



Drugs & substance misuse policy

See also 'what we do & how we do it' policy, Curriculum Policy

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

Wonderful
Excellent
Lovely
Clever
Outstanding
Magnificent
Enthusiastic

(Acronym created by White Trees pupils)

Reviewed by SLT and the Governing Body,
 Created by the Head Teacher, April 2020

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Date Created	March 2020	Next review	October 2025

Purpose

The school has a whole-school zero tolerance policy to drugs/substance misuse as part of its commitment to being a healthy school. The policy aims to enable pupils to make informed choices by increasing their knowledge and providing opportunities for them to explore their own and others' attitudes.

To protect the safety and well-being of all pupils and staff, drugs must not be possessed or bought, sold, or otherwise obtained on school premises or during the school day, including when pupils are on school visits. The policy and procedures apply to all adults working at and for the school. Individual exceptions will be made for pupils and staff who need to take prescribed medicines.

Main ECM outcomes: Be healthy; Stay safe

Relationship to other policies

This policy relates to the What we do, how we do it, the Curriculum, the Health and Safety and the Personal, RSE policy

Roles and responsibilities of headteacher, other staff, governors

The **Executive headteacher** will ensure that:

- A member of SLT is designated as having general responsibility for handling the daily implementation of this policy
- a planned drug education programme is provided as part of learning in PSHCE, RSE and science that reflects knowledge and understanding, attitudes, the law relating to drugs and personal and social skills – inviting the Police to come in to hold informative talks with pupils
- teachers are provided with training and guidance so that they are confident and skilled to teach drug education and to respond to drug-related incidents
- pupils are aware of the rules on drugs and of the consequences of breaking them
- clear procedures are in place for responding to drug-related incidents
- those pupils who have a concern about drugs are provided with support
- sanctions for incidents are consistent with the school's discipline policy
- the school actively co-operates with other agencies such as community police, social services, the LA and health and drug agencies.

All **staff** are expected to:

- report incidents of drug misuse to the Headteacher
- promote positive attitudes towards healthy lifestyles
- enable young people to identify sources of appropriate personal support.

All **teachers** are expected to:

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- implement the drug education programme and attend associated training to increase their understanding of the implications and possible consequences of use and misuse enable pupils to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising personal skills to resist peer group pressure, and help friends and relatives involved in drug misuse
- provide accurate information about substances
- widen their own and the pupils' understanding of related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS

Pupils will be expected to:

- follow the school rules
- alert the staff to any drug-related incidents on or around the school site.

Parents/Carers will be encouraged to:

- endorse the school's approach to drugs education
- work in partnership with the school to overcome the misuse of drugs.

How to Guide: How to Report & Document for Reasonable Suspicion

What do you do if you suspect an employee is under the influence of alcohol/drugs at work? This guide will walk you through the steps management should take to properly execute and document situations under an alcohol/drug testing policy.

Step 1: Identifying employee

Concerns that an employee is under the influence often come from co-workers or even young people before it is noticed by a supervisor or manager. You do not want to perform a test of alcohol based on hearsay or gossip, but you should document the complaint or concerns of co-workers who bring this information forward. Take a few extra minutes to ask what the employee observed, when it was observed and if others witnessed this or commented on this situation. You also want to know if this is something that has happened in the past (a pattern of behaviour) or new behaviour.

Step 2: Observations by management

First-hand observation should be made by two members of staff, preferably one member of staff being a senior staff or management. Immediately upon notice of this type of concern, the supervisor or available manager should go to this employee's work area for first-hand observation. They may be able to observe the employee from afar, but usually they will need to talk with the employee directly to observe any smell of alcohol, eye dilation, slurred speech, or other behaviours. It is the responsibility of the first person who observes such behaviour/conduct that arouses suspicion to **report immediately** to the senior or manager on site to ensure they witness and are called to the work area.

Step 3: Removing from the workplace

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If this employee is working in a way that appears to be a safety concern for the employee or others, you may need to remove the employee from the work area immediately and ask him or her to wait in the office.

Step 4: Observations by another person

The staff member who performed the initial observation should seek a second member staff which is to be the senior or the member of management to confirm initial suspicions. This second observer should perform his or her own first-hand observation of the employee.

