Drugs and Alcohol Policy

Statement of intent

Norton College takes a zero-tolerance approach to the misuse of drugs and alcohol on our premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

- Upholding the Health and Safety Policy already in place at the College.
- Providing a safe and healthy environment which is conducive to education.
- Providing a robust policy which outlines our zero-tolerance approach to drugs and alcohol misuse.
- Developing and improving the policy by reviewing it after any incident. • Educating Students on the dangers of drug and alcohol misuse.

1. **Approved by: ___Ashley Hurkett _____ Date: _01/09/2020___**
2. **Chair of Directors___Edward Morris_____ Date: _01/09/2020__**
3. **Review Date: _01.09.2021___**

1. Legal framework

1.1 This policy has due regard to relevant legislation including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006

1.2 This policy has due regard to relevant guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2018) 'Mental health and behaviour in Colleges'

1.3 This policy will be implemented in conjunction with the College's:

- Searching, Screening and Confiscation Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- PSHE Policy
- Administering Medication Policy
- COSHH Policy
- Sharps Policy
- Student Code of Conduct Policy
- Physical Restraint and Reasonable Force Policy
- Smoke-Free Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Exclusion Policy

2. Key roles and responsibilities

2.1 The board of director is responsible for:

- Implementing effective policies and procedures are in place to ensure that Students are kept safe from alcohol and drugs at College.
- Ensuring that the Drug and Alcohol Policy is maintained and disseminated to all staff.
- Ensuring that Students experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the Acting Head of School, and in liaison with parents, Students, health and other professionals, to ensure that the drug and alcohol curriculum addresses the needs of Students and the local community and reflects current trends.
- Ensuring that the designated safeguarding director submits an annual written report to the board of director concerning drug and alcohol related incidents and concerns.

2.2 The Acting Head of School is responsible for:

- The day-to-day management of this policy.
- Providing a safe environment for all staff, Students and visitors.
- Working with directors to ensure compliance with relevant legislation.
- Informing the board of director, via the designated safeguarding director, of any issues and developments concerning drugs and alcohol.

- Acting on any concerns arising from Students' use of drugs and alcohol.
- If appropriate, and where doing so will not place the child at risk, informing parents of any drug and alcohol related incidents concerning their child.
- Inviting the local police and drugs team into College to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- Ensuring a consistent approach to managing drug and alcohol incidents.

2.3 The DSL is responsible for:

- Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that staff and Students experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Consulting with Students to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the College on drug and alcohol matters.
- Liaising with local services as necessary to provide support for Students.
- Assisting with the monitoring and review of this policy.

2.4 Students are responsible for:

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto College premises or whilst engaged in any offsite activity representing the College.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from College or at any time whilst representing the college.
- Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.

2.5 All staff are responsible for:

- Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.
- Ensuring that their performance and judgement at work is never impaired by alcohol or drugs.
- Ensuring that they are in a fit and safe condition during the on-call period.
- Understanding how this policy relates to them and their role in drug and alcohol management.
- Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia and how to respond to a drug related incident.

2.6 The Health and Safety manager is responsible for:

- Regularly checking the College premises for signs of drug and alcohol use and reporting any concerns to the DSL.

- Adhering to the Sharps Policy at all times when handling needles found on College premises.

2.7 External agencies are responsible for:

- Supporting the College with drug and alcohol issues as required.

3. Definitions

3.1 For the purposes of this policy, a “drug” is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs

4. Staff training

4.1 We recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying Students who may be at risk.

4.2 Teachers and support staff will receive formal drug training during the induction process.

4.3 Teachers and support staff will receive regular and ongoing training as part of their professional development.

5. Drug education

5.1 All Students will receive regular guidance on drugs and alcohol as part of the PSHE curriculum.

5.2 Drugs and alcohol will feature regularly as part of pastoral education in the form of classes and assemblies.

5.3 Lessons will be delivered as appropriate to the age and phase of the Students and will be differentiated according to individual learning styles.

5.4 Where appropriate, visitors and external speakers will lead classes on drug and alcohol misuse.

6. Smoking

6.1 In accordance with part 1 of the Health Act 2006 and the College’s SmokeFree Policy, the College endeavours to be a smoke free environment. This includes all buildings, out-buildings.

6.2 The college recognises many students suffer with tobacco addictions; these students will be supported through pastoral intervention and healthy lifestyle education via the PSHE and Science curriculum.

