



# All Hallows Catholic College

A Voluntary Academy | National Teaching School

*Aspire not to have more but to be more*

## Drug Policy

### DEVELOPMENT PROCESS

It is a number of years since our Drug Policy was introduced and we review it annually and it seems appropriate to undertake this important task in the light of growing concerns about the impact of drug use on elements of our society.

The original preliminary discussions took place during the autumn/winter term of 2016 leading to the formulation of this policy. The intention will then be to review the policy periodically and at least every two years. [By an Assistant Principal]

Using the DfE Drugs: Guidance for Schools 2012 to provide a framework, this policy has been circulated to staff, governors, parents and students (via the College Council) and amendments made prior to the ratification by governors. [Guidance for schools 2012 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/201201/guidance-for-schools-2012.pdf)

### LOCATION AND DISSEMINATION

A copy of the Drug Policy has been given to all staff and governors, and parents will be able to request a printed copy as well as being able to access one via the College website.

### THE CONTEXT OF THE POLICY AND ITS RELATIONSHIP TO OTHER POLICIES

This Drug Policy should not be read in isolation as it links with several of the College's other policies e.g. Rewards & Behaviour and Attendance Policies, Child Protection Policy and School Trips Policy amongst others. The statutory requirements framework in terms of knowledge and understanding, skills and attitudes can be found in the DfE Drugs: Guidance for Schools 2012.

### LOCAL AND NATIONAL GUIDANCE

This Drug Policy uses the DfE Drugs: Guidance for Schools 2012 as a framework and supports Cheshire's Drug Policy.

### THE PURPOSE OF THE DRUG POLICY

The purpose of the Drug Policy is to: -

- Clarify the legal requirements and responsibilities of the College
- Reinforce and safeguard the health and safety of students and others who use the College
- Clarify the College's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on College premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved

- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the College
- Provide a basis for evaluating the effectiveness of the College drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the College in contributing to local and national strategies

## REMIT: WHERE AND TO WHOM THE DRUG POLICY APPLIES

The Drug Policy applies to all staff and students and all others working with staff and/or students at or on behalf of All Hallows Catholic College. The Drugs Policy applies not only on the College's premises but also to any other place where staff, students or others outlined above are present as a result of a College organised event, trip or visit. Specifically this includes students on work placements, alternative provision or attending other colleges as well as students, staff and others outlined above going on trips, either in this country or abroad.

## DRUG: DEFINITIONS AND TERMINOLOGY

The definition of a drug given by the United Nations Office on Drugs and Crime is: -

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

The term drugs and drug education, unless otherwise stated, is used throughout to refer to all drugs: -

- All illegal/controlled drugs (those controlled by the Misuse of Drugs Act 1971/amended 2004 and 2010)
- All legal drugs, including alcohol, tobacco, volatile substances (those which give off a gas or vapour which can be inhaled, such as but not limited to e-cigarettes), ketamine, khat and alkyl nitrites (known as poppers). So called "legal highs" became illegal since May 2016.
- All over-the-counter and prescription medicines

A drug incident, for the purpose of this policy is one in which: -

- Drugs or associated paraphernalia are found on College premises or within the College boundaries/authority in the event of a College trip, visit or College-organised activity
- A student discloses that they or a family member/friend are misusing drugs
- A student is found in possession of drugs or associated paraphernalia
- A student is found to be supplying drugs on College premises
- A student, parent/carer or staff member is thought to be under the influence of drugs
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A student demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age

## ALL HALLOWS POSITION STATEMENT ON DRUGS, HEALTH AND THE NEEDS OF STUDENTS

The possession, use or supply of illegal/controlled or other unauthorised drugs within College boundaries is **totally unacceptable**. Likewise drug paraphernalia.

