Schools (2016) states that school staff have the **power to search without** consent of the student or parents.
- When a student is suspected of concealing illegal or other unauthorised drugs, **it is not appropriate for a member of staff to carry out a personal search**; this includes the searching of outer clothing and inside pockets; instead, every effort should be made to persuade the individual student to hand over the concealed substance;
- Where the individual student refuses and the drug is believed to be illegal, the police must be called. The police are permitted to conduct a personal search if they believe a crime has been committed, or to prevent harm to themselves or others following an arrest. It is acceptable to ask a student to remain in a secure area whilst waiting for the arrival of the police.

Whilst it is not acceptable to touch or handle students the exception is in cases where **“reasonable force”** is merited, e.g. if the student is a danger to him or herself as a result of a drugs overdose.

## **Taking Possession of and Disposing of Suspected Illegal Drugs**

It is permissible in law for the school to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug, providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

The substance is handed to the Principal or other member of the Senior Leadership Team (SLT) who, with a second adult witness present, seals the sample in a plastic bag and records the date and time of the seizure/find and details of the witnesses present.

The police are contacted. If the police are informed of the name of a student in possession of an illegal drug and they decide to take formal action, interviews or arrests should only take place in school in exceptional circumstances. Under normal circumstances, the police should make arrangements for a student to attend a local police station accompanied by an appropriate adult for interview.

Parents/carers are informed, unless this would jeopardise the safety of the student.

### **Parents under the Influence:**

A parent attending the school under the influence should be regarded as a Safeguarding Children (Child Protection) concern, and appropriate action to safeguard the young person should be taken if necessary. This may include:

- Arranging for another parent known to the young person to look after the young person.
- Arranging for the young person to remain in school until a responsible adult can collect them, i.e. the named contact on the emergency contacts list.
- Contacting the police to report the incident if the parent is abusive, aggressive or threatening to the young person, staff or other members of the school community.
- The Safeguarding Children (Child Protection) Officer contacting Social Services and making a referral if appropriate.
- Arranging an appointment for the parent to meet with school staff to discuss concerns and strategies for any future incidents.

The safety of the young person is paramount, and staff must follow the school's Safeguarding Children (Child Protection) Policy and Procedures.

### **Use of School Premises for Illegal Drug Taking and consumption of legal highs**

The school recognises that it has a legal responsibility to ensure that it does not knowingly allow its premises to be used for the consumption or supply of illegal drugs or legal highs. Wherever possible, appropriate action will be taken, which may include reporting to the police incidents of drug paraphernalia being found on the school premises.

The school will liaise with the police and co-operate fully if the police decide to investigate further incidents where the premises are thought to be used out of normal hours for drug-taking.

### **See Appendix 2 – Flow-chart of Finding and Disposing of Drug Paraphernalia**

#### **Drug-Related Incidents Off-Site:**

Any drug-related incident that occurs off-site (i.e. a school day trip or residential trip) will be dealt with by attending staff and reported to the Principal at the earliest opportunity for recording. They will then co-ordinate an investigation and decide on appropriate action.

## **Dissemination of Policy:**

This policy will be disseminated via:

- School website.
- Staff training events.
- In-class education.
- Assemblies.
- School Council Forum.

## **D. Sanctions (see page 16 for classification table)**

If a student is found to be in possession of an illegal drug or substance, including legal highs, the sanctions are:

- A fixed period exclusion will apply for any student found in possession of Class C drugs. The term will depend upon the seriousness and circumstances of the offence. There are occasions when a period of exclusion is used for further investigation into an incident. Return to school will be conditional on parental acceptance of an Individual Social Education programme. This might include counselling, referral to an external agency, working through a drug education work-pack, etc.
- A permanent exclusion will be considered for any student found in possession of Class C drugs.  
A permanent exclusion will be expected for any student found in possession of Class A and B drugs (first offence).
- A permanent exclusion would be expected for any student found to be 'dealing' drugs of any category - i.e. selling, sharing, distributing, etc.

The policy and procedures apply at all times of the school day, including journeys to and from school and on all educational visits whilst under the care of the school.

## **Role of Staff if there are Suspicions of Drug Abuse**

Staff are encouraged to report any suspicions that a student they teach may be using drugs or harmful substances. This is recorded by a senior member of staff, the Student Behaviour Manager or Child Protection lead and appropriate action taken, e.g. further vigilance of the student concerned, an informal discussion with the student, discussion with parents, and referral to the school nurse. Care is taken in such cases to avoid using language that appears to accuse a student of illegal activity; rather the emphasis is on suspicion and speculation, showing care for the student.

