



BELIEVE	IN A HEALTHY MIND AND BODY IN STRIVING TO BE THE BEST WE CAN BE IN RESPECTING EACH OTHER AND OURSELVES
GROW	THROUGH LEARNING IN HUMANITY AND KINDNESS THROUGH EMBRACING OUR OPPORTUNITIES
SUCCEED	IN MAKING OTHERS PROUD IN BUILDING POSITIVE RELATIONSHIPS IN BEING RESILIENT AND COURAGEOUS

Managing Drug Related Incidents Policy

Version 5.21

Document Control

Date	Version	Author	Notes
11/05/2021	5.21	N Woodfin	A whole new update of policy

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1. School Statement

Dagenham Park School, recognises the harm that all drugs can have, be they illegal, legal or medicines. We aim, through this policy and its guidelines, to provide clear and consistent protocols and expectations relating to the management and reporting of drugs related incidents on the school site, to promote the health, safety and welfare of our whole school community.

2. Definition of Terminology

The following terms are used in this policy in relation to drugs:

- a **drug** is a substance people take to change the way they feel, think or behave.
- the term **drugs** are used to refer to all drugs including.
 - illegal drugs (those controlled by the Misuse of Drugs Act 1971), for example cocaine, cannabis, heroine, new psychoactive substances - 'legal highs.
 - legal drugs, including alcohol, tobacco and volatile substances; and
 - all over the counter and prescription medicines
- **drug use** is drug taking, for example consuming alcohol, taking medication or using illegal drugs.
- **drug misuse** is drug taking which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. It may be part of a wider spectrum of problematic or harmful behaviour.

3. Key contacts:

3.1	Head Teacher:	Mr. C Ash
3.2	Safeguarding Lead:	Mrs. B Marsden
3.3	PDE/Designated Lead:	Miss N. Woodfin
3.4	Lead Governor:	Mr. C Coffey
3.5	School Police Liaison Officer:	Kelly Wood (035)

4. Policy Development

This policy was developed by the school governors and the Safeguarding/PDE Lead in consultation with pupils /staff/parents and carers/ and Health Education Partnerships at The London Borough of Barking and Dagenham.

5. Links to other School Policies

This policy should be read in conjunction with the following school policies:

- 5.1 Safeguarding/Child Protection Policy
- 5.2 Health and Safety Policy
- 5.3 First Aid Policy
- 5.4 Confidentiality Policy
- 5.5 Behaviour Policy
- 5.6 PSHE Policy (*Statutory Drug, Alcohol, Tobacco Education within Health Education Curriculum*)
- 5.7 School Visits

6. Compliance with National Guidance and Links with Statutory Curriculum Requirements

- 6.1 Our policy and procedures for managing drug related incidents have been developed in compliance with the departmental advice from the DfE and Association of Chief Police Officers (ACPO): <https://www.gov.uk/government/publications/drugs-advice-for-schools>
As such, we consider all situations individually and recognise a variety of actions that may be necessary to respond to drug related incidents, as recommended by this non-statutory guidance for schools.
- 6.2 We acknowledge the essential link between managing drug related incidents and our role in providing a broad, balanced and accurate Drug, Alcohol and Tobacco Education (DATE) curriculum for all our pupils. We achieve this through PDE (Personal Development Education), within our Health Education focus on DATE which aims to enable pupils to take their place safely in a world where a wide range of drugs exists, by making informed choices. In order for them to do so, they need to understand the nature of drugs, their social and legal status, their uses and effects. We further explore attitudes about drugs and provide opportunities for students to develop skills to manage themselves in various situations, whilst recognising their responsibilities for managing their own behaviour. Please refer to our PDE policy and curriculum online for more detail.

7. Aims of Policy

- 7.1 To promote and safeguard the health and safety of all pupils and staff within the school.
- 7.2 To confirm our position that any illegal and other unauthorised drugs related incidents are not acceptable on the school site and/or within organised school activity off site such as school visits/trips. We also confirm our safeguarding responsibility to respond to drug related incidents outside of school that might compromise a pupil's safety, including pupil or parental drug and alcohol misuse away from the school site.
- 7.3 To provide all staff with the procedures to be followed when dealing with drug related incidents in a fair, professional, proportionate and consistent manner.
- 7.4 To confirm our arrangements and procedures for authorised drugs including managing medicines and being a non-smoking site
- 7.5 To share all these expectations and procedures for managing all drug related incidents with governors, parents, pupils, external organisations and the wider school community
- 7.6 To provide an environment which endorses a range of learning and supportive responses for those involved in an incident that are not undermined by an unduly punitive response.

