



### 1. Introduction

In January 2012, the Department for Education (DfE) published reduced and succinct guidance on drugs in schools. As part of the statutory duty on schools to promote students' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities.

The scope of this policy covers alcohol and drug use and misuse by students together with the education of staff and students about drugs and alcohol.

### 2. Definition

The definition of a drug given by the United Nations Office on Drugs and Crime is:

*'A substance people take to change the way they feel, think or behave.'*

For the purposes of this policy, the word 'drug' could relate to any of the following substances:

- medicines
- volatile substances
- alcohol
- tobacco
- illegal (controlled) drugs
- 'legal highs' (known as NPS, New Psychoactive Substances)

The Government's Drug Strategy 2010 requires that staff in school have the information, advice and power to:

- provide accurate information on drugs and alcohol through education and targeted information;
- tackle problem behaviour in schools, with wider powers of search and confiscation;
- work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.

This policy sets out the Langley Grammar School values and ethos as well as the action that the School will take to support its view regarding drug and alcohol misuse.

### 3. Scope of this Policy

This document provides guidance to Governors, staff, parents, carers, pupils and partner agencies with regard to:

- a) how students are taught about drugs, alcohol and related issues;
- b) how the School will respond to instances of drug or alcohol abuse or breaches of current law and / or school rules;
- c) how the School will reinforce and safeguard the health and safety of students and others who use the School premises;
- d) the School's approach to drugs and alcohol or their use for all staff, pupils, governors, parents and carers, external agencies and the community;
- e) how staff will manage a drug or alcohol-related issue (if it occurs on the school premises or on a school trip), with confidence and consistency and in the best interests of those involved;

- f) how the response to an incident involving drugs or alcohol reinforces the values and ethos of the School;
- g) how the effectiveness of the drugs and alcohol education programme and the management of incidents involving controlled and other unauthorised drugs will be evaluated.

#### **4. Policy Development**

This policy was originally developed in line with:

- the Government Drug Strategy (2010 - *Reducing Demand, Restricting Supply, Building Recovery: Supporting People to Live a Drug Free Life*);
- the Schools White Paper: *The Importance of Teaching* (2010, paragraph 3.10);
- current guidance from the Department for Education and the Association of Chief Police Officers (January 2012)
- guidance from Slough Borough Council.

#### **5. School's ethos and values**

Langley Grammar School is committed to the best safeguarding and care of its students. We believe that the misuse of alcohol or the use of drugs, in whatever form other than for treatment of specific medical issues, is detrimental to the wellbeing of our students and all those in our community.

We will seek to educate all students regarding the dangers and effects of alcohol, drugs and a drug-taking culture in order to allow informed choices and to recognise such behaviour and dangers in others. The school supports abstinence from drugs and a responsible attitude to alcohol as part of a healthy lifestyle.

The majority of young people of school age will most probably never use a controlled drug or NPS. Of those who do experiment with drugs, very few will go on to become problem drug users. However, most will be occasional users of drugs for medicinal purposes and some may well experiment with tobacco, alcohol or other substances.

The use of controlled or other unauthorised drugs by Langley Grammar School students is not acceptable at any time and in any place. The terms of this policy and the responses of the School to any student found to be in breach of this policy remain relevant whether the student is on school premises, or outside the school boundaries and where their actions might damage the name and reputation of the School.

#### **6. Drugs and Alcohol Education**

Aspects of drug and alcohol education are found within the Science National Curriculum. In addition schools should provide a drug and alcohol education programme that develops knowledge and understanding, attitudes, personal and social skills to handle situations where drugs may be available.

At Langley Grammar School, the aims of drug and alcohol education are to:

- enable students to make healthy, informed choices by increasing their knowledge, exploring their own and other people's attitudes and developing and practising social skills;
- promote positive attitudes towards healthy lifestyles;
- provide accurate information about substances;
- increase understanding about the implications and possible consequences of use and misuse;
- encourage an understanding for those experiencing or likely to experience substance use or abuse;
- widen understanding of related health and social issues, eg sexuality, crime, HIV and AIDS;
- seek to minimise the risks that users and potential users face;
- enable young people to identify sources of appropriate personal support.

In the main, it will be teachers who provide drug and alcohol education; where appropriate, outside visitors may contribute to the programme. Teachers have access to support and training as part of their own professional development if and when required.

