



DRUGS POLICY

Based on the original NLC Policy and updated to incorporate No Smoking Policy and C&MSS

Developed by: Suzy Mattock – Assistant Head (Behaviour and SEND)

Approved by: Governors and Senior Leadership Team

Responsible Governor:

Responsible Officer: Suzy Mattock – Assistant Head (Behaviour and SEND)

Table of Contents

PREAMBLE.....	3
1.0 Roles and Responsibilities.....	3
2.0 The Role of the Governors.....	3
3.0 Suggested Audience and Distribution Channels.....	3
4.0 Related policies, documentation & further reading.....	3
5.0 Drugs Policy.....	4
5.1 Introduction	4
5.2 The definition.....	4
5.3 Associated Factors.....	4
6.0 PURPOSE	5
7.0 Where and to whom the policy applies.....	5
7.1 Management of drugs at school and the work place	6
7.1.2 The law.....	6
7.1.3 The Possession of Legal Drugs	7
7.2 The school recognises that there are instances where other non-controlled drugs may legitimately be in school.	7
8.0 Staff with key responsibility for drugs:	8
8.1 Referral and external support	8
8.2 Confidentiality	9
8.3 Involvement of parents/carers/visitors.....	9
9.0 Monitoring and Review.....	9
10.0 Approval by the Governing Body and Review Date.....	10
Appendices	
APPENDIX A - RESPONSES FOR MANAGING DRUG RELATED INCIDENTS	11
APPENDIX B - No Smoking Policy	

PREAMBLE

Netherhall Learning Campus was federated in April 2008. NLC's constituent bodies include Netherhall High School, the Creative & Media Studio School (C&MSS), Rawthorpe Junior and Rawthorpe Infants schools. Unless specified the following policy is applied uniformly across the whole of the federation. This policy supersedes all policies of NLC's predecessor institutions. This policy is based on the Council's guidance in this specific area and has been written, taking into account national and local guidance, in particular, guidance from the DFES ref: 0092/2004.

1.0 Roles and Responsibilities

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy will be undertaken by the Deputy Head/Assistant Head (Behaviour and Attendance).

2.0 The Role of the Governors

- 2.1 The Governing Body supports the Principal in implementing the NLC Drug policy. It will consider all representations from parents/carers regarding the policy and will liaise with the Principal to ensure that the policy is implemented fairly and with sensitivity.
- 2.2 It is the Governors' responsibility to ensure that the Drug policy meets all regulations and legislation concerning drugs at each of the Federation's schools.

3.0 Suggested Audience and Distribution Channels

All learning and teaching support staff	Registers
Parents/carers	Formal meeting Schedule (minutes and Agendas)
Students	CPD and Inset days
Employers and Partners	Half Termly Newsletter
Governors	Email
	School Website/Intranet
	Open Evenings

4.0 Related policies, documentation & further reading

This policy is part of a suite of policies which should also be referred to:

- **NLC Behaviour policy**
- **NLC Learning Support and Pastoral Care**
- **NLC Child Protection Policy**
- **NLC Health and Safety Policy**
- **NLC Healthy Schools Policy**
- **Kirklees Council EDNET <http://www.kirklees-ednet.org.uk/>**

5.0 Drugs Policy

5.1 Introduction

All drugs, including legal highs have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far reaching consequences not only for themselves, but their families, their communities and society in general. For young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.

All young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Schools play a central role in helping them make such decisions by providing education about the risk and effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support.

However schools cannot act alone. They are part of a broader prevention picture which includes parents/carers and a range of partner agencies. By working together, we can help young people navigate their way through what is a complex social issue.

All schools are expected to have a policy which sets out the school's role in relation to all drug matters. The policy should be developed, implemented and reviewed in consultation with the whole school community including young people, parents/carers, staff, governors and partner agencies.

