

Substance Misuse policy and protocols for illegal and controlled substance possession and misuse by pupils in Rochdale Schools

Linked Policies:

Anti-Bullying

Attendance Policy

Behaviour Management Policy

Child Protection and Safeguarding Policies

Health & Safety Policy

Medicines Policy

Prohibited Items Policy

Smoking Policy

ROCHDALE BOROUGH'S POLICY ON THE USE AND MISUSE OF DRUGS/SUBSTANCES

AIMS

- To give clear guidance for dealing with incidents of substance misuse
- To provide a safe and consistent approach across Rochdale Borough to the management of drug and alcohol related incidents
- To develop positive pro-active attitudes, values and skills in the students to equip them to make appropriate informed decisions about their personal patterns of behaviour and lifestyles
- To provide accurate and factual information about potentially harmful substances
- To provide an Early Help partnership approach for supporting children, young people and families
- To inform students and increase understanding about the implications and possible consequences of use and misuse
- To widen understanding about related health and social issues e.g. sex and sexuality, crime, drug related infections

DRUGS – A DEFINITION

A drug is ANY substance the use of which alters the functioning of the body when ingested; this can be physiologically or psychologically. A drug or substance may be used to induce an altered state of perception.

These fall into four main categories:

1. Those it is **illegal** to possess, supply or use – e.g. cannabis, Ecstasy, LSD, amphetamines, cocaine, heroin, etc.
2. Those it is legal to obtain as prescribed medicines but which have the potential to cause harm if misused or obtained illegally.
3. Those it is legal to possess, supply or use – e.g. tobacco, e-cigarettes/vapes (licensed or unlicensed), alcohol, volatile substances (solvents, glues, etc.).
4. The “new psychoactive substances” (formally “legal highs”) which are illegal to supply under the “New Psychoactive Substances Act” of May 2016.

POLICY INTO PRACTICE – DRUG RELATED INCIDENTS

Principles

- In instances involving substance misuse, the Headteacher/Principal or another member of the Senior Leadership Team (SLT) will inform parents at the earliest opportunity. (Substance misuse by students in school means using, supplying or preparing drugs on school premises, including alcohol and tobacco and THC liquid and vapes/e-cigs).
- The school will consider each substance incident individually and recognises that a variety of responses may be appropriate to deal with incidents. The school will consider very carefully the

implications of any action that may be taken as it seeks to balance the needs and safeguards of the student involved, their parents, other students in the best interests of the school and local community (however, where it is highly probable that a pupil has supplied illegal and controlled substances to other pupils in the school, ALL schools will adopt and follow this protocol and/or the flowchart).

- Were the pupil is under the influence of an illegal and/or controlled substance, the school will consider very carefully the implications of any action that maybe taken as it seeks to balance the needs of the student involved, their parents, other students in the best interests of the school and local community.

The school cannot allow its premises to be used for the production or supply of an illegal and/or controlled substance. All schools will discuss with the locality based Police Officers where a pupil has supplied illegal and controlled substances to other pupils. Decisions will then be made in discussions with Senior Leaders and the locality based Police Officers. Should the locality based Police Officers not be on duty, contact 101 to report. Forward the call log number to the locality based Officers.

- The Headteacher/Principal or SLT member, in consultation with the appropriate senior members of staff, will take overall responsibility for co-ordinating the school's approach to drug related incidents.

In instances involving suspected or actual substance misuse or supply on the school premises ALL members of staff should follow the lines of action outlined in the practice and protocol section below.

Practice

- Staff who become aware of students being in possession of drugs/substance, or using drugs on school premises should inform the Headteacher/Principal or SLT member of the possible signs of substance misuse (see Appendix 2)
- If appropriate, First Aid should be administered by a First Aider in accordance with the Health and Safety policy. If a pupil is unwell, then a decision will be made in line with good first aid practice. This could include:
 - Remaining in school with parents notified
 - Sent home through ill-health and marked in the registers as unwell (this would only take place once adults with parental responsibility collect the child/young person from school)
 - Ambulance called
- Where staff discover substances, suspected to be harmful, illegal or needing investigation, and are unable to get immediate intervention from a member of the SLT or an appropriate staff member, they should be removed as follows:
 - From a place – confiscate the substance, if possible in front of a witness (colleague or student). **DO NOT**, however, leave the substance even if a witness is not available.
 - From a person – All removal from a person should be in line with the schools behaviour policy and the searching, screening and confiscation policy as is outlined in the behaviour policy.