## **E. Links with Outside Agencies Including Support to Help Students with Drug Problems**

The school maintains good working relationships with the local police and the school nurse to ensure regular communication of information and matters of concern about students involved in drugs and the use of harmful substances.

Students who are known to use drugs or harmful substances are referred to the school nurse for an appropriate decision on the best course of action, e.g. further referral to a specialist agency. The role of the school nurse is to act as the professional agency with the best knowledge of where to refer a student.

## **F. Involvement of Parents/Carers**

Parents/Carers are consulted on the drugs policy.

Except in very rare circumstances where there may be a risk to the student under the terms of The Children Act, parents/carers are informed of any drug-related incident concerning their own child in school.

When a student who has a drug problem seeks help from a member of staff, usually a mentor, discretion and professional judgement is used as to how best to involve parents/carers. Again, except in very rare circumstances where there may be a risk to the student under the terms of The Children Act, parents/carers are always informed of the referral, but the student's circumstances are taken into account to determine how this is done. In the event of such rare circumstances occurring, the guidelines of the school's Child Protection procedures are followed. The options are:

1. the parents/carers are contacted immediately.
2. the student is given the chance to speak to his or her parents/carers first.
3. an outside agency, e.g. the school nurse, is asked to meet with the parents.

## **G. Smoking**

Smoking is banned in and around the school site. It is also banned on all educational visits, on school buses, in the areas immediately within the school's vicinity and on all journeys to and from school.

Any student found smoking is always punished with a C3 isolation and detention, and parents/carers are informed. A more severe punishment is issued if any student is found to be smoking in toilets.

The use of electronic cigarettes is not permitted in school and is treated the same as smoking cigarettes.

A register of known smokers is kept. Parents/Carers are informed that the school has sufficient evidence for their child to be included on the register and help is sought to deter the smoking habit.

## **H. Alcohol**

Alcohol is banned in school and on school related trips and excursions except for some social occasions when a bar license is obtained and alcohol is available for over 18's.

Any student found in possession of alcohol, or found to be drinking, or under the influence of alcohol is punished severely, usually through the use of an exclusion.