The majority of young people of school-age have never used an illegal drug. Most will at some stage be occasional users of drugs for medicinal purposes and many will try tobacco or alcohol. Some will continue to use on a regular basis. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and illegal drugs. However, very few of those who experiment with illegal drugs will go on to become problem drug users. All young people, including those in secondary schools, are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs.

5.2 The definition

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 this document to refer to all drugs:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- all over-the-counter and prescription medicines.

5.3 Associated Factors

Parents should be aware that some young people are more vulnerable to drug misuse and other social problems. The list below illustrates the range of risk and protective factors associated with drug misuse.

Vulnerable Groups

- Homeless
- Looked after Children
- School truants
- Pupils excluded from school
- Sexually abused
- Prostitutes
- In contact with mental health and criminal justice system
- Children of parents with drug problems

Risk Factors

- Chaotic home environment
- Parents who misuse drugs or suffer from mental illness
- Behavioural disorders
- Lack of parental nurturing
- Inappropriate and/or aggressive classroom behaviour
- School failure
- Poor coping skills
- Low commitment to school
- Friendship with deviant peers
- Low socio-economic status
- Early age of first drug use
- Being labelled as a drug mis-user

Protective Factors

- Strong family bonds
- Experiences of strong parental monitoring with clear family rules
- Family involvement in the lives of children
- Successful school experiences.
- Strong bonds with local community activities
- A caring relationship with at least one adult

6.0 PURPOSE

The purpose of the NLC Drug policy is to;

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of students and others who use the school
- clarify the school'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 school 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 school
- provide a basis for evaluating the effectiveness of the school drug education programme and
- the management of incidents involving illegal and other unauthorised drugs
- reinforce the role of the school in contributing to local and national strategies.

7.0 Where and to whom the policy applies

This policy applies to all staff, students, parents/carers, governors, employers and partner agencies working in Netherhall Learning Campus or working with students in any NLC capacity (work placement, project placement, school visit). It includes journeys to and from school in school uniform, work experience/placements, residential trips and college courses. Students must not bring controlled drugs, legal highs, cigarettes or alcohol onto the school site at any time. Alcohol may only be brought onto the school site with the Principal's permission.

The school's stance towards drugs, health and the needs of students

Netherhall Learning Campus has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs, inclusive of legal highs within the school boundaries which are outlined.

7.1 Management of drugs at school and the work place

7.1a Searches

The school/employer will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

7.1b Personal Searches

When a person is suspected of concealing illegal or other unauthorised drugs, inclusive of legal highs, staff will not 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 hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the school, employer wishes to proceed along formal lines, then the police will be called.

7.1c Searches of personal property

The school/employer will not search personal property without consent. If the school wishes to search personal property, including students' property, for example a bag or pencil case, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving students, parents/carers will normally be contacted by the school/school representative, regardless of whether the result of the search is positive or negative.

7.1.2 The law

The law permits school staff 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.

In taking temporary possession and disposing of suspected illegal drugs staff will:

- 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 school safe
- **without delay** notify the police, who will be asked to collect it and then store or dispose of it.
- **The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so.**
Liaison will take place to ensure the safe disposal of any substances.

Where a student is identified the police will be required to follow set internal procedures:

- record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

Disposal of drug paraphernalia

Needles or syringes found on school premises will be placed in a sturdy, secure container, using gloves. A tin is kept in the office for this purpose, out of reach of students. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

Police contact:

Contact details are available from the school office. If they are unavailable, a message should be left to contact the school and in the case of controlled drugs.

7.1.3 The Possession of Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the school will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

7.1.3a Alcohol and tobacco

Parents/carers will be informed and informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

7.1.3b Volatile substances

Given the level of danger posed by volatile substances, the school will arrange for their safe disposal.

7.1.3c Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medical policy.

7.1.3d Legal Highs

All staff are trained in recognising legal highs and their use. If a student is found to have legal highs in school they will be confiscated and parents/carers will be informed. A referral to an external agency may be deemed to be an appropriate next step.

