

# **ST AUGUSTINE'S SCHOOL**

## **DRUGS, TOBACCO AND ALCOHOL POLICY**

# ST AUGUSTINE'S SCHOOL, SCARBOROUGH

## POLICY ON DRUGS, TOBACCO & ALCOHOL

### 1. Rationale/Introduction

St Augustine's School has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the School boundaries which are outlined in section 3 below. This policy takes into account existing legislation and guidance on drugs education and the management of drugs related incidents. It will support all members of the School community in dealing with young people and substance abuse. The definition of drugs in this context includes legal drugs such as medicines, alcohol, volatile substances, tobacco and illegal drugs. All School buildings and grounds have been designated non-smoking areas.

### 2. Purpose

The purpose of this policy is to:

- outline the legal requirements and responsibilities of the School;
- safeguard the health and safety of students and others who attend or visit the School;
- clarify the School's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community;
- give guidance to subject areas where drug education is implemented to form part of the education/guidance of pupils at each age level appropriate to the needs, maturity, current knowledge/attitudes and ability of pupils including those with special educational needs;
- enable staff to manage drugs on School premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved;
- ensure that the response to incidents involving drugs complements the core values and ethos of the School.

### 3. Where and To Whom the Policy Applies

This policy applies to all staff, students, parents/carers, governors, volunteers and partner agencies working in St Augustine's School. This policy applies to students:

1. on School premises;
2. on School organised trips, visits and activities, whether in uniform or not;
3. under the supervision or control of members of School staff or School volunteers;
4. in School uniform;
5. on journeys to or from the School;
6. in close proximity to the School and when identifiable as a member of the School or among others from the School, such that the School's reputation may be damaged by breaches of this policy;
7. when off site at lunchtime during a School day;
8. for those Year groups permitted to be off site during free periods during a School day.

The Head Master, Senior Leadership Team and Heads of Year will ensure that boys are reminded of the provisions of this policy at suitable intervals, at least annually, and that this policy is accessible on the School website. It may, with the Head Master's express permission and with the prior consent of parents, be permissible in special circumstances for pupils, normally in the Upper Sixth Form and in accordance with relevant laws, to consume alcohol as part of a supervised event on School premises.

### 4. Drug Education Within the Curriculum

Drug education is a major component of drug prevention and is an important aspect of the School curriculum. It aims to provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. Drugs education, other than that which forms part of the National Curriculum, is provided through the programme of Personal, Social and Health Education (PSHE), Physical Education, Religious Studies, Science and through the pastoral work of the School. The assembly programme and outside speakers also supplement this.

5. Sanctions Table

Incident	First occasion	Second occasion	Third occasion	Fourth occasion
Smoking/possession of cigarettes, electronic cigarettes or shisha pens.	<p>Items confiscated, forwarded to Head Master's PA and returned to parents/carers in person only.</p> <p>Uncollected items destroyed at the end of term.</p> <p>Discussion with Head of Year on dangers of smoking and consequences of further offences.</p> <p>Head of Year after-school detention.</p>	<p>Items confiscated, forwarded to Head Master's PA and returned to parents/carers in person only.</p> <p>Uncollected items destroyed at the end of term.</p> <p>Meeting scheduled between parents and Head of Year.</p> <p>Deputy Headteacher detention.</p>	<p>Items confiscated, forwarded to Head Master's PA and returned to parents/carers in person only.</p> <p>Uncollected items destroyed at the end of term.</p> <p>Meeting scheduled between parents, Head of Year, Deputy Headteacher and Head Master.</p> <p>Internal Exclusion.</p>	<p>Items confiscated, forwarded to Head Master's PA and returned to parents/carers in person only.</p> <p>Uncollected items destroyed at the end of term.</p> <p>Meeting scheduled between parents, Head of Year, Deputy Headteacher and Head Master.</p> <p>Fixed term exclusion.</p>
Possession/consumption of alcohol	<p>Substance confiscated, forwarded to Head Master's PA and disposed of after meeting with parents.</p> <p>Meeting scheduled between parents, Head of Year, Deputy Headteacher and Head Master.</p> <p>Fixed term exclusion.</p>	<p>Substance confiscated, forwarded to Head Master's PA and disposed of after meeting with parents.</p> <p>Meeting scheduled between parents, Head of Year, Deputy Headteacher and Head Master.</p> <p>Fixed term exclusion or possibility of permanent exclusion.</p>	<p>Substance confiscated, forwarded to Head Master's PA and disposed of after meeting with parents.</p> <p>Meeting scheduled between parents, Head of Year, Deputy Headteacher and Head Master.</p> <p>Permanent exclusion.</p>	N/A
Possession, consumption or social supply of new psychoactive substances, class A, B or C drugs.	<p>Substance confiscated.</p> <p>Notify police and parents.</p> <p>Meeting scheduled between parents, Head of Year, Deputy Headteacher and Head Master.</p> <p>Drug Counselling offered.</p> <p>Fixed term or permanent exclusion.</p>	<p>Substance confiscated.</p> <p>Notify police and parents.</p> <p>Meeting scheduled between parents, Head of Year, Deputy Headteacher and Head Master.</p> <p>Drug Counselling offered.</p> <p>Permanent exclusion.</p>	N/A	N/A
Dealing	<p>Substance confiscated.</p> <p>Notify police and parents.</p> <p>Meeting scheduled between parents, Head of Year, Deputy Headteacher and Head Master.</p> <p>Permanent exclusion.</p>	N/A	N/A	N/A