Illegal drugs are all those specified in the Misuse of Drugs Act 1971 (further amended in later years) and include:

**Class A drugs include:** heroin (diamorphine), cocaine (including crack), methadone, ecstasy (MDMA), LSD, and magic mushrooms

**Class B includes:** amphetamines, barbiturates, codeine, cannabis, cathinones (including mephedrone) and synthetic cannabinoids

**Class C includes:** benzodiazepines (tranquilisers), GHB/GBL, ketamine, anabolic steroids and benzyloperazines (BZP)

Source: talktofrank.com

**This is not a complete list of illegal / controlled drugs but refers to some commonly available drugs as these categories are subject to change**

### UNAUTHORISED DRUGS INCLUDE: -

- Alcohol
- Tobacco and Vapes
- Prescription medicines without the patients name, date of prescription, dosage and name of drug
- Over the counter or other non-prescription medicines without a parental note of authorisation
- Solvents
- Volatile substances
- So called "legal highs" that became illegal since May 2016

## ANY OTHER SUBSTANCE WHICH MAY HAVE AN EFFECT OR WHICH MAY POSE A THREAT TO THE HEALTH OR SAFETY OF ANY MEMBER OF THE COLLEGE COMMUNITY

The first concern in managing drugs or drug-related incidents in College or within the College's authority is the health and safety of the College community and meeting the pastoral needs of students. Any medical emergencies should be dealt with in accordance with the schools Health and Safety Policy. First aid and summoning appropriate help should be the initial concern before addressing further issues. If in doubt medical assistance should be summoned immediately.

## **STAFF WITH KEY RESPONSIBILITY FOR DRUGS**

An Assistant Principal is responsible for the formulation, monitoring, review and amendment of the Drug Policy, as well as advising the Principal of any drug-related issues in College. Staff should ensure that any concerns or information they have with regard to drugs in College are discussed initially with this Assistant Principal.

The Assistant Principal's in charge of each key stage are responsible for the curriculum aspects of drug education within the College PSHE programme, working alongside relevant subjects.

- **DRUG EDUCATION**
- **METHODOLOGY AND RESOURCES**
- **STAFF SUPPORT AND TRAINING**
- **ASSESSMENT, MONITORING, EVALUATION AND REVIEWING**

## **MANAGEMENT OF DRUGS AT COLLEGE**

**WHERE ILLEGAL/CONTROLLED OR UNAUTHORISED DRUGS ARE CONFISCATED OR FOUND IN COLLEGE, (OR WITHIN THE COLLEGE'S BOUNDARIES OR AUTHORITY e.g. ON A COLLEGE TRIP), THE DRUGS MAY BE:**

- (1) Disposed of in the presence of a second adult witness. A signed and dated note must be kept as a record of any such disposals
- (2) Handed to the Police.
- (3) In the case of tobacco or alcohol handed to parents if this is a viable option, unless to do so would jeopardise the safety of the student.

In College all cases of contravention of this Drug Policy should be reported to an Assistant Principal/Deputy Principal. Although the issue may be solely to do with drugs it is possible that Child Protection issues may be involved and a referral to social services will have to be made. In case of a substance suspected of being an illegal drug being found in school or suspected of being in the possession of any person within school an Assistant Principal / Deputy Principal should be notified immediately. The following procedure will then be put into motion:-

- (1) The law permits College staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence 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

(2) In taking temporary possession and disposing of suspected illegal drugs staff should:

- 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, e.g. a College safe or other lockable container with access limited to two senior members of staff.
- Without delay notify the police who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a College to divulge to the police the name of the student from whom the drugs were taken. Where a student is identified the police will be required to follow set internal procedures.
- Record full details of the incident, including the police incident reference number. Notes of any discussions with students may be used in any subsequent court proceedings and should, therefore, include the time, date, place and people present as well as what was said.
- Inform parents/carers, unless this would jeopardise the safety of the student.

If such a situation occurs on a College trip or visit the trip leader or most senior member of staff should follow the procedure outlined above and give a full written report, as soon as possible, to both an Assistant Principal / Deputy Principal and the Principal on return to College.