7.2 The school recognises that there are instances where other non-controlled drugs may legitimately be in school.

7.2a Medicines

Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. School staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

7.2b Volatile substances

Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the school's health and safety policy.

7.2c Alcohol

Use and consumption of alcohol at school can only be authorised by the Headteacher.

In keeping with our duty of care, employees are not permitted to consume alcohol during the school day, or at any time when they will be subsequently supervising children. The school recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff are encouraged to discuss this with line managers so that support can be put in place. The school has a dedicated school nurse and referrals are made via the school's health and safety policy. In addition, an Occupation Health Referral can be actioned if appropriate.

7.2d Tobacco

Netherhall Learning Campus is a non-smoking site, and as such has an independent non-smoking policy.

The first concern in dealing with medical emergencies involving drugs is the health and safety of the school community and meeting the needs of the students.

8.0 Staff with key responsibility for drugs:

All staff have a duty of care to both individual and the school in the wider community. In the event of a drug related issue appropriate help/first aid should be summoned before further issues are addressed.

The school delivers a balanced curriculum which:

- promotes the spiritual, moral, cultural, mental and physical development of students at the school and of society
- prepares students at the school for the opportunities, responsibilities and experiences of adult life.

Drug education is a major component of drug prevention and is an important aspect of the school curriculum. Its aim is to provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education is delivered through a well-planned cross-curricular program, including assemblies and PSHCE, drama, sport and science lessons.

At Key Stage 3 students learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

At Key Stage 4 students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.

Teachers may need to focus more on developing students' confidence and skills to manage situations, which require making decisions about drugs. This may include developing competence to manage medicines responsibly, staying safe and understanding and managing feelings. Teachers should pay particular attention to enabling students to seek help and support when they need it.

8.1 Referral and external support

Heads of Year, SEN Manager Senior Leadership Team are responsible for referral to agencies. A list of local support services and national help lines/websites is available for students and parents on the school website, school planner or directly from the school nurse.

Employers who have any concerns regarding substance misuse should contact their Studio School link. Once a concern has been raised the Individual Students Learning Coach will be informed and action will be taken as set out in this policy.

8.2 Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of Senior Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.
- Every effort will be made to secure the student's agreement to the way in which the school intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school will inform the student first and endeavour to explain why this needs to happen.

These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger.
-

Employers and Studio School staff should where possible follow NLC procedure as already laid out. Although the C&MSS and the work based placement do require an element of student freedom and individual responsibility and adult who takes on the role of 'loco parentis' has a duty of care.

8.3 Involvement of parents/carers/visitors

In any incident involving illegal and other unauthorised drugs the school will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the student's needs. Where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the school's child protection co-ordinator should be consulted and local child protection procedures followed.

Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child and the school will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required.

If parents/carers are suspected of being under the influence of drugs or alcohol on school premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the school will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

9.0 Monitoring and Review

- 9.1 The Governing Body monitors and reviews the NLC Drugs Policy by:
- seeking the views of all stakeholders, to ensure that they agree with and support the policy;
 - considering, with the Principal, any requests from stakeholders for individual students/work
 - places to have special dispensation with regard to the Policy; and
 - requiring the Principal or nominee to report to the Governors on the way the NLC Drug policy is implemented through termly reports.