6.3 Parents and visitors must not smoke on College grounds and must avoid smoking in front of Students and/or encouraging Students to smoke.

6.4 Staff are not allowed to smoke whilst working with students. When not on duty staff must smoke in the designated outside smoking area.

6.5 In the interest of health and hygiene, smoking is only permitted in the outside designated smoking area.

6.6 Smoking of marijuana on the school grounds or bringing marijuana for consumption or to sell, or whilst on off-site activities, are totally prohibited. To do so will result in sanctions and referral to the college Exclusion Policy and could lead to the loss of a college placement.

7. Legal drugs and prescribed medicines

7.1 We understand that some Students may require medications that have been prescribed by a doctor or other health professional.

7.2 Parents have the primary responsibility for their child's health and should provide the College with all relevant information about their child's medical condition.

7.3 Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the College.

7.4 The College will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.

7.5 Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.

7.6 Further guidance can be found in the College's Administering Medication Policy.

8. Solvents

8.1 Students are not permitted to bring solvent-based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray.

8.2 The College will ensure that potentially hazardous solvents are stored safely, and Students will be supervised if they are required to come into contact with them.

8.3 More information can be found in our COSHH Policy.

9. Persons found to be under the influence of drugs or alcohol

9.1 Staff members found to be under the influence of drugs or alcohol whilst on College premises will be disciplined in line with their contract of employment.

9.2 Visitors to the College found to be under the influence of drugs or alcohol on College grounds will be escorted from the premises. The Acting Head of School has the authority to ban persistent offenders from the College.

9.3 Unless it is a medical emergency, or where there is aggressive or threatening behaviour, Students found to be under the influence of drugs or alcohol whilst on College premises will be removed from class and escorted to the Acting Head of School's office, where they will be assessed.

9.4 The Student's parent will be contacted and asked to remove the Student from the premises.

9.5 The Student will remain in the Acting Head of School's office until their parent arrives.

9.6 If necessary, a search will be conducted in line with the Searching, Screening and Confiscation Policy.

9.7 If necessary, a breathalyser test will be administered by an appropriately trained member of staff. Any Student refusing a breathalyser test will be considered to have consumed alcohol and will be treated in the same manner as a Student who has a registered a positive result.

10. Medical emergencies

10.1 In drug related medical emergencies, trained first aiders will be summoned.

10.2 A member of staff will remain with the casualty until the trained first aider arrives.

10.3 Other Students will be removed from the immediate area as soon as is reasonably practicable.

10.4 Following assessment by the first aider, a decision will be made as to whether an ambulance will be called.

10.5 The Student's parents will be telephoned and told about the incident.

10.6 An Unauthorised Drug Use Reporting Form will be completed.

10.7 If the Student is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and social services will be contacted.

10.8 All accidents and incidents, including near misses or dangerous occurrences, will be reported to the HSE as soon as possible following the College's Health and Safety Policy.

10.9 The Medical Emergency Procedure will be followed at all times.

11. Threatening behaviour

11.1 Aggressive and threatening behaviour by Students, staff or visitors under the influence of drugs or alcohol will be taken very seriously.

11.2 Where aggressive and/or threatening behaviour is displayed, the College will not hesitate to contact the police.

11.3 Any Student, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

11.4 In the case of Students, parents will be contacted, and Students will be disciplined in line with the College's Student Code of Conduct Policy.

12. Searching

12.1 Staff members may use common law to search Students for any item with their consent.

12.2 All searches will be conducted in line with the Searching, Screening and Confiscation Policy.

12.3 The Acting Head of School may ask any Student to turn out their pockets.

12.4 The Acting Head of School may search any Student's backpack.

12.5 Under part 2, section 2 of the Education Act 2011, the Acting Head of School is authorised to search for any prohibited item including, but not limited to, tobacco, cigarette papers, illegal drugs and alcohol, without the consent of the Student if they have reasonable grounds for suspecting that the Student is in possession of a prohibited item.

12.6 The Acting Head of School may require a Student to remove outer clothing including hats, scarves, boots, coats and scarves.

12.7 Students' possessions will only be searched in the presence of the Student and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.

12.8 Searches will be conducted by a same sex member of staff with another same sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.

12.9 Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.