## **I. Responsibilities**

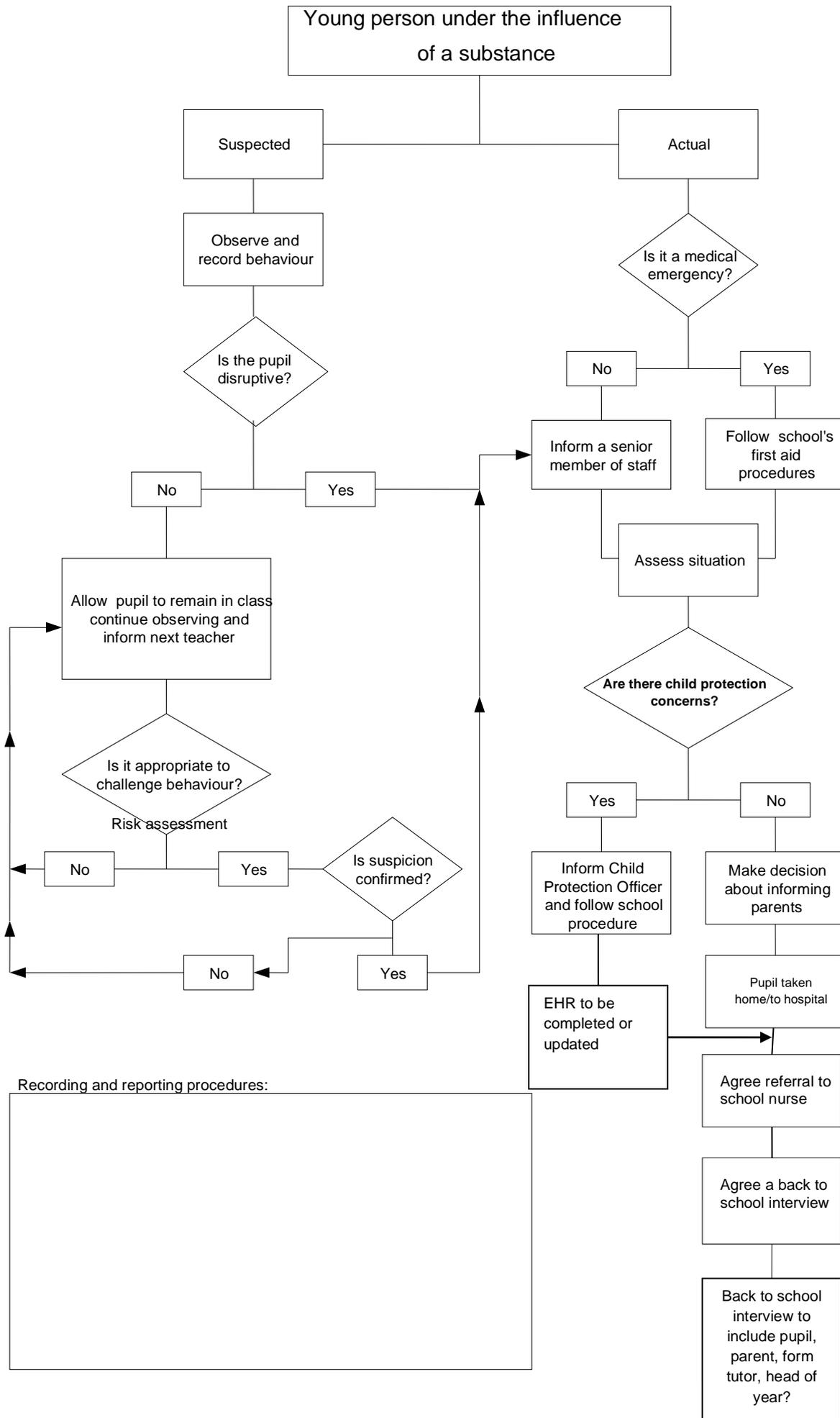
The Principal has responsibility for monitoring and reviewing all aspects of the policy and procedures. The Associate Principal is the school's drugs coordinator, the role recommended by SCODA (Standing Conference on Drug Abuse).

The team leader of PSHE & Citizenship is responsible for delivering drugs education in the curriculum.

## **J. Monitoring**

- The policy is reviewed and updated every three years by the Governing Body Students and Community Committee, and members of the Senior Leadership Team.  
The curriculum content and strategies for delivery are reviewed annually by the Team Leader of PSHE & Citizenship.
- Details of all drug-related incidents are recorded.
- Comments and observations from student, staff, parents/carers, governors and supporting services are considered when reviewing this policy or when planning drug education within the curriculum.
- Drug-related incidents are addressed throughout our school in a consistent manner, and sanctions used and outcomes are monitored.
- Staff have access to training and support that they evaluate to enable them to provide education on drug abuse.
- Findings from surveys of young people such as the Students' Health Education Unit (SHEU) reports are evaluated for local/individual schools' data into drug use and attitudes to drug use.
- Vulnerable children and young people, or those at risk of exclusion, are referred to appropriate services for early interventions or child protection issues relating to drug use.