- As soon as is reasonable, all staff should record the time, place and circumstances by which the substance comes into their possession. It should be recorded on schools behaviour systems and safeguarding records.
- The child (and the substance) should be taken immediately to the Headteacher/Principal or SLT member.
- The Headteacher/Principal or SLT member will place the substance in a sealed container or police evidence bags and locked away until it can be disposed of safely and correctly. Both the Head/Principal and another staff member will sign and date the container.
- Any equipment associated with the substance use, especially needles and syringes, should be handled in line with the LA Health and Safety guidelines as outlined in the school's Supporting Children with Medical Conditions policy.
- The Headteacher/Principal or SLT member will arrange for the locality based Police Officer to remove the substance.
- The Headteacher/Principal or SLT member will meet with the appropriate Head of Year (and the Safeguarding Lead, if appropriate) to discuss the student and the incident, and agree upon an appropriate plan of action. This will need to be on a case by case basis. A review of the schools CCTV could be considered as part of the action.
- The Headteacher/Principal or SLT member will interview the student and, where appropriate, any witnesses, and explain why the investigation is taking place.
- Parents will be informed at the earliest opportunity by the Headteacher/Principal or SLT member.
- All information should be recorded using the developed 'Serious Incident Report' (Janice Allen developing this for all to use) and written statements made by witnesses and students concerned. This report should be completed in line with the schools record keeping. Appropriate further courses of action may include:
 - Contact with parents
 - Isolation
 - Fixed Exclusion – short term with a planned reintegration meeting at which targets for a negotiated return and appropriate care plan can be agreed
 - Involvement of the Locality Team (Early Help Hub)
 - Involvement of outside agencies (Police, Community Safety Team, Local Health Services)
 - Referral to the commissioned Young Persons Substance Misuse service for an assessment of substance related needs/risks to be undertaken and responsive intervention offered.

If as part of the investigation, a pupil is found to be supplying drugs to other pupils, a permanent exclusion could be considered. However, this should always follow the usual process for permanent exclusion. The supply of substances will be deemed as gross misconduct.

If students disclose that they are using drugs off the school site, members of staff should inform the Headteacher/Principal or SLT Member. **Total confidentiality should never be promised.**

Specific Issues

Medicines in School

- Parents of any student on prescribed medication should inform the school of its usage and dosage and, with the exception of asthma inhalers and epipens for anaphylaxis, the medication should be given to the appropriate designated person in school for safe keeping during the day.
- All prescribed medications should be clearly labelled with the child/young person's name, drug name, dosage and frequency of administration. Parents/carers are responsible for checking expiry dates and replacing expired stock in a timely manner.

School can administer non-prescribed medication to students, e.g. paracetamol, if given written permission by parents and/or emergency inhalers for asthmatics – this would be viewed as good practice.

Contact with the media

- The Headteacher/Principal, in partnership with the LA's Communications Team will take responsibility for liaison with the media, in conjunction with the Chair of Governors, CEO etc if it becomes necessary to do so.
- The Headteacher/Principal, in partnership with LA Officers and the LA Communications Team will seek to ensure that any reporting of incidents remains in the best interests of the students, their families and the school.

Involvement of the Police

- There is no legal obligation to inform the Police of an incident but the school may seek relevant support and advice when dealing with a pupil that has taken a controlled or illegal substance. In Rochdale, there is an agreement, if appropriate, discussion with the police should take place by contacting the Campus based police officers as well as referring to Rochdale's Young Persons Substance Misuse service (Early Break). Should the locality based Police Officers not be on duty, contact 101 to report. Forward the call log number to the locality based Officers.
- School cannot knowingly allow its premises to be used for the production or supply of any **controlled substance** and the Police will be informed of any such activity. This will be done within 24 hours by notifying the campus based Police Officers. Schools may also contact 101 to report.
- The Police may also be involved as outside speakers within the drug awareness education programme.