8. Procedures for Managing Drug Related Incidents

In response to any drugs related incident, it is essential that each situation is considered individually and that the needs and circumstances of the students are paramount.

If the situation leads to a medical emergency the school emergency aid procedures will be followed immediately.

In the absence of a medical emergency the DSL and Safeguarding Team will be informed, and an appropriate response considered.

Protocols for responding to the following drug related incidents, in line with national guidance, are outlined as flow charts in Appendix 1:

- Parents/Carers/Others under the influence of drugs /alcohol on school premises
- Pupils under the influence of drugs /alcohol on school premises.
- Drugs and / or paraphernalia found on pupils and/or premises.
- Pupils making disclosure about their own or parents/carers/others use of drugs/alcohol.
- Supplying (drugs/alcohol/tobacco) by pupils/parents/carers/others

If we are presented with any other drugs related incidents not outlined in Appendix 1, we will refer to the DfE and ACPO guidance.

Unless there are exceptional circumstances, we will inform parents /carers at the earliest opportunity so that we can work together to support the pupil and to resolve difficulties.

Our aim is to enable all pupils to fulfil their potential. We will work with the pupil, their parents or carers and colleagues from other agencies to remove barriers to achievement and resolve any difficulties that exist. Drug related situations will be considered alongside other circumstances in the young person's life and not in isolation. We accept that it is never appropriate to respond in a way that is more punitive than that which might be considered by the police so that exclusion, whilst it remains an option, will be used as the very last resort. Opportunities for supporting pupils following these situations include:

- **Review with parents/carers after the incident**
- **Further drugs, alcohol and tobacco education**
- **Targeted support on a one-to-one basis**
- **Referral to an outside agency**

We have a range of professional colleagues who can give or obtain advice and support in drug or alcohol related situations. These include the school's Education Welfare Officer, our school-based Police Liaison Officer, our Inclusion Team members of the local Youth Offending Team (whose roles include supporting young people at risk of offending) our local Drug and Alcohol agencies such as Subwise and counselling services. These colleagues can help with a needs assessment and support us in developing an appropriate response. The pupil/s will always be told when information is being passed on, in accordance with the school's policy on confidentiality.

Should a substance suspected of being illicit be found on the school premises it will be handed to the headteacher and, in the presence of another member of staff placed in a sealed container in the school safe until it can be delivered to or collected by a police officer. S/he will also be involved in advising the school on the most appropriate response to the situation. The Local Authority School Drug Adviser and Drug & Alcohol Action Team are also able to provide guidance and advice.

All staff will be made aware of the legal constraints on gathering evidence and questioning those involved. They will not act without involving the people named in this policy.

9. Roles and Responsibilities

9.1 The governing body will support the Headteacher and DSL in ensuring the implementation of the policy and review the effectiveness of the policy on a regular basis.

9.2 The Headteacher will ensure that staff and parents are consulted and informed about this drugs policy, ensure that the policy is implemented effectively, manage any drug-related incidents, ensure that staff are given sufficient training so that they can handle any difficult drug related incidents with sensitivity and confidence, monitor the implementation of this policy and report to governors, when requested, on the effectiveness of the policy.

9.3 The subject leader will produce a planned programme of drug education which reflects current best practice, support colleagues in demonstrating best practice in the classroom, liaise with external agencies as necessary regarding enhancement of the school drug education programme.

Drug Alcohol and Tobacco Education Curriculum

Our curriculum has been informed by the national science curriculum and LBBD's PSHE Curriculum, which is based on the PSHE Association's Programme of Study for PSHE and considers local health data and priorities. Please see our online curriculum mapping for further information on the teaching of DATE at Dagenham Park.

10. Smoking Statement

Smoking is not allowed on the school site for staff or pupils. We are a smoke free school.

11. Managing Medicines on the School Site

11.1 Where pupils have medical needs, parents/carers must give the school details of the child's condition and medication. The medication should be brought to school in a secure, labelled container. Records will be kept of pupils requiring medication. Emergency medication may be stored securely in the school office (for anaphylaxis or asthma).

11.2 Solvents and other hazardous chemicals must be stored securely, to prevent inappropriate access, or use by pupils. Teachers are cautious with older, solvent-based Tippex, with aerosols, with glues and with board-cleaning fluids, and follow COSHH guidelines.

11.3 Please consult the Smoke Free Policy for guidelines about tobacco and smoking cigarettes on the premises.

12. Training for School Staff

All staff receive training for managing drug related incidents as part of their induction, which includes full review of this policy and procedures, in line with all relevant policies as outlined in section 4 of this policy. The designated staff who lead on this area, including responding to incidents and/or managing and administering medicines on school site, will receive annual CPD to enhance their knowledge, understanding and skills through in-house CPD and/or external training courses.