# Procedure for Drug Related Incidents In School



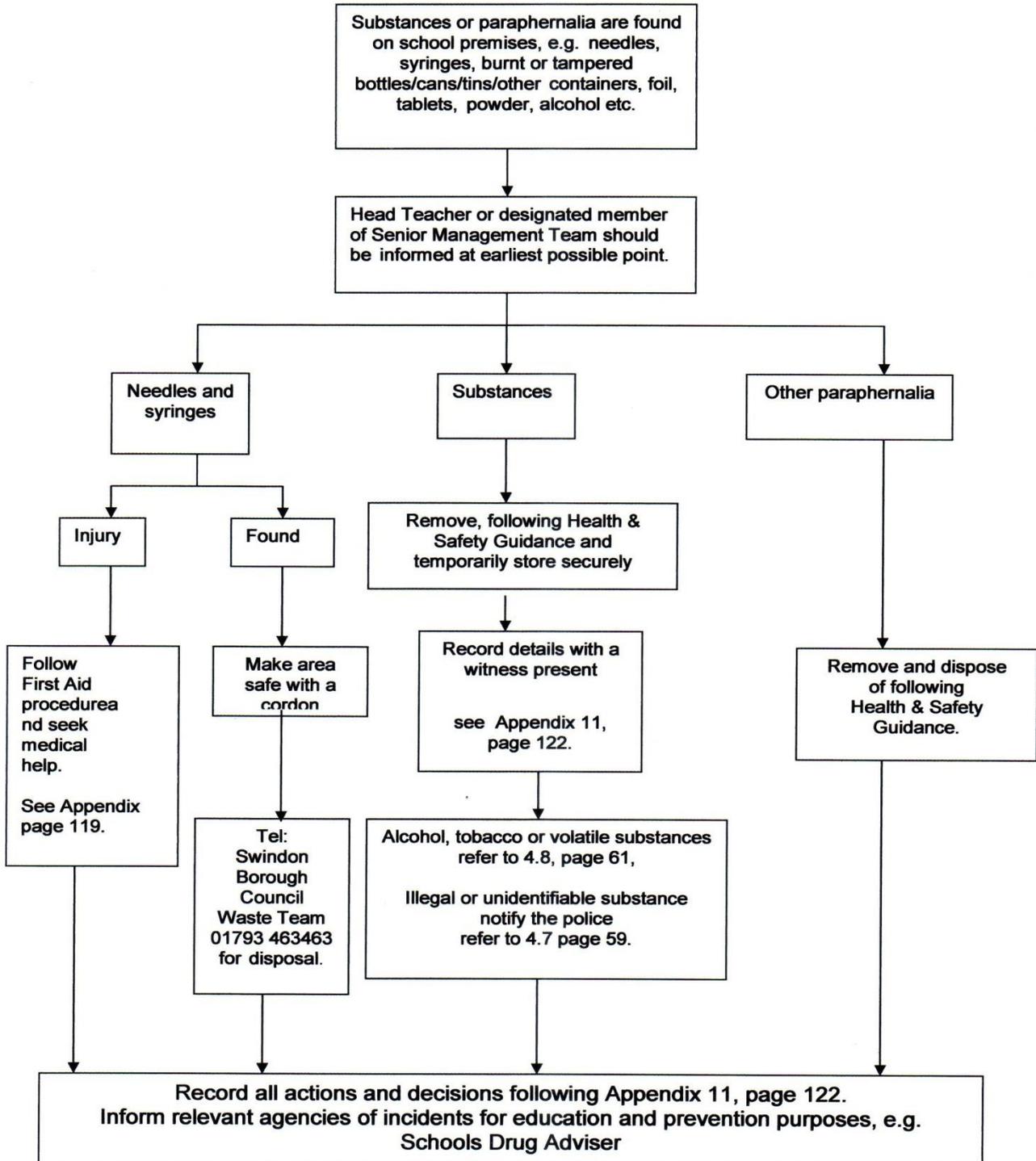
Recording and reporting procedures:

Back to school interview to include pupil, parent, form tutor, head of year?

## Appendix 2

### Finding and disposing of substances and drug paraphernalia

All references apply to DfES Drugs: Guidance for Schools 2004



## Classification: The Misuse of Drugs Act 1971 (Amended 2013)

The maximum penalties for drug possession, supply (dealing) and production depend on what type or 'class' the drug is.

Class	Drug	Possession	Supply and production
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (eg mephedrone, methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), ketamine, piperazines (BZP)	Up to 2 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both