Parental Involvement

- Parents will be involved at the earliest possible time in any drugs related incident, and kept well informed of subsequent actions.
- Parents will be involved in and contribute to any Plan for students involved in such incidents.
- The school should aim to invite and involve parents in any drug awareness education programme and will provide opportunities for parents to increase their own knowledge of drugs, alcohol and

other substances, their effects and the relevant support agencies and groups working with young people and their families.

- The Pastoral teams within schools will always seek to help individual parents/carers who have concerns regarding drug, alcohol or substance misuse. They will work with parents/carers by signposting to appropriate services which are in the best interests of the child/young person.
- If Police come into school and wish to interview a student the parent must give consent. The Headteacher/Principal or SLT Member may give permission for an interview to take place if all reasonable steps to contact parents have been made. A parent can refuse permission for their child to be interviewed. An appropriate adult must be present if a child is interviewed.

Staff involvement in Drug Misuse

- The school will follow the LA guidelines concerning employees who may misuse substances during the course of their employment.
- Whilst seeking to support the member of staff concerned, the school will also have regard to its legal obligations to promote the Health and Safety of its students. This may also be linked to the educational setting code of conduct/professional guidelines, as appropriate.

Students reporting drug related incidents

- Information will be dealt with in the same way as outlined in the Child Protection Policy. With best practice also being followed with regards to the consideration of offer of Early Help if the response sits outside of Social Care involvement.
- Information regarding support groups and help lines outside school will be made available to all students.
- Students should seek immediate help from a member of staff (or another responsible adult if they are not available) if they find any student who appears to be ill as a result of drug, alcohol or substance misuse.
- Information regarding drug use by students from other schools will be passed to the relevant staff member in school who will contact the locality based Police Officer linked to the school/locality area.

POLICY INTO PRACTICE – DRUG EDUCATION / AWARENESS

Principles

- The welfare of the students should be the overriding priority at all times.
- All students should be encouraged to discuss concerns regarding drug, alcohol or substance misuse with any member of staff with whom they feel confident enough to do so.
- The school will actively cooperate with other agencies such as the Police, LA, Health and Drug Agencies such as the commissioned Young Persons Substance Misuse service to deliver its commitment to drug education/awareness.

Through its education programme the school will:

- provide students with accurate knowledge of different types of drugs so that they can make appropriate, informed decisions about their personal patterns of behaviour and lifestyles;
- increase student understanding about the implications and possible consequences of use and misuse (including widening their understanding about related health and social issues e.g. complex safeguarding and exploitation, sex and sexuality, crime, S.T.I.s);
- develop skills and self-esteem to handle drug, alcohol and other substance situations
- provide sources of help and support both inside and outside school via established relationships with the commissioned Young Persons Substance Misuse service.
- All information should be appropriate to the age/gender/ethno-cultural background of students.
- The Drug Education/awareness programme will also recognise the need to provide accurate information and support for parents as part of the schools commitment to the Home School Partnership.

Practice

- Drug education is provided in the taught curriculum as part of the Citizenship programme throughout the school and through Science, R.E. and other parts of the teaching programme.
- The curriculum follows recommendations outlined by the LA and National Healthy Schools Programme.
- Teachers are supported in their delivery of drug education. Schools should have partnership arrangements in place with the commissioned Young Persons Substance Misuse service, Youth Service and School Nurses to receive awareness raising training, advice and guidance on a regular basis.
- A variety of teaching approaches are used to give students relevant information to enable moral issues to be explored through discussion and for students to acquire appropriate skills.
- The SLT are responsible for arranging appropriate training for staff who deliver drug education. The PHSE/DSL will keep abreast of developments in drug education and revise the schemes of work to ensure the information is accurate and relevant.
- Purchasing where appropriate bespoke training from the Commissioned Young Persons Substance Misuse Service to support responsiveness to school need.
- Collaborative involvement with the locality Youth Service to support the awareness of alternative and diversionary activities.