In addition, adherence to College rules relating to illegal and other unauthorised drugs should be part of the consent form signed by the student, parent/carer prior to the trip. Trip leaders may also like to insert a clause that if a student breaches the rules and is returned home, parents/carers will need to meet the cost of these arrangements. Trip leaders should also be aware that laws on drugs and policing arrangements vary widely in other countries and should be fully aware of these differences prior to departure, and should have considered in advance how they will respond to any drug incident. Trip leaders should also consider in their consent forms the consumption of alcohol by students aged 18 or over and make it clear whether this is acceptable or otherwise, after discussion with the Principal, and, if the former, the limit which may be considered reasonable.

- In the case of drugs paraphernalia such as needles and/or syringes found in College, students should not attempt to remove such items. If there is more than one student present when such items are found, one should remain next to the items to avoid other students coming into contact with them. Another student should report the find to the main office (for On Call) or any member of staff who must then inform the main office immediately. The safe removal of these items will then be arranged.

## AUTHORISED DRUGS

- Students who require either regular or periodic drugs should either carry a note of authorisation from a parent or, in the case of prescription medicines, the patients name, date of prescription, dosage and name of drug. Students should ensure that all self-administered drugs are kept securely on their person and are only accessible to the individual concerned. Supplying such drugs to a third party will be considered a drug incident and dealt with accordingly
- Managing medicines is not part of a teacher's duties although some support staff may have this as part of their contract of employment. Staff may volunteer to take on such a role but must receive appropriate training.
- Students who leave prescription drugs in the custody of the College should also ensure that the patient's name, date of prescription, dosage and name of drug are clearly visible and handed to a member of the office staff.
- It is important that all staff keeping prescription drugs for students maintain an accurate record of when medicines have been given or if a student has refused their medication. In the latter case parents should be informed
- When drugs, which are kept by the College on behalf of students, pass their expiry date parents will be contacted so that the expired drugs can be removed by them and replaced as necessary. Drugs, which are not collected within one week of notification to parents, will be disposed of in accordance with Health and Safety Guidelines.

**STAFF WILL NOT ADMINISTER NON-PRESCRIBED MEDICATION TO STUDENTS. STUDENTS SUFFERING FROM SEASONAL COLDS etc. MAY BRING IN SUITABLE MEDICATION IN ACCORDANCE WITH THE GUIDELINES ABOVE.**

If a student becomes so unwell as to require being taken home by a parent, office duty staff will contact parents as appropriate.

## SEARCHES PROCEDURE – SLT TO INITIATE ONLY

- If it is thought or known that a student, member of staff or other person working on the school's authority has contravened this drug policy an Assistant Principal / Deputy Principal should be informed immediately. If (s)he is not in school any member of the Senior Leadership Team should be contacted.
- **The following procedures will only be undertaken by an Assistant Principal or, where necessary, other members of the Senior Leadership Team:**
- Searches of property will only be considered appropriate if it is thought that a student, member of staff or other person working on the school's authority may be in possession of an illegal/controlled, unauthorised drug or drug paraphernalia.
- Consent to searches will always be sought and any searches of property will be conducted with a second adult witness present.
- If consent is refused it may be considered necessary to call the police or, where the property is the College e.g. a locker, as opposed to personally owned, the search may proceed.
- In any case, where students are involved, parents/carers would be informed as soon as is reasonably possible after the search, unless to do so would pose a threat to the safety of the student concerned.

- No searches of personal property will take place without the prior consent of the person concerned but refusal to allow a search will usually result in confiscation of a school bag or other carrying item and police involvement.
- When a student, member of staff or other person working on the schools authority is suspected of, or known to be, concealing illegal/controlled, unauthorised drugs or drug paraphernalia it is **not appropriate** for any member of staff to carry out a personal search. This includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to empty pockets and hand over, voluntarily, any drugs or paraphernalia in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal/controlled it may be considered necessary to call the police.
- In any case, where students are involved, parents/carers would be informed unless to do so would pose a threat to the safety of the student concerned. The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest.
- Any searches will be done by two members of staff (SLT and/or pastoral), logged in CPOMS and parents contacted. Staff reserve the right to use a search “wand” to establish if vapes are present.