### New psychoactive substances (NPS)

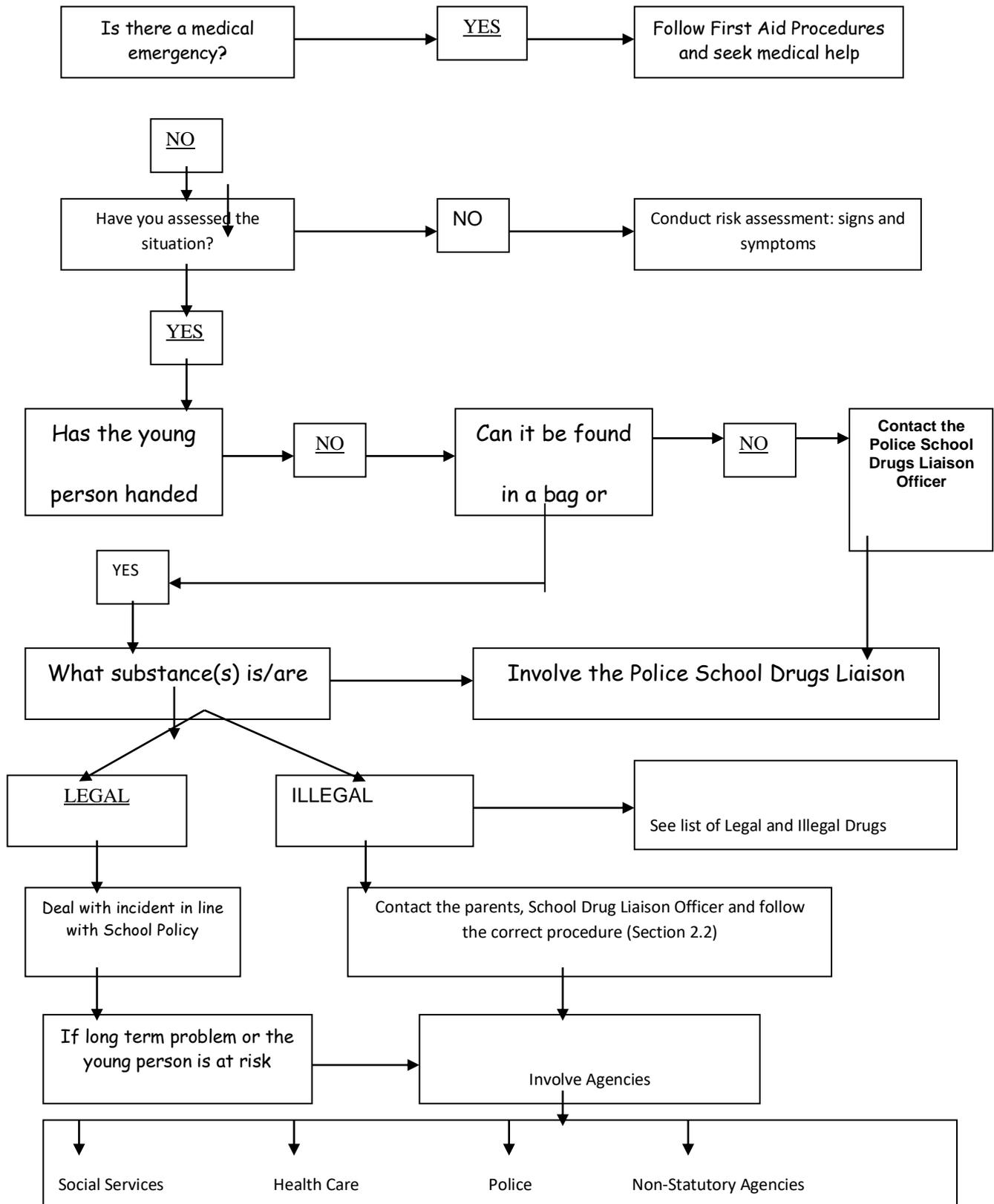
Young people are becoming increasingly aware of, and in some cases using, new psychoactive substances (NPS). These are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Despite being labelled as legal, these substances are not always safe to use and often contain controlled drugs making them illegal to possess and classed as an unauthorised substances and treated as such.

## Appendix 3 IMMEDIATE CONCERNS

### IDENTIFYING AND DEALING WITH A SUSPICIOUS SUBSTANCE

“The Secretary of State would expect the police to be informed when illegal drugs are found on a student or on school premises.”

Drug Prevention and schools, DfE, Circular 4/95 para. 49



## **What do you do if you find or are given a suspicious substance?**

To avoid placing yourself in danger of “possession” of a substance suspected of being illegal, you should:

- a. Record the place, date, time and circumstances in which the substance(s) came into your possession. If there was a witness, ask them to countersign;
- b. In the presence of the Principal or member of Senior Leadership Team and the young person, place the substance(s) (in its/their original wrapping(s) or container(s)) in a clear plastic bag which can be sealed, dated and signed, and handed to the police. Take care when handling needles and syringes; always wear gloves and place the needles/syringes in a rigid container if possible. Contact the police in accordance with the procedure identified in Section 2.2;
- c. If a syringe is found in the school grounds, this should be removed taking all possible care to minimise danger. Students should be informed not to touch, and to report the incident immediately;
- d. If a member of staff has reasonable cause to suspect that a young person has an illegal substance concealed in his or her locker or desk, a search, preferably with a witness present and the young person’s consent, is appropriate;
- e. If a member of staff suspects a student of concealing an illegal substance on his or her person or in a bag, the young person should be asked to turn out his or her pockets / bag.