Monitoring and Review

The school will review this policy every three years with their Governing Boards and assess its implementation and effectiveness.

Ongoing reporting should be shared with SLT and the schools Governing Board.

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Appendix 1:

EXTERNAL CONTRIBUTORS TO EDUCATION IN SCHOOLS

External contributors:

Schools are strongly recommended to liaise with Rochdale's Young Persons Substance Misuse Service (Early Break) and their local Healthy Schools Programmes, who will inform the schools of a wide range of individuals and agencies who can support drug education programmes

List of contributors:	Contact numbers
School Nurse Service	0161 716 5970
Youth Service	01706 926090
Young Persons Substance Misuse service (Early Break)	0161 723 3880
Youth Justice Service, Rochdale	0300 303 0440
Police	Contact 101
#thrive Rochdale	0161 716 2844
Healthy Young Minds	01706 676000
Talktofrank.com (national drug education service and helpline)	Frank 03001236600
Healthy Schools Teaching & Learning Adviser (Local Authority)	01706 925217

**Appendix 2:
SUBSTANCES RECOGNISED AS DRUGS**

This list outlines some of the substances which are classed as drugs and are banned from school.

Class A	Class B	Class C	Legal but unauthorised
Cocaine, crack, heroin, opium, morphine, methadone, LSD, ecstasy, magic mushrooms (prep), crystal meth.	Amphetamines, codeine, barbiturates, Ritalin, cannabis, synthetic cannabinoids, Mephedrone (M-Cat), ketamine.	Benzodiazepines, Anabolic steroids, ketamine, GBL, GHB, BZP Khat.	Alcohol, tobacco, solvents, akyl nitrates (Poppers). E-cigarettes & 'vapes'

Those drugs formerly known as 'legal highs' have either been reclassified individually or are now under the term 'new psychoactive substances' which are illegal to supply (sell or give to people).

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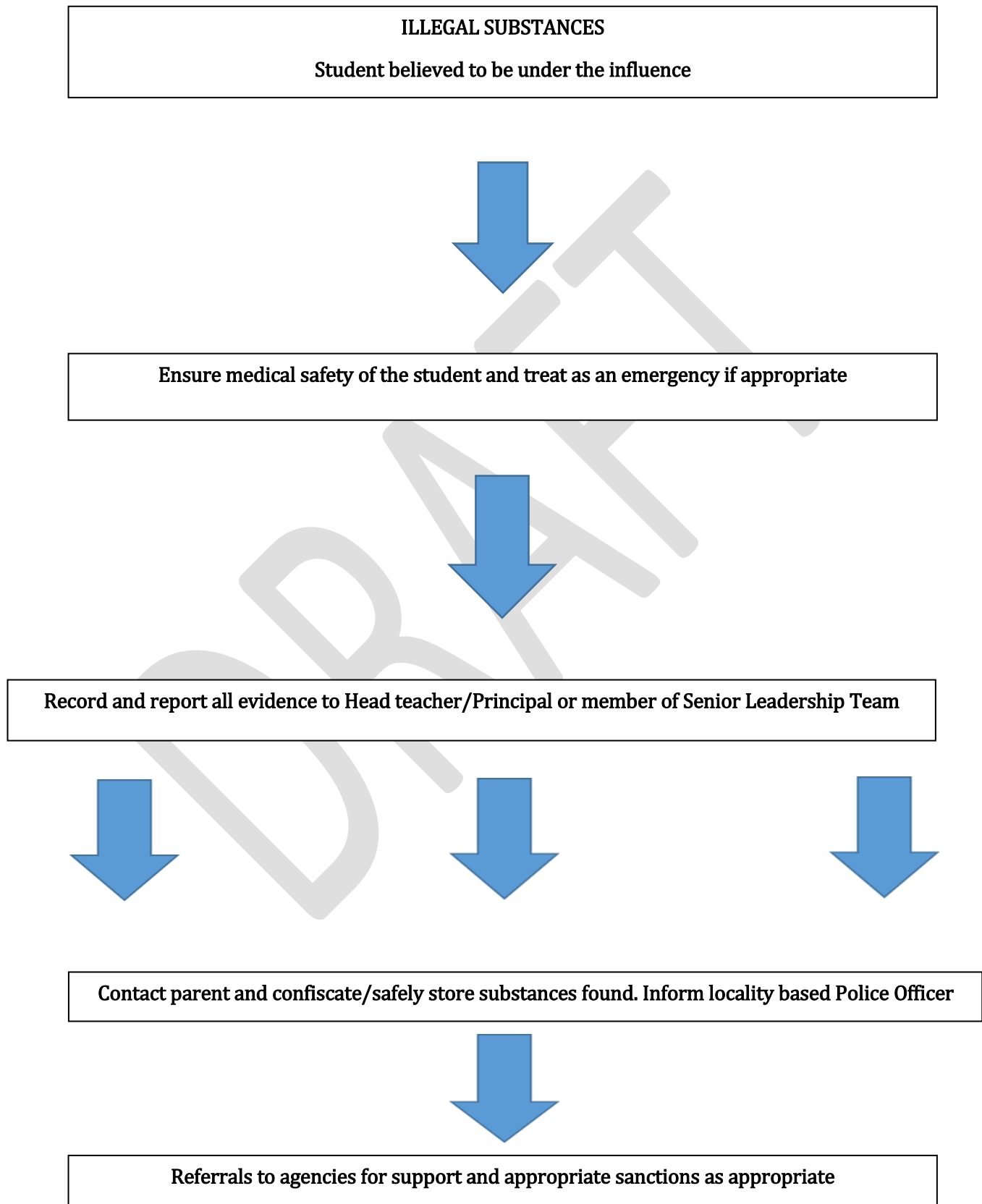
Appendix 3: Indicating signs that a person may have misused substances