## **Further Information:**

### **Drug Classification System**

Under the Misuse of Drugs Act 1971, illegal drugs are placed into one of 3 classes - A, B or C. This is broadly based on the harms they cause either to the user or to society when they are misused. The class into which a drug is placed affects the maximum penalty for an offence involving the drug. For example, Class A drugs attract the most severe penalty as they are considered likely to cause the most serious harm. Drugs controlled under the Misuse of Drugs Act are illegal to have, produce, give away or sell.

- Class A drugs include: heroin (diamorphine), cocaine (including crack), methadone, ecstasy (MDMA), LSD, and magic mushrooms.
- Class B includes: amphetamines, barbiturates, codeine, cannabis, cathinones (including mephedrone) and synthetic cannabinoids.
- Class C includes: benzodiazepines (tranquilisers), GHB/GBL, ketamine, anabolic steroids and benzylpiperazines (BZP).

### **New Psychoactive Substances (NPS) or “Legal Highs”**

Young people are becoming increasingly aware of, and in some cases using, new psychoactive substances (NPS). These are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Commonly known as “legal highs” these synthetic drugs can be bought online and in some shops. Despite being labelled as legal these substances are not always safe to use and contain controlled drugs making them illegal to possess. St Augustine’s School follows DfE and ACPO advice (September 2012) to treat new psychoactive substances as unauthorised substances and if there is any uncertainty about what the substance is, it should be treated as a controlled drug.

## **6. Information for Staff if a Student is Suspected of Consumption of Drugs or Alcohol**

If a member of staff suspects a student may be under the influence of drugs they are to contact a member of SLT immediately who will deal with the situation. A priority should be placed on safety, meeting any medical emergencies with first aid and summoning appropriate medical help before addressing further issues.

## **7. Searching**

Searching with consent :

- School staff can search students with their consent for any item.
- A second adult witness should be present.
- Staff are not required to have formal written consent from the student - it is enough for the teacher to ask the student to turn out his pockets or if the teacher can look in the student’s bag or locker and for the student to agree.
- Searches will be conducted in such a way as to minimise potential embarrassment or distress.
- Schools are not required to inform parents before a search takes place or to seek consent to search their child.
- After any search involving students, parents/carers will normally be contacted by the School regardless of whether the result of the search is positive or negative.

Searching without consent:

- The Head Master has the statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil has illegal drugs, tobacco, cigarette papers or alcohol.
- A second adult witness should always be present.
- The Head Master authorises the Senior Leadership Team to search students for illegal drugs, tobacco, cigarette papers or alcohol.
- The Head Master and the Senior Leadership Team can seize any item, however found, which they consider harmful or detrimental to School discipline.
- The powers allow the Head Master and Senior Leadership Team to search regardless of whether the student is found after the search to have that item.