If a young person refuses to hand over a suspected illegal substance he or she should be detained under close supervision while the police are called. A preliminary search (coat, jacket, pockets, etc.) will be undertaken in school using the powers of search that the police have under The Police and Criminal Evidence Act 1984.

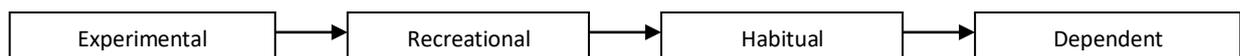
## What are your legal responsibilities?

You must inform the police if you:

- a. know about the **use** of any controlled drugs on the premises (it is an offence if you take no action – Section 8, Misuse of Drugs Act 1971);
- b. know about the **supply** of any controlled drugs on the premises (it is an offence if you take no action).

## SECTION 2: ASSESSMENT AND SUPPORT

Substance use may present a problem at any point along the following scale:



There are many different reasons why young people use drugs. It is important when assessing the situation to identify at what stage the young person is along the above scale.

### What do you need to find out in order to assess the situation and decide on appropriate action?

#### The nature of the use:

- a. what substance(s) is/are being used?
- b. what is the underlying problem?
- c. how often? (one-off/occasional/recreational/dependent?)
- d. how long has it been going on?
- e. how are the substances being taken?(swallowing/eating/sniffing/smoking/injecting?)

#### Other important information

- a. where does the substance misuse take place?
- b. from where are the substances being obtained?
- c. what quantity is involved?
- d. are substances being mixed?
- e. what does the young person know about the substance?
- f. what is the young person's attitude: how would they describe their use and how do they feel about it?
- g. where did the money come from to purchase the substance?

## Related problems to consider

- a. are others involved?
- b. who else knows?
- c. is it affecting relationships or school work?
- d. what other activities are occurring which might be connected?

## Warning signs and symptoms in individuals

- a. changing pattern of attendance
- b. decline in school performance
- c. decline in willingness to participate in activities
- d. changing pattern of friendships
- e. changing pattern of interests
- f. spending considerable time away from home
- g. unusual outbreaks of temper
- h. changing style of clothing
- i. changing availability and use of money
- j. borrowing / stealing money
- k. volatile mood swings
- l. restlessness and irritability
- m. loss of appetite
- n. lethargy
- o. lack of motivation and interest
- p. reduced concentration
- q. personal disorganisation
- r. tiredness
- s. loss of weight
- t. spots concentrated around the face and mouth
- u. poor physical appearance
- v. heavy use of perfume or aftershave to disguise smell of substances
- w. stains on clothing and body
- x. poor hygiene
- y. dilated / constricted pupils
- z. wearing sunglasses at inappropriate times
- aa. problems at home

It is important to remember that many of these signs and symptoms could be caused by factors other than substances. Therefore it is important not to jump to conclusions. Look for clusters of symptoms.

## **Warning signs and symptoms in groups**

- a. hearing rumours and gossip about the group
- b. all being absent together
- c. keeping apart from others
- d. getting into trouble as a group
- e. talking to strangers on or near the premises
- f. using slang names associated with drug taking
- g. exchanging money or objects in unusual circumstances
- h. stealing which appears to involve several individuals

## **Paraphernalia likely to suggest drug abuse:**

- a. foil containers or sliver foil cup shapes, perhaps discoloured by heat
- b. metal tins
- c. spoons discoloured by heat
- d. pill boxes
- e. plastic, cellophane or metal foil wrappers
- f. small plastic or glass phials or bottles
- g. twists of paper
- h. straws
- i. sugar lumps
- j. syringes and needles
- k. cigarette papers and lighters
- l. spent matches
- m. plastic bags or butane gas containers (solvent abuse)
- n. cardboard or other tubes (for heroin)
- o. stamps, stickers, transfers or similar items indicating a drugs culture
- p. shredded cigarettes, home-rolled cigarettes and pipes ("blow machines") (cannabis)
- q. paper, about 6 cm square, folded to form an envelope

## Appendix 4

### **DRUGS AND DRUG-RELATED INCIDENTS ADVICE FOR LOCAL AUTHORITIES, PRINCIPALS, SCHOOL STAFF AND GOVERNING BODIES FROM THE DEPARTMENT FOR EDUCATION AND THE ASSOCIATION OF CHIEF POLICE OFFICERS (2012)**