All of the following signs can be caused by many other psychological and behavioural changes

Social Behaviour	Appearance / Dress	Physical Condition	Learning Performance
Significant changes in the availability and use of money	Stains on clothes	Paleness	Reduced concentration
increased activity e.g. hyperactive / agitation	Smells on clothes	Tiredness	Poor co-ordination
increased lethargy or confusion	Lowering of personal standards	Weight loss	Being forgetful
rapid changes in energy levels		Lack of cooperation	Incoherence
increased withdrawal		Poor hygiene	Loss of dexterity and / or practical skills
changing friendship patterns		Spots around mouth and nose	Reduced output
rapid changes in disposition from elation to depression		Blisters in the region of the mouth	Reduced homework
uncooperative behaviour		Inflamed eyes	Lack of interest
paranoia		Dilated pupils	Unpunctuality
episodes of fainting		Injection marks	Failure to bring equipment
use of substance related language		Change in speech/language used	Personal disorganisation
concealment and denial – keeping secret and private places			Loss of interest in extra-curricular activities
aggressiveness			
post registration truancy / truancy from lessons			
increased involvement in conflict situations			
keeping a friends belongings for 'safe keeping'.			

Appendix 4: Flowcharts

4A:



4B:

ILLEGAL SUBSTANCES
Possession and / or Supply

Establish and record the facts
investigation by Headteacher/Principal or
SLT member and relevant Pastoral Staff

Substances found on the premises
but not on pupil. (I) Substance
removed and placed in secure
place. (ii) Inform locality based
police officers.

Should a student refuse to
cooperate, schools to deploy their
behaviour management process
until Police and Parents arrive.

Student suspected of
supplying substances

Student found in possession of
substances

Student found in possession of
substance related materials

Contact
Parents

Contact
Police for
advice

Contact
Parents

Contact Police
who will set up
criminal
investigation

Access to commissioned Young Peoples Substance
Misuse service/other agencies. Substances confiscated
and destroyed. Appropriate Sanctions implemented by
school, dependent on each case (this may lead to a
permanent exclusion).

Each incident to be reviewed
individually. Permanent exclusion
to result from deliberate criminal
activity and substance dealing .