

# Norton College (Worcester and Tewkesbury) Limited

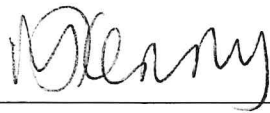

## Drugs and Alcohol Policy

### 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.

Date policy last reviewed:	17/01/23		
Date for next review:	17/01/24 (Annually)		
Signed by:			
	Executive Headteacher	Date:	17/01/23
	Board of Directors	Date:	17/01/23

## **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
- DfE (2012) 'DfE and ACPO drug advice for schools'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2022) 'Searching, Screening and Confiscation'

## **2. Key roles and responsibilities**

**2.1** The Board of Directors are 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 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 reports incidents concerning drug and alcohol related concerns to the Board of Directors via the weekly SLT minutes.

**2.2** The 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 Directors, 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/carers 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.
- Reporting concerns regarding students' use of drugs and alcohol to the DSL or Head of School.

**2.6** The Assistant Headteacher responsible for Health and Safety 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, annually.
- 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.
- 4.4** All staff will be particularly alert to the potential need for early help for a pupil who is misusing alcohol and other drugs themselves, or is in a family circumstance presenting challenges that includes drug and alcohol misuse.

#### **5. Curriculum - Drug education**

- 5.1** All students will receive regular guidance on drugs and alcohol as part of the Relationships and Sex Education (RSE) and Health Education curriculum.
- 5.2** Drugs and alcohol will feature regularly as part of pastoral education.
- 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 the College endeavours to be a smoke free environment. This includes all buildings and outbuildings.
- 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 RSE and Health and Science curriculum.
- 6.3** Parents/Carers 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/Carers 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, apart from over the counter painkillers which may be taken in moderation, however, permission will always be sought from the parent/carer.

**7.5** All students with prescribed medication will have an Individual Health Care Plan signed by parent/carer and medication will be kept in the locked cupboard in the medical room.

**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 on the College COSHH forms.

## **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 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 activities, assessed by a member of the SLT.

**9.4** The student's parent/carer will be contacted and asked to remove the student from the premises.

**9.5** The student will remain in the Head of School's office until their parent/carer arrives.

**9.6** If necessary, a search will be conducted, in line with Education Regulations.

## **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/carers will be telephoned and told about the incident.

**10.6** This incident will be logged in the accident book as well as on CPOMs.

**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 reportable 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.

## **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/carers will be contacted, and students will be disciplined in line with the College's Behaviour and Student Code of Conduct Policy.

## **12. Searching**

**12.1** Members of the SLT may use common law to search students for any item with their consent.

**12.2** The Head of School may ask any student to turn out their pockets.

**12.3** The Head of School may search any student's bags.

**12.4** Under part 2, section 2 of the Education Act 2011, the Head of School is authorised to search for any prohibited item including, but not limited to, 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.

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

**12.6** 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.

**12.7** 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.

**12.8** 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** A member of the SLT 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 report will be completed and submitted to CPOMs for the SLT to monitor.

**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/carers of the student, as well as local police, will be notified.

**13.9** The College is not legally required to give the name of a pupil from whom drugs have been taken to the police. The College will consider, on a case-by-case basis, whether it is appropriate under the pupil's specific circumstances to do so. All decisions will be taken with the best interests of the pupil(s) involved in mind. Generally, names will not be given to the police where the College cannot be certain beyond reasonable doubt that the pupil in question was the one in possession of the drugs.

#### **14. Safeguarding:**

**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** All staff are aware that behaviours linked to issues such as drug taking and alcohol abuse put students in danger. Staff will be particularly alert to the potential need for early help for a pupil who is misusing drugs or alcohol.

#### **15. Child criminal exploitation (CCE)**

**15.1** CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants and/or for the financial advantage of the perpetrator or facilitator and/or through violence or threats of violence.

**15.2** CCE can include children being forced to work in cannabis factories and being coerced into moving drugs across the country (known as county lines).

**15.3** Staff will be made aware of the following potential indicators of CCE:

- Students who appear with unexplained gifts or new possessions
- Students who associate with other young people involved in exploitation
- Students who suffer from changes in emotional wellbeing
- Students who misuse drugs and alcohol
- Going missing from College and subsequently being found in areas away from their home

Staff will be alert to the indicators above and all concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

#### **16. Managing incidents**

**16.1** Following an incident, the Head of School will work with key members of staff, including the DSL, to assess the student's welfare and decide on the most appropriate course of action to take. This action may include sanctions being enforced and informing the police. The Head of School will also be responsible for deciding if it would be appropriate to exclude the student.