#### **USE OF SNIFFER DOGS**

- Only the Principal may decide to involve sniffer dogs in response to a belief that there is evidence of possession or supply of suspected illegal/controlled drugs in College or purely as a deterrent. This decision will not be taken lightly and will consider whether such an action is: -
  1. Consistent with the College’s pastoral responsibility to create a supportive environment
  2. Culturally insensitive
  3. Likely to lead to labelling or damaging students concerned
  4. Likely to result in appropriate support for students most in need
  5. Feasible and an effective use of the College’s resources

However, an educational exercise involving the use of sniffer dogs in College will be considered periodically to support drugs / PSHE / citizenship education, and to alert staff and students to the potential use of this resource.

#### **RESPONSE STRATEGIES TO INCIDENTS INVOLVING STUDENTS POSSESSION OR SUPPLYING OF ILLEGAL/CONTROLLED OR UNAUTHORISED DRUGS**

- Responses will attempt to be both competent and fair whilst being mindful of the identified needs of those involved and balancing these with the needs of the rest of the College community
- A careful investigation to judge the nature and seriousness of each incident will be undertaken by an Assistant Principal. Careful consideration will be given to respecting the confidentiality of those involved and all staff should be aware of the College’s protocol with regard to confidentiality as outlined in the Child Protection Policy: Teachers and other staff must never guarantee confidentiality to a child, however much the child persists. Doing so could seriously jeopardise the child’s safety and well-being and may place the teacher/other

member of staff in an untenable position. **If a child asks for confidentiality the response should be: - "I cannot guarantee confidentiality and anything you tell me may have to be passed on to the Designated Teacher for Child Protection or other designated member of staff".**

In cases of drug-related incidents confidentiality may also not be able to be guaranteed if it prevents staff from fulfilling their professional responsibilities in relation to:

- (1) Co-operating with a police investigation
  - (2) Referral to external agencies
- Factors which may determine the appropriate strategy include:
    - (1) What the student has to say
    - (2) Whether it is a one-off incident or longer term situation
    - (3) If the drug is legal or illegal.
    - (4) The quantity of the drug involved
    - (5) The students motivation in connection with the incident
    - (6) Whether the student is mindful of their own or others safety and how the drug was being used
    - (7) The students home circumstances
    - (8) The students awareness of the schools Drug Policy and Rewards & Behaviour Policy
    - (9) Where the incident appears in terms of its seriousness
    - (10) If supplying of illegal drugs is suspected, the quantity involved and whether the student was coerced into the supply role or had a leading part
  - If the police become involved detailed questioning of students by the College will cease.
  - Incidents involving staff or others working on the College's authority will be dealt with by the Principal.
  - The needs of students (and staff) in relation to drugs may come to light other than via an incident e.g. through the pastoral system and the Drug Policy should be seen as a vehicle for accessing support systems as well as dealing with specific incidents.
  - Although not an exhaustive list possible responses may include: -
    - (1) Early intervention and targeted prevention e.g. where students are identified at transition as being vulnerable
    - (2) Referral e.g. to the Barnabas Centre in Macclesfield, Educational Welfare Service, School Health, Behaviour and Education Support Team, Cheshire East Youth Support Service, CAMHS etc.
    - (3) Individual/pastoral behaviour learning support plans
    - (4) Inter-agency programmes e.g. referral to the College's pastoral liaison meeting / multi agency meetings / CAFs etc
    - (5) Fixed period exclusion
    - (6) A managed move / transfer
    - (7) Permanent exclusion

## **PARENTS / CARERS**

- All parents/carers are encouraged to approach an Assistant Principal about any issue related to drugs and their child. Schools can refer parents/carers to other sources of help e.g. specialist drug agencies or family support groups
- When dealing with parents/carers under the influence of drugs on College premises, the focus for staff will always be the maintenance of the child's welfare. Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the



parent/carer becomes abusive or violent, child protection procedures will be instigated in the case of the former and involvement of the police in the case of both the former and latter situations.