13. Disseminating and Monitoring the Policy

A copy of this policy will be supplied to all staff and governors and included within the school handbook, staff handbook, governor handbook and new staff induction materials.

A full copy will be published on the school website and made freely available to parents on request and if appropriate a summary will be published in the school prospectus. Copies will also be supplied to other professionals whose work relates to this area of work, or who may be involved in the delivery of curriculum related areas.

14. Managing drug incidents on school premises

14.1 We recognise that there will still be some young people who choose to experiment with drugs, even if they have both the knowledge and understanding of the risks and the skills to resist peer pressure. Our aim is to balance the interests of the school, the need to protect other young people and the need to help those who misuse drugs, and those who choose to bring drugs onto the premises.

14.2 If a pupil chooses to experiment with taking drugs on school premises and there is any question of a medical emergency the school will immediately call for medical assistance. The priority in a medical emergency is safety and first aid, i.e., calling the emergency services and placing unconscious people in the recovery position. An intoxicated student does not represent a medical emergency, unless unconscious.

14.3 Pupils suspected of being intoxicated from taking a drug will be kept calm and moved to a safe space with a responsible adult.

14.4 The Headteacher will be responsible for deciding how to respond to incidents and all factors influencing the incident will be considered (e.g., the age of the pupil concerned, whether the incident involved one pupil or a group of pupils and whether there is evidence of peer group pressure.) The Behaviour Policy has clear disciplinary measures that will be applied to drug related incidents and a variety of consequences/sanctions are possible.

14.5 School staff will not attempt to analyse or taste an unidentified drug but will take temporary possession of any drug suspected of being a controlled drug for the purpose of protecting our pupils from harm or committing the offence of possession. The school will follow the advice given in "Searching, screening and confiscation" DfE January 2018 available on: -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

14.6 If it is suspected that a pupil is concealing illegal drugs, they will be encouraged to voluntarily surrender the drug. Under no circumstances will any teacher undertake an intimate physical search. If the pupil refuses, the Headteacher may decide to contact parents and/or the Police Schools Liaison Officer. Parents will always be informed if the police are called to an incident.

14.7 If the drug cannot be identified it will be treated as illegal. It should be placed in a sealed container and the police informed so they can collect it as soon as possible for disposal. We will always ensure that a witness is present when taking temporary possession of any drug. 1

14.8 In any incident involving illegal and other unauthorised drugs the school will normally involve the pupils' parents/carers and explain how they intend to respond to the incident and to the pupil's needs. As our primary concern is the welfare of all our pupils, alternative action may be taken, for example, if we feel that parents are directly involved in the situation causing concern or that they may seriously over-react and cause harm to the child; in this case we may have to inform other appropriate agencies.

14.9 The school will keep a written record of the action taken when responding to incidents of this nature, irrespective of the seriousness of the case.

15. The Role of Parents/Carers

15.1 Further detail is provided in 'DfE and ACPO drug advice for schools' (2012).

15.2 The school understands the primary role in young people's drug education lies with parents/carers. We wish to build a positive relationship with the parents/carers of our pupils, through mutual understanding, trust and cooperation.

15.3 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.

15.4 If parents/carers are suspected of being under the influence of alcohol or drugs 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 pupil into the care of a parent/carer. In such instances, the school will implement its child protection/safeguarding policy.

16. Confidentiality

16.1 Teachers cannot and should not promise total confidentiality and any issues regarding confidentiality are outlined in the school's confidentiality policy.

17. Referral and External Support

17.1 The school is aware of the impact that parental or family members drug misuse can have on a pupil and their education. The school will be alert to behaviour which might indicate that a student is facing difficult home circumstances.

17.2 The schools safeguarding team, Heads of year, the SENDCO, Inclusion team and senior leadership team are responsible for referral to agencies. Details of local support services and national helplines/ websites are included in the list of organisations provided in appendix 2. 1

Appendix 1

Procedures for Managing Drugs Related Incidents Checklist

This appendix outlines our procedures for managing the following drugs related Incidents, as detailed in each flow chart:

1. Parents/Carers/Others under the influence of drugs/alcohol on school premises
2. Pupil(s) under the influence of drugs/alcohol on school premises.
3. Drugs and/or paraphernalia found on students and/or premises.
4. Pupil makes disclosure about their own or their parents'/carers'/others' use of drugs/alcohol.
5. Supplying drugs, alcohol, tobacco by pupils/carers/parents/others.