12.10 Staff will consider the additional needs of Students with SEND before using reasonable force.

12.11 Staff will adhere to the Physical Restraint and Reasonable Force Policy when carrying out searches.

12.12 A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes “legal highs” and other potentially harmful materials which cannot immediately be identified.

13. Controlled substances

13.1 The College has a zero-tolerance policy on illegal drugs.

13.2 Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness/witnesses present.

13.3 The staff member will store the sample in a secure location.

13.4 The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols.

13.5 The College will not hesitate in giving the police the name of the Student from whom the drugs were taken.

13.6 A full incident report will be completed and submitted to the Acting Head of School.

13.7 Any further measures will be undertaken in line with the College’s Child Protection and Safeguarding Policy.

13.8 Where controlled substances are found on College trips away from the College premises, the parents of the Student, as well as local police, will be notified.

14. Support

14.1 The College understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the DSL, staff and Students experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.

14.2 Support will be arranged and offered to Students in line with the College’s Social, Emotional and Mental Health (SEMH) Policy.

15. Discipline

15.1 Students involved in drug and/or alcohol situations on the College premises will be disciplined as per the College's disciplinary procedure and, where appropriate, the police will be informed.

15.2 Where a Student is involved in a drug and/or alcohol situation, the Acting Head of School will decide if it would be appropriate to exclude the Student, following the provisions outlined in the College's Exclusion Policy.

15.3 Teachers and other staff members involved in drug and/or alcohol situations on the College premises will be disciplined as per their contract of employment and, where appropriate, the police will be informed.

15.4 Visitors involved in drug and/or alcohol situations on the College premises will be banned from entering College premises indefinitely and, where appropriate, the police will be informed.

16. Monitoring and review

16.1 This policy will be reviewed every two years by the Acting Head of School in liaison with the DSL.

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Unauthorised Drug Use Reporting Form

Guidance on completing this form:

- Do not identify the Student involved
- Copy the form once completed
- Send a copy of the form to the headteacher within 24 hours of the incident taking place
- Record the Student's name and form on the original form and store it securely in location

What type of incident are you reporting? (Tick as appropriate)

Student in possession of unauthorised drugs	☐	Drug paraphernalia found on College premises	☐
Student supplying unauthorised drugs on College premises			
Disclosure of parental drug misuse			☐
Parent expressing concern over potential drug			
Student disclosure of drug use misuse			
Emergency intoxication Incident occurring	☐	outside College premises	☐
	☐		☐

General	**details**	**Stu**	**dent information**
Date of incident:		Form:	
Time of incident:		Age:	
Has the Student been involved in previous incidents?		Gender:	
		Ethnicity:	

Incident details	
Drug involved (if known):	
Staff involved:	
Use this space to describe the incident:	

Has any further action been taken (e.g. contacting the police, Students and staff informed, other agencies involved)?	
First aid details	
Was first aid given?	
If yes, who gave the first aid?	
Was an ambulance or doctor called?	
Who called them?	
What time were they called?	
Drug details	
Were any drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
Parental details	
Name of parent informed:	
Who informed them of the incident?	
At what time were they informed?	
Administrative details	
Form completed by:	
Job role:	

Signature:	
Follow-up action taken	

Medical Emergency Procedure

When a Student is at immediate risk of harm, is unconscious, having trouble breathing, seriously confused or disorientated, or has taken a toxic substance, follow the procedure below. Remember, your main responsibility is for the Student at immediate risk, but you must also ensure the wellbeing and safety of all others. If in doubt, call for medical assistance.

Step one – on arrival

If you are not a trained first aider:

Do

- Immediately call for a trained first aider
- Remain with the Student until the first aider arrives
- Assist with clearing the area once the first aider has arrived

If you are a trained first aider:

Do

- Assess the situation
- If it is a medical emergency, send for medical help and an ambulance

Step two – before medical assistance arrives

If the person is conscious:

Do

- Ask those around you to move back and provide adequate space
- Ask them what happened
- Ask them what drugs they have taken
- Safely collect any drug sample and vomit for medical analysis
- Keep them under observation in a warm and quiet place

Do not:

- Induce vomiting
- Chase them

If the person is unconscious:

Do

- Ask those around you to move back and provide adequate space
- Contact their parents

Do not:

- Move them if a fall is likely to have led to a spinal or other serious injury
- Give them anything by mouth
- Attempt to make them sit or stand
- Leave them unattended or in the charge of a Student

If it is a needle stick (sharp) injury:

Do

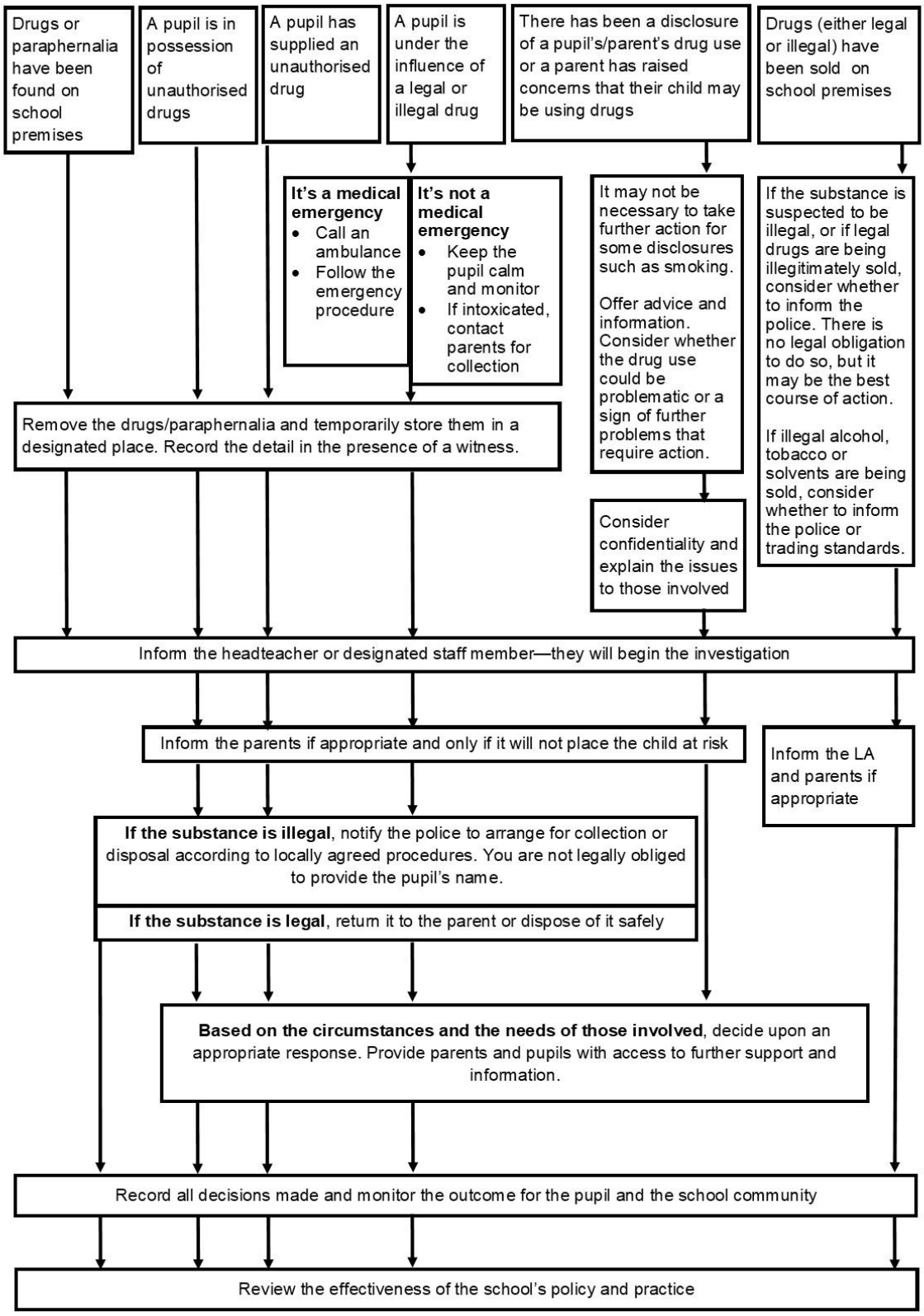
- Follow the Sharps Policy at all times
- Encourage the wound to bleed
- Wash the wound with soap and water
- Dry and apply a waterproof dressing
- If the needle appears used or dirty, seek advice from a doctor

Don't

- Suck the wound
- Handle the needle

Step three – when help arrives

Do

- Pass on any available information, including vomit and drug samples
- Complete an Unauthorised Drug Use Report Form

Drug Related Incident Response Flowchart