10.0 Approval by the Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved: _____
(Chair of Governing Body)

Date: _____

Date of Policy review: _____

APPENDIX A - RESPONSES FOR MANAGING DRUG RELATED INCIDENTS

Incident	First Occasion	Second Occasion	Third Occasion	Fourth Occasion
Possession of Cannabis and other Class C Drugs	5-10 days fixed term exclusion. Referral to DIPSY, assessment and student commitment to help. Behaviour assessment; further risk assessment for school (e.g. to ensure curriculum/pastoral programmes address issues raised). Incident logged. Parents and student understand legal position from Headteacher. Consequences of 2 nd offence made clear.	Permanent Exclusion.		
Possession of Alcohol	Substance confiscated. Parents phoned and letter home. Incident logged. 5 day fixed term exclusion.	Substance confiscated. Parents called to collect student; 5+ day fixed term exclusion. Risk assessment for student and school. Possible behaviour/ health intervention. Contractual agreement with parents. Governors Disciplinary.	Further risk assessment and behaviour assessment. Continued disregard for school rules/ intervention programme. Permanent exclusion.	
Possession of cigarettes	Items confiscated. Parents notified. Student required to complete sanction put in place by behaviour pathway.	Items confiscated. Parents' notified and medical attention sought. Referral to school nurse	Items confiscated. Parents notified. 2 days in LSU for repeated defiance of school rules.	Items confiscated. Parents notified. 2 day fixed term exclusion for repeated defiance of school rules.

Possession of suspected Class A or B Drug	Substance confiscated. Parents and Police contacted. Fixed term exclusion whilst substance verified / pastoral intervention negotiated. Risk assessment for student and school. Drugs referral completed for assessments. Substance verified: fixed term or permanent exclusion.	Permanent exclusion.		
Social Supply Illegal Drug	Substance confiscated. Parents contacted and Police, if appropriate. Risk assessment for student(s) and others in school. Investigation into any network of illegal drug use. 10-15 day fixed term exclusion whilst pastoral /Drugs intervention negotiated. Possible permanent exclusion after assessment and investigation. Review process: reassessment of risk <i>after</i> intervention.	Permanent exclusion.		
Dealing for profit	Substance confiscated. Parents and Police contacted. fixed term or permanent exclusion.	Permanent exclusion.		

Medicines

Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. School staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

Volatile substances

Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the school's health and safety policy.

Alcohol

Use and consumption of alcohol at school can only be authorised by the Headteacher. In keeping with our duty of care, employees are not permitted to consume alcohol during the school day, or at any time when they will be subsequently supervising children. The school recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff are encouraged to discuss this with line managers so that support can be put in place. The school has a dedicated school nurse and referrals are made via the school's health and safety policy. In addition, an Occupation Health Referral can be actioned if appropriate.

Tobacco

Netherhall Learning Campus is a non-smoking site, and as such has an independent non-smoking policy. The first concern in dealing with medical emergencies involving drugs is the health and safety of the school community and meeting the needs of the students.

The role of governors

The school governors will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.

Appendices

Appendix B - No Smoking Policy

1.0 Introduction

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is safe, without risks to health.

NLC acknowledges that second hand tobacco smoke is both a public and work place health hazard and has therefore adopted this no smoking policy.

2.0 Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, members and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- To comply with Health & Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who smoke and to support those who wish to stop

3.0 Restrictions on Smoking

Smoking is not permitted in any part of the premises, in and around entrances or grounds at any time, by any person regardless of their status or business with NLC.

Smoking will not be tolerated at entrances and exits and is not permitted in any of the following areas: offices, corridors, stairways, toilets, meeting or staff rooms, reception or waiting areas, classrooms, kitchens and outbuildings.

3.1 Visitors

All visitors, contractors and deliverers are required to abide by the no smoking policy. Staff members are expected to inform customers or visitors of the no smoking policy. However they are not expected to enter into any confrontation, which may put their personal safety at risk.

3.2 Vehicles

Smoking is not permitted in any vehicles being used on school business.

4.0 Support for smokers

For those who smoke, information with regard to local NHS Stop Smoking Services is available on request from the School nurse.

5.0 Disciplinary Action

Any persons who smoke on the premises will be asked to extinguish the offending item and/or leave the premises. Staff and students that breach the no smoking policy will be disciplined appropriately.

6.0 Monitoring and reviewing

This policy was adopted January 2014 and will be reviewed in line with the NLC review cycle to ensure that it continues to meet the aims.

The policy understands that one of the aims of the C&MSS is to attract students' post 16. As a result when the Smoking policy is being reviewed it will have to incorporate this factor, however this factor will not alter the principle or aims of this policy.