Drug and alcohol education forms part of the student development programme and is delivered through PCS lessons, whole year-group focus days or periods, and the form tutor programme. The aim of this education at Langley Grammar School is primarily to equip students with the facts about the use of drugs and alcohol, the dangers associated with this, the effects on themselves and others, and in addition to highlight the areas of support and information available to them both in and out of school.

As part of the Science curriculum, students are provided with factual information on drugs in relation to health issues. Typically this will include information relating to types of drugs, their effects, and the effects of drug groups (eg hallucinogens, depressants etc) smoking and alcohol.

Teaching of these sensitive topics will:

- be appropriate to the abilities and needs of the students;
- take proper account of the different ethnic and cultural backgrounds;
- have the safety and well-being of students in mind;
- be non-judgemental, but leave students accurately informed as to the current legal position and the School's attitude;
- support students to adopt a sensible, well informed attitude towards drugs and related issues.

## **7. Advice, information and referral**

If students ask for advice regarding drugs or alcohol misuse, staff will provide accurate and unbiased factual information within the remit of this policy. Staff are aware that individual advice about a student's personal use of substances is not appropriate but that the provision of information about other sources of information/support agencies/help-lines is. Any concerns relating to individuals will be passed to the Designated Senior Person for safeguarding and child protection.

Staff will follow the School's policy on confidentiality issues. However, students will also be made aware of the boundaries of confidentiality should they choose to make a disclosure about drug or alcohol use to a member of staff.

## **8. Attitudes towards harm reduction strategies**

It is not recommended that the safer use of illegal substances be dealt with as part of the School's general teaching programme although this might be touched upon in the curriculum relating to e.g. transmission of disease.

However this may be a strategy used by some outside agencies, to which students may be referred if found to be already experimenting. It may be appropriate for outside agencies to use this approach with the school with smaller groups who have clearly identified needs.

## **9. Parental awareness**

Langley Grammar School acknowledges that it will gain more support from parents around drug and alcohol education if parents are kept informed of what issues are covered in drug and alcohol education and are provided with appropriate information on drugs, the misuse of alcohol and sources of help and support. The School will make this information available as and when it believes appropriate.

The School is not required to inform parents before a search takes place, or to seek their consent to search a student. Although there is no legal obligation to do so, the School would normally inform parents where alcohol, illegal drugs or potentially harmful substances are found, unless there are reasonable grounds to believe that doing so would place the student at risk of harm.

## 10. Management of incidents involving alcohol and/or drugs

In dealing with drug and alcohol-related incidents, Langley Grammar School's primary concern will be with the health and safety of those involved and the wellbeing of the School community as a whole.

Drugs or alcohol-related incidents can generally be placed into one of three categories:

- rumours of possession, use or dealing on or off School premises;
- actual possession, use or dealing on or off School premises, possibly including first aid response;
- disclosures of personal or others' possession, use or dealing from a student or parent and requests for help and support.

Responses will be varied according to the circumstances. Incidents will be considered individually and actions will follow the school's Behaviour for Learning Policy. DfE guidance states that schools have no legal obligation to report an incident to the police. However, it is highly likely that the police will be involved in the investigation of any incident involving the use or suspected use of controlled drugs or new psychoactive substances. The police will definitely be involved when the incident concerns allegations of the supply of controlled drugs or new psychoactive substances. Decisions on whether incidents are reported to the police will be made by the Headteacher.

Fixed-term exclusion is a possible response to a drug or alcohol incident, but would always be considered alongside the provision of support for the student in addressing a possible drug or alcohol problem. **Permanent exclusion will be considered in serious cases and in all cases where a student has been involved in supplying drugs to others.** For Sixth Form students, any involvement in the use of alcohol, controlled drugs or new psychoactive substances will be considered a breach of the Sixth Form contract and may result in the student being required to leave the School. All incidents relating to alcohol or drug use will be recorded including details of the incident and actions taken; this information will be logged on the student's file.

Further details of the School's procedures for managing incidents involving illegal drugs or alcohol, are appended to this policy.