Appendix 1

Parents/ Carers / Others Under the influence of drugs/alcohol on school premises: -

1. If a threat exists inform the police. In an emergency call 999.
2. Inform Headteacher and Designated Safeguard Lead.
3. Assess the situation. If medical emergency call 999 and ask for an ambulance. Call for a school first aider to assist in the meantime.
4. Follow child protection procedures as per the child protection policy and ensure pupils are made safe.
5. Inform Kelly Wood School Police Liaison Officer in 035.

Pupil(s) under the influence of drugs/alcohol on school premises: -

1. Inform Headteacher and Designated Safeguard Lead.
2. Assess the situation if medical emergency exists send for a school first aider and call 999, ask for an ambulance.
3. If medical emergency exists put the pupil into the recovery position and make other pupils in the room safe.
4. In a non-emergency situation where pupil is conscious, move the pupil to a safe place.
5. Headteacher / DSL to inform parents/carers.

6. Call Kelly Wood or member of SLT to investigate possession and /or safe removal of drugs.
7. Headteacher / DSL to inform outside agencies where necessary.
8. Headteacher to decide upon sanctions which may include a fixed term exclusion, a period in inclusion and /or relocation, additional drug education, referral to outside support agencies.

N.B. If tobacco is the drug used you may wish to follow school behaviour/discipline policy.

Drugs and/or paraphernalia found on pupils and/or premises.

1. Inform the Headteacher and Designated Safeguard Lead.
2. Call Kelly Wood Police Liaison Officer in 035 or a member of SLT to safely remove the substance/drug.
3. Place the items in a container or bag labelled with the date, time and sign with a witness present.
4. Headteacher or DSL to contact parents/carers.
5. Headteacher to inform outside agencies such as educational welfare officer where necessary.
6. Headteacher to decide upon sanctions which may include a fixed term exclusion, a period in inclusion and / or relocation, additional drug education, referral to outside support agencies.

Pupil makes disclosure about their own or their parents'/carers/others' use of drugs/alcohol.

1. Inform Headteacher and DSL.
2. If suspicion of law breaking by an adult on site, contact Kelly Wood School Police Liaison Officer and local community police.
3. Follow child protection policy and safeguarding procedures to ensure the safety of the pupil.

Supplying drugs/alcohol/tobacco by pupils/parents/carers/others

1. Inform Headteacher and DSL.
2. Establish and assess cause for concern.
3. If suspect is not a pupil at the school contact local community police and inform Kelly Wood School Police Liaison Officer 035.
4. Follow child protection procedures and ensure pupils and staff are made safe.

[First Aid list.docx \(sharepoint.com\)](#) (Use this link to access the first aiders on site)

Appendix 2 - Useful Organisations

Teacher Training and PSHE Resources

British Red Cross

Provides information and teaching resources about first aid and a range of other topics related to PSHE: <http://www.redcross.org.uk/>

Christopher Winter Resources

Provides INSET, in-class coaching programmes for teachers and up-to-date schemes of work, lesson plans and materials for teaching SRE and DATE: <http://cwpresources.co.uk/>

PSHE Association

Subject association for PSHE. Provides information, resources and training in PSHE, including the PSHE Programme of Study for KS1-4: <https://www.pshe-association.org.uk/>

St John Ambulance

First aid courses and free teaching resources on all aspects of first aid: <http://www.sja.org.uk/>

Local Support Services

CRI Subwise – a local drug and alcohol support service for children, young people and their families living in Barking and Dagenham. The service works with young people from age 6 up to the age of 21. The team are able to come to your school weekly on Fridays and provide information and advice sessions. Tel: 020 8227 5019 or email: subwise@cri.org.uk. Contact details also available via the CRI website: <http://www.cri.org.uk/>

National support services

Addaction

One of the UK's largest specialist drug and alcohol treatment charities: <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: <http://www.adfam.org.uk/>

Childline

Free help and advice about a wide range of issues, talk to a counsellor online, send ChildLine an email or post on the message boards: www.childline.org.uk 0800 1111

Drinkaware

A charity which works to reduce alcohol misuse and harm in the UK: www.drinkaware.co.uk

Drinkline

A free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 0300 123 1110 (9am - 8pm weekdays; 11am – 4pm weekends).

FRANK

Free confidential advice, information and help about drugs. Helpline open 24 hours a day. Calls are free. They can refer you onto local drug services and send out free literature: www.talktofrank.com Tel: 0800 123 6600

NACOA

National Association for Children of Alcoholics. Information, advice and support to children of alcoholics, or anyone else concerned for a friend or relative's drinking. <http://www.nacoa.org.uk/> Tel: 0800 358 3456

NHS Smoking Helpline

Don't give up giving up. Friendly advice and support from a specialist advisor about giving up smoking: <http://www.nhs.uk/smokefree> Tel: 0300 123 1044