Step 5: Documenting observations

Both observers should clearly [document their observations](#), including any abnormal behaviour's. You want to be as specific as possible in your description, but do not attempt to diagnose the situation. For example, an observation may include:

- Odour's (smell of alcohol, body odour or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted, watery, involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

Step 6: Assessing situation

After the situation has been clearly documented, you need to assess what you know and observed to determine next steps. If both observers witnessed behaviour's that create a suspicion and the documentation supports this, then proceed with step 7. If there is disagreement, you may need to bring in a third party to also observe and help decide. You may decide that you don't have anything that leads you to a reasonable suspicion of use of drugs or alcohol outside of an employee complaint. You do not want to send an employee for testing unless you have documented concerns that support a reasonable suspicion.

Step 7. Confiscation and Disposal

If after assessing the situation, you feel that you have reasonable doubt to believe that a member of staff has alcohol or Drugs on their person or in their belongings. As a member of the Senior Leadership Team, you have the authority to ask for the suspected individual to open and/ or empty the contents of their belongings.

Under normal circumstances the individual should politely hand over any substances, but you must definitely request to hand over any such substances. It is normally advisable to have a second member of staff present where possible. Care should be taken not to raise any suspicion to any of the young people that are on the school site during this time.

Whereby the staff member refuses to hand over the substance the Senior Leadership Team must decide what action to take, including calling the Police. Every effort should be made to avoid escalating the situation within the limitations of the law and the duty to care for our pupils.

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Managers and staff should work within the organisations policy and procedures when making any decisions.

It is preferable for any confiscation of intoxicating substances to be witnessed by another member of staff. Where this is not possible the confiscation should be reported to another member of staff and a member of the Senior Leadership Team at the first opportunity.

Drugs and drug-related material should be stored securely before handing to the Police. These should **not** be disposed of by staff. These can be handed over for disposal by the police.

The record of the removal should be kept by staff which includes:

- A name of the person removing the material;
- A description of the material;
- The circumstances of the removal;
- The time and date of the removal;
- The time and date that the material is placed in secure storage;
- The signature of the person putting the article in to storage countersigned by a second member of staff;
- The time and date of notification to the Police, and the message number provided by the Police control room;
- The time and the date the material was removed by the Police.
- When Police remove the material, this should be recorded.

The recording and reporting of any drug identified within the school must be written as an unprescribed substance even if identifiable or known by the workers on duty.

This should all be recorded on an Incident Report record. If the police do not come within the 5-day timeframe for signing this off, Managers will reflect this in their final sign off. Managers should then complete a word document with the above information, to be signed when the materials are removed. This should then be uploaded to SIMS/The School google drive as an uploaded document. The Police should be contacted as soon as possible so that controlled substances should not be stored at the school site for longer than necessary.

Staff should first contact the local Police control room to arrange for the Local Liaison Officer to attend the School site. The route allows for the recording of the request on the Command-and-Control system, generating a message/reference number for the benefit of the residential staff. If this officer is not available, then arrangements should be made for another officer to attend.

The officer attending is then responsible for recovering the suspected controlled substances in to Police possession and conducting any subsequent investigation in line with existing Police policy. If the police are delayed and do not attend the home to collect for disposal as a priority, staff can take the item(s) for disposal to the police station and record this action.

Alcohol and canisters can be disposed of safely by staff; it is important that the disposal is witnessed and a record kept which includes:

- a. A name of the person removing the material;
- b. A description of the material;
- c. The circumstances of the removal;
- d. The time and date of the removal;
- e. The time, date and means of disposal.

This should all be recorded on an Incident Report record.

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A record must always be kept, therefore you will need to send these recordings to HR for them to file on the employees record.

The **Governing Body** will ensure that its members are well-informed about the drug education programme, the potential for drug abuse and how to respond to drug-related incidents.

Arrangements for monitoring and evaluation

The headteacher will report at least once a year on the programme for teaching about drugs, the number and nature of drug-related incidents, and the outcomes of any disciplinary proceedings. These will be analysed by gender, ethnicity and year group and compared with previous years. Any pupil found to be in breach of this policy shall be subject to action under the schools Behaviour Management Policy. This could mean a personal support day from school. In some circumstances the police might also be contacted.

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