## 11. Managing People under the influence of alcohol or drugs

Irrespective of the nature of the incident, Langley Grammar School will exercise its duty of care regarding anyone involved in the use of drugs, alcohol or other substances and will act in such a way as to ensure their health and wellbeing. Where there is a perceived risk to others in school, all reasonable steps will be taken to reduce this threat. This may include reasonable restraint, contacting the police or other appropriate measures. The school will offer support and guidance to students and to others where their behaviour is detrimental to themselves or the care of others. This may include referral to outside agencies that can provide suitable care, guidance and support.

## 12. Educational visits

This policy and the associated procedures will apply to any educational visit. Students taking part in such visits will be expected to uphold the standards and expectations of the School with regard to alcohol and drug use. If a student is found to be in breach of the School's expectations while on an educational visit, s/he may be required to be collected from the visit and returned home. In such cases, parents may be asked to meet any costs incurred. Staff leading visits abroad need to check the procedures regarding drugs in those countries before they depart. Group Leaders will have authority from the Headteacher to carry out investigations and searches in line with the procedures outlined.

## 13. Policy evaluation and review

The implementation and impact of this policy will be monitored and evaluated by the Governors' Students and Community Committee. The policy will be reviewed every two years, or whenever there is a significant change in national guidance on the handling of alcohol and/or illegal drugs in schools.

- **Reviewed by Student and Community Committee**
- **Approved by Headteacher**
- **Review date:**

**June 2015**  
**July 2015**  
**June 2017**

## **Appendix A – School procedures for managing incidents involving alcohol or drugs**

### **a) Recording information**

All information provided by students should be recorded on a 'Student Point of View' form by the student or teacher; this must then be signed by the student to confirm this is information that is true, before the discussion is ended.

There is no legal requirement to keep a record of a search although the School would normally do this as part of the recording of an investigation.

### **b) Lines of enquiry**

Staff conducting an investigation into the possible use of drugs or alcohol will pursue lines of enquiry which may include the following:

- What does the student have to say from their own point of view?
- Is this a one-off incident or a longer term situation?
- What type of drug or alcohol is being used?
- Is the drug illegal or legal?
- What quantity of the drug or alcohol was involved?
- Where did the drug or alcohol come from?
- What was the student's motivation?
- Is the student knowledgeable and careful, or reckless as to their own and other's safety in how the drug or alcohol was being used?
- What are the student's home circumstances?
- Does the student know and understand the school policy and expectations regarding alcohol and illegal drugs?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply for profit'?
- If the supply of illegal drugs or alcohol is suspected, how much was supplied? Was the student coerced into the supply role, or is there evidence of organised or habitual supply?

### **c) Use of drugs tests**

As part of an investigation, further evidence may be gathered through recognised drug testing procedures as used by local police. Parental permission for such tests is not required, and tests may be carried out before parents are informed of the incident. Such tests will only be carried out by the Headteacher or Deputy Headteachers, and will follow police guidance including precautionary measures to prevent contamination. Information gained from testing will not be considered in isolation but alongside other evidence gathered.

### **d) Searching students or property**

Under section 91 of the *Education and Inspections Act 2006* Langley Grammar School has the general power to discipline a student as appropriate. This general power enables the Headteacher or a designated senior member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where it is reasonable to do so. This power is compatible with article 8 of the European Convention on Human Rights that states students have a right to respect for their private life. The Headteacher or authorised staff have the statutory power to search a student or their possessions without consent where they have reasonable grounds for suspecting that the student may have a prohibited item.

Searches will always be conducted in accordance with the Department for Education guidance on *Screening, Searching and Confiscation (2012)* and in such a way as to reduce embarrassment or distress.

i. ***Personal and intimate searches***

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets. It is not appropriate for a designated member of staff to conduct an intimate search which goes further than this. Every effort will be made to persuade the individual to voluntarily hand over drugs, alcohol or other items in the presence of a second adult witness. If the individual refuses, Langley Grammar School may pursue formal lines by contacting the police, who may conduct an intimate search if they believe the individual is in danger of causing harm to themselves or others.

ii. ***Searches of school property***

Designated staff may search school property, for example a student's locker, if they have reasonable suspicion that alcohol or drugs may be stored there. The cooperation of the student concerned will be sought; however individuals will be made aware that if they refuse, the search may be conducted anyway. If a student is absent the search can still take place.

iii. ***Searches of personal property***

Designated staff may only search personal property e.g. a bag or pencil case within a locker with the student's consent unless a s/he is absent from school. Parents can be notified and asked to persuade their son/daughter to give consent.