- Searches without consent can only be carried out on the School premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on School trips in England or in training settings.
- The powers only apply in England.
- Schools are not required to inform parents before a search takes place or to seek consent to search their child.
- After any search involving students, parents/carers will normally be contacted by the School regardless of whether the result of the search is positive or negative.
- Should a member of staff be on a school trip and suspect a student is in possession of illegal drugs, tobacco, cigarette papers or alcohol a member of the Senior Leadership team should be contacted immediately for further advice.

During the search:

The law says:

- The person conducting the search may not require the student to remove any clothing other than outer clothing.
- 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves.
- 'Possessions' means any goods over which the student has or appears to have control – this includes desks, lockers and bags.
- A student's possessions can only be searched in the presence of the student and another member of staff, except where 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 reasonably practicable to summon another member of staff.
- The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

Situations when the student refuses to co-operate

In the case of a student refusing to co-operate with members of the Senior Leadership Team the School may notify parents/carers who may be able to persuade the student to comply or if deemed appropriate contact the police.

## **8. On Finding Drugs, Tobacco or Alcohol**

If drugs, tobacco or alcohol are found following any search they will be confiscated immediately. Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If School staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

## **9. Taking Temporary Possession and Disposing of Suspected Illegal Drugs**

In taking temporary possession and disposing of suspected illegal drugs staff will:

- ensure that a second adult witness is present throughout;
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- store it in a secure location;
- without delay ask a member of the Senior Leadership Team to notify the police, who will be asked to collect it and then store or dispose of it. The law does not require the School to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so.
- record full details of the incident, including any notes of any discussions with students. These should include date, time, place and people present. The police incident reference number should also be included;
- inform parents/carers, unless this is not in the best interests of the student.

## **10. Interviews by Police**

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at School. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

## **11. Legal Drugs**

The police will not normally need to be involved in incidents involving legal drugs, but the School may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

## **12. Electronic Cigarettes and Shisha Pens**

Electronic cigarettes and shisha pens are not allowed in school and will be confiscated and sanctions applied as outlined in section 5.

## **13. Volatile substances**

Given the level of danger posed by volatile substances, the School will arrange for their safe disposal.

## **14. Searches using Drug Dogs**

The School reserves the right to arrange unannounced searches using police drug dogs and take action if any illegal substances are found.

## **15. Disposal of Drug Paraphernalia**

Needles or syringes found on the School premises will be placed in a sturdy, secure container, using gloves. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

## **16. Medicines**

Parents/carers will be informed and will be asked to collect and dispose of unused or date expired medicines.

## **17. Referral and External Support**

Heads of Year and the Senior Leadership Team are responsible for referral to agencies. Students are made aware of the various internal and external support structures. Local support services and national helplines are advertised on notice boards. Information is available from Head of Year for individual students or parents as and when required.

## **18. Confidentiality**

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of the Senior Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection;
- co-operating with a police investigation;
- referral to external services.

Every effort will be made to secure the student's agreement to the way in which the School intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the School will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue;
- where a life is in danger.

## **19. Involvement of Parents/Carers/Visitors**

In any incident involving illegal and other unauthorised drugs the School will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the student's needs. Where the School suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the School will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the School's child protection co-ordinator should be consulted and local child protection procedures followed.

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.

## **20. Managing Visitors to the School Under the Influence of Drugs and Alcohol**

If a visitor to the School is suspected of being under the influence of drugs or alcohol on the School premises, staff should maintain a calm atmosphere and call for a member of SLT, to speak to the visitor and escort them off site. The SLT member should then contact the police.

Should staff be concerned about discharging a student into the care of a parent/carer under the influence of drugs or alcohol, a member of the SLT should be informed immediately. The School will attempt to make alternative arrangements for the care of the student (e.g. with another parent, relative or carer). Should the concerns be more serious, the School will invoke child protection procedures and/or enlist the help of the police.

## **21. Managing Staff Under the Influence of Drugs/Alcohol at School**

Staff have a duty of care to inform a member of SLT if they have concerns about another staff member; this will then be dealt with by the Head Master or a Deputy Headteacher. Necessary support and any sanctions will be applied.

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