## POLICE INVOLVEMENT

Reference to the police has already been made on a number of occasions previously.

- In the case of legal or unauthorised drug incidents police involvement would not normally occur. However the College may well inform trading standards about the inappropriate sale of tobacco, alcohol and volatile substances in the local area
- Schools have no legal obligation to involve the police in incidents involving illegal/controlled drugs. The police would, however, be involved in the collection/disposal of illegal/controlled drugs as specified earlier in this policy
- The College's police liaison officer should be consulted as soon as possible.

## THE NEEDS OF STUDENTS

- The wider pastoral needs of students are addressed via Form Tutors, Year Learning Leaders, Assistant Principals as well as other pastoral/behaviour staff
- Students are made aware of the various internal and external support structures through these managers, pastoral curriculum programmes, PSHE programmes of study, our Police School Liaison Officer and their assemblies and small group sessions, College/Year councils, formulation and review of the Drug Policy.
- Students wishing to stop smoking & vaping will be encouraged to participate in a school-based stop-smoking initiative run via the College nurse and other Health Service professionals

## REFERRAL AND EXTERNAL SUPPORT

- There are close links with numerous **local partner agencies** and the College can instigate referrals to organisations including:
  - CAMHS - Child and Adolescent Mental Health Service, based in Macclesfield Hospital+
  - Just Drop In – internal and external counselling support\*
  - Education Welfare Service\*
  - School Health(nurse) +
  - Behaviour and Education Support Team
  - Barnabas Centre\*
  - Police (School Liaison Officer)\*
  - YOT - Youth Offending Team
  - Cheshire East Youth Support Service\*
  - Change Grow Live, Macclesfield drug and alcohol support

\* - these services can be contacted directly

+ - these services can be accessed via the students G.P.

- **National and Local helplines** include: -

ADFAM - offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7928 8898

Website: <http://www.adfam.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

Web: <http://www.ash.org.uk/>

BARNABAS CENTRE - A Macclesfield based information, advice and treatment centre for all drug-related problems.

Tel: 01625 422100

CONNEXIONS DIRECT - information and advice for young people.

Tel: 080 800 13219

Web: <http://www.connexions-direct.com>

DRINKLINE - a free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282

DRUG CONCERN - provides a helpline, support groups and training for parents and carers concerned about their child's drug use.

Tel: 0845 120 3745

DRUGSCOPE - a centre of expertise on illegal drugs.

Tel: 020 7928 1211

Web: <http://www.drugscope.org.uk/>

FRANK (replaces the National Drugs Helpline) - national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs and to provide details of sources of 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.

Tel: 0800 77 66 00

Web: <http://www.talktofrank.com>

HEALTH DEVELOPMENT AGENCY - Health Information websites for young people)

Mind, Body and Soul - for young people aged 14 16

Web: <http://www.mindbodysoul.gov.uk>

Lifebytes - for young people aged 11 14

Web: <http://www.lifebytes.gov.uk>

NATIONAL TOBACCO CAMPAIGN (Department of Health) NHS Smoking Helpline.

Tel: 0800 169 0 169

Web: <http://www.givingupsmoking.co.uk>

## **INVOLVING PARENTS / CARERS**

Research shows that parents/carers have a crucial role in preventing problem drug use. Young people are more likely to delay or avoid drug misuse when: -

- Family bonds are strong
- There is strong parental monitoring as well as clear family rules
- They can talk openly to parents/carers

Parents/carers also have an important role to play in supporting their child's drug education. With this in mind, parent/carers will be: -

- Made aware of the College's approach and rationale for drug education
- Involved in the planning and review of the drug education programme and policy
- Given information about their child's drug education and College rules in relation to drugs
- Encouraged to support their child's learning at home.
- Able to access information about drugs and local and national sources of help

## **THE ROLE OF GOVERNORS**

As part of their general responsibilities for the strategic direction of the College, governors have a key role to play in the development of the Drug Policy.

Approved by Governors: January 2025