***e) Confiscation and disposal of suspected illegal drugs***

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

Staff authorised to conduct a search should:

- ensure that a second adult witness is present throughout;
- seal any samples found in a plastic bag and include details of the date, time of seizure/find and the witness that is present;
- store it in the school safe with access limited to the Headteacher and Deputy Headteacher;
- without delay inform the police who will collect and store it. The school does not have to divulge the name of the student(s) from which the drugs were taken. Where a student is named, the police may have to follow a set of internal procedures;
- record full details of the incident including the police incident reference number;
- inform parents or carers unless it is considered that this would jeopardise the safety of the student.

Where the designated person undertaking the search finds other substances which are not believed to be controlled drugs, these can be confiscated if that person believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If it is not possible to identify the legal status of a drug, it should be treated as a controlled drug. ***School staff should not attempt to analyse or taste substances.***

***f) Disposal of drug paraphernalia***

Any drugs paraphernalia may be passed to the police if it is relevant to a drugs investigation. In the event of discovering needles or syringes on school premises, these will be placed in a sturdy, secure container (for example a tin with a lid). The person dealing with any paraphernalia should contact Student Support and make use of protective gloves. Used needles or syringes will not be disposed of in domestic waste; the School will contact the Environmental Health Department for advice on disposal. Any other items will be disposed of appropriately by the School.

## Appendix B - New Psychoactive Substances

### About New Psychoactive Substances

A huge variety of new psychoactive substances have become available in the last 25 years, marketed as safer and legal alternatives to illicit drugs whilst mimicking their effects. They are often made in laboratories and sold via the Internet. With a huge number of chemicals currently available (and can potentially be produced) the UK government have brought in changes to the Misuse of Drugs Act in an attempt to classify the chemicals and any derivatives of them.

Suppliers consequently market them labelled as plant food, bath crystals, research chemicals, or pond cleaner in order to disguise their recreational use and get around the drug laws. Some substances may not yet be controlled by the Misuse of Drugs Act, but may be controlled under the Medicines Act.

### Effects of New Psychoactive Substances

The main effects of almost all psychoactive substances, including 'legal highs', can be defined with three categories: stimulants, depressants, and hallucinogens (psychedelics). Many new psychoactive substances will have stimulant or hallucinogenic effects or a combination of both. Some may be smoked, taken orally as Tablets, snorted in powder form or injected.

Very little controlled research is available for these substances and therefore side effects and possible dangers are not yet fully known. Even if a substance is sold as 'legal' or 'herbal' does not mean that it is safe for consumption. Deaths have been reported as a result of using these substances. Risks may include confusion, drowsiness, paranoia, manic behaviour, panic, heart attack, coma, seizures and death. Experimenting with these substances is risky as no-one can be certain what they are taking or how they will react.

### Where do they come from?

Some may be derived from intoxicating plant species; some may be chemicals made in laboratories. Substances may be imported; sold over the internet and in some specialist shops.

### Legal status

There are potentially hundreds of chemical analogues (a compound with a molecular structure closely similar to that of another) being created by chemists around the world, so as soon as one new drug is identified and banned many more are being produced to take its place.

These chemicals may contain other substances which could be more dangerous in combination or could be illegal to possess. Some drugs sold as 'legal' actually have been found to contain one or more substances that are illegal. Many can also look very similar to other illegal drugs, such as cocaine,

The Government has:

- published an action plan to combat new psychoactive substances, which sets out our approach to fighting the threat from emerging substances
- introduced the temporary class drug order, which bans newly identified harmful drugs within days- an order can last for up to 12 months and is implemented following initial advice from the [Advisory Council on the Misuse of Drugs](#), and remains in place while the Advisory Council's full report on the substance is prepared
- implemented a forensic early warning system, which detects new psychoactive substances in the UK - the [forensic early warning system annual report](#) describes the system and provides results on the analysis of samples tested

### Helping services

Most areas of the UK have 'street agencies' or projects (sometimes called community drug services or community drug teams) which offer a range of services including information and advice, counselling, and sometimes support groups and complementary therapies such as acupuncture. Some services have extended working hours and may offer weekend support. GPs can make referrals to specialist drug services. Many drug agencies also provide lots of advice and support to parents, family members and partners of people using drugs. They may provide relative support groups or advice, guidance and counselling on a one to one basis.