#### **Introduction**

- This is advice from the Department for Education and the Association of Chief Police Officers. It is non-statutory and has been produced to help answer some of the most common questions raised by school staff in this area, as well as promoting understanding of the relevant powers and duties in relation to powers to search for and confiscate drugs, liaison with the police and with parents.
- Where the document refers to drugs, this includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (“legal highs”) and volatile substances, unless otherwise specified.
- This guidance does not focus on drug education. It covers broader behaviour and pastoral support, as well as managing drugs and drug-related incidents within schools.

#### **Review Date**

- This advice will next be reviewed in 2020.

#### **Who is this advice for?**

- The advice is primarily for:
  - Principals, school staff and governing bodies in maintained schools, academies, free schools, independent schools, sixth form colleges, Pupil Referral Units (PRUs) and other forms of alternative education provision.
- It may also be useful for:
  - Local authorities;
  - Parents;
  - School nurses and other health professionals who have an input on drug issues;
  - The police and local agencies working with individual schools to prevent drug misuse amongst pupils.

## Key Points

- Pupils affected by their own or other's drug misuse should have early access to support through the school and other local services;
- Schools are strongly advised to have a written drugs policy to act as a central reference point for all school staff;
- It is helpful for a senior member of staff to have responsibility for this policy and for liaising with the local police and support services.

## The Role of Schools

- 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 information on drugs and alcohol through education and targeted information, including via the FRANK service;
  - Tackle problem behaviour in schools, with wider powers of search and confiscation;
  - Work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.

## What Schools Can Do

- Develop a drugs policy which sets out their role in relation to all drug matters – this includes the content and organisation of drug education, and the management of drugs and medicines within school boundaries and on school trips. It should be consistent with the school's safeguarding policy. A drug policy framework can be found at Annex A.
- Have a designated, senior member of staff with responsibility for the drug policy and all drug issues within the school.
- Develop drug policies in consultation with the whole school community including pupils, parents/carers, staff, governors and partner agencies.
- Establish relationships with local children and young people's services, health services and voluntary sector organisations to ensure support is available to pupils affected by drug misuse (including parental drug or alcohol problems). Links to supportive national organisations are included at the end of this document.

## Searching and Confiscation

- Advice on searching and confiscations can be found in Screening, searching and confiscation; advice for Principals, staff and governing bodies.

- Following a search, whether or not anything is found, the school is advised to make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action. There is no legal requirement to do this.

### **General Power to Confiscate**

- 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 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.

### **Involving Parents and Dealing with Complaints**

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child. There is no legal requirement to make or keep a record of a search.
- Schools would normally inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- Complaints about searching should be dealt with through the normal school complaints procedure.

### **Working with the Police**

- A senior member of staff who is responsible for the school's drugs policy should liaise with the police and agree a shared approach to dealing with drug-related incidents. This approach should be updated as part of a regular review of the policy.

### **Legal drugs**

- The police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.
- Young people are becoming increasingly aware of, and in some cases using, new psychoactive substances (NPS). These are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Despite being labelled as legal, these substances are not always safe to use and often contain controlled drugs making them illegal to possess. New psychoactive substances should be included in the school drug policy as unauthorised substances and treated as such. If there is uncertainty about what the substance is, it should be treated as a controlled drug.

## WHO TO TURN TO FOR HELP, ADVICE AND SUPPORT

### Useful Organisations- DfE and ACPO Drug Advice for Schools 2012

**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](http://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](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://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](mailto:contact@alcoholconcern.org.uk)

Website: [www.alcoholconcern.org.uk](http://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](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://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](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://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](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://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/](http://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: <http://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](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk13](http://www.drugscope.org.uk13)

**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](http://www.talktofrank.com)

**Schools can receive free FRANK resource materials**, updates and newsletters by registering at <http://ddshl.broadsystem.com/freeleaflets.aspx>

**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](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://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](http://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](mailto:information@re-solv.org) Website: [www.re-solv.org](http://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](http://www.starsnationalinitiative.org.uk)

**Directgov Young People** can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and educational options, money, as well as helping young people find out about activities they can get involved in.

Website: <http://www.direct.gov.uk/en/YoungPeople/index.htm>

**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: <http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm14>