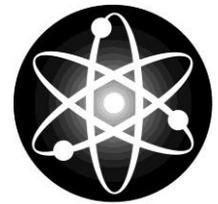




# MOULTON SCHOOL AND SCIENCE COLLEGE



Science

## MOULTON SCHOOL DRUGS POLICY March 2018

### 1 - Introduction.

All children and young people need to be able to make safe, healthy and responsible decisions about drugs both legal and illegal. Moulton School has a central role in helping them make such decisions by providing education about the risk and effects of drugs by;

- ✚ developing their confidence and skills to manage situations involving drugs
- ✚ creating a safe and supportive learning environment
- ✚ ensuring that those for whom drugs are a concern receive appropriate support.

We consider that the use of illegal drugs is detrimental to the development and education of our students and is likely to undermine their health, safety, independence, opportunities and respect for the law. Such illegal use of drugs will also undermine the integrity of The Moulton School community by exposing other students to temptation and to the risk of criminal proceedings.

This policy aims to enable students to make healthy, informed choices by increasing their knowledge and understanding of drugs and their effects, challenging their attitudes and helping them to develop skills such as being assertive and a positive example amongst peers.

Moulton School is aware that some students are more vulnerable to drug misuse and that we can help to reduce the impact of risk factors and strengthen protective factors by promoting:

- ✚ Supportive and safe relationships
- ✚ Regular school attendance
- ✚ The ability to cope with the social and academic demands of school life
- ✚ Strong and supportive social networks
- ✚ Good social skills
- ✚ A good knowledge of the effects and risks associated with drugs
- ✚ Realistic self awareness and self esteem
- ✚ A good knowledge of general health and how to ensure good mental health
- ✚ A good knowledge of how to access help and information
- ✚ Counselling and other support mechanisms
- ✚ Participation in extra curricular activities
- ✚ Working in partnership with parents/carers

Moulton School recognises the effect of the use and misuse of drugs on individuals in society and the school's role in reducing misuse. As part of the community, we seek to work with our partners and outside agencies to provide a safe environment in which our students and staff at Moulton School can lead and develop a healthy lifestyle.

### 2 – Location and dissemination.

The Drugs policy can be found on the school website.

### 3 – The context of the policy and its relationship to others.

The drugs policy should be considered in conjunction with other relevant school policies relating to behaviour, child protection, health and safety, attendance and residential

## **5 – The purpose of the Moulton School drugs policy is to:**

- ✚ Reinforce and safeguard the health and safety of pupils and others who use Moulton School.
- ✚ Enable staff to manage effectively drugs related incidents on school premises.
- ✚ Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community. Making clear the legal responsibilities and requirements of Moulton School.
- ✚ Ensure that the response to incidents involving drugs compliments the overall approach to drug education and the values and ethos of Moulton School.
- ✚ Give guidance on developing, implementing and monitoring the drugs education programme.
- ✚ Provide a basis for evaluating the effectiveness of Moulton School drug education programme and the management of incidents involving illegal and other unauthorised drugs.

## **6 – Where and to whom the policy applies.**

This policy applies to all staff, students, parents/carers, governors and partner agencies working in Moulton School.

It includes journeys to and from school in school uniform, work experience, educational visits and external educational providers. Students must not bring controlled drugs, cigarettes or alcohol onto the school site at any time.

## **7 - Statutory Duty of the School**

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

The Head Of Life Skills has oversight for the drugs education within the PSHE schemes of work.

The Assistant Headteacher has responsibility for updating the Drugs policy with Governors.

## **8 - Definitions and terminology.**

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- ✚ all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- ✚ all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), khat and alkyl nitrites (known as poppers)
- ✚ all over-the-counter and prescription medicines.

**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.”**

The terms 'drugs' and 'drug education', unless otherwise stated, are used throughout this document to refer to all drugs:

- All illegal drugs
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- All over-the-counter and prescription medicines
- All newly developed chemical substances intended to be taken for hallucinogenic effect, even if they are not included in drugs legislation
- All prescribed medicines when used by anyone other than the named patient

All new psychoactive substances (NPS) are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classed as illegal under the Misuse of Drugs Act 1971 amended 2005.

## How drugs are classified.

In the UK, drugs are classified into three main categories, known as Class A, B or C. Using or dealing in drugs classified as A attracts the highest penalties. Drugs are classified under the Misuse of Drugs Act 1971, although some other drugs are also regulated by the Medicines Act 1968.

### Class A:

These include: cocaine and crack, ecstasy, heroin, LSD, methadone, methamphetamine (crystal meth), fresh and prepared magic mushrooms.

### Class B:

These include: amphetamine (not methamphetamine), barbiturates, codeine, ketamine, synthetic cannabinoids such as Spice and cannabis. All cathinone derivatives, including mephedrone, methylone, methedrone and MDPV were brought under control as Class B substances in 2010.

### Class C:

These include: anabolic steroids, minor tranquillisers or benzodiazepines, GBL and GHB, khat and BZP.

**Legal Classification** There are several statutes that cover the area of drug misuse. The main ones are;

- ✚ The Misuse of Drugs Act 1971- updated 2017
- ✚ The Medicine Act 1968
- ✚ The Drug Trafficking Offences Act (1986 ; 1994)
- ✚ The Intoxication Substances (Supply) Act 1986.

The Misuse of Drugs Act is the major area of legislation and the Act is intended to prevent the non medical use of certain drugs. It controls medical drugs that are in the Medicines Act, but also with no current medical uses. Offences under this act mainly involve the general public.

Offences under the Misuse of Drugs Act are:

- ✚ Possession - having the substance
- ✚ Possession with intent to supply
- ✚ Production - cultivation or manufacture
- ✚ Supplying or offering to supply another person
- ✚ Import or export
- ✚ Allowing premises that you occupy or manage to be used for supplying or offering to supply drugs.

## 8 – Moulton School's stance towards drugs, health and the needs of pupils

**Moulton School will not tolerate the possession, use or supply of illegal and other unauthorised drugs within the school boundaries.**

### 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 the Assistant Headteacher Student Guidance or a member of the Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- ✚ Moulton school's disciplinary procedures relating to the management of drugs related incidents
- ✚ 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 school 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.

## Responses and sanctions for drug related incidents

### Responses and sanctions for drug related incidents

#### Legal drugs

All reference to cigarettes in this policy includes electronic cigarettes.

All cigarettes, including electronic cigarettes, vaporizers, tobacco, alcohol and solvents will be confiscated and destroyed. The sanction relating to cigarettes also apply to electronic cigarettes and vaporizers.

Moulton School is a no smoking site and this includes electronic cigarettes and vaporizers.

Incident	First occasion	Second occasion	Third occasion
Possession of cigarettes	1 Day isolation	2 Days Internal exclusion	2 Days exclusion
Smoking cigarettes	2 Days isolation	2 Days exclusion	3 Days exclusion
Selling cigarettes	2 Days exclusion	3 Days exclusion	5 Days exclusion
Possession of alcohol	2 Days isolation	2 Days exclusion	3 Days exclusion
Consumption of alcohol	Sent home; medical grounds 2 Days isolation	Sent home; medical grounds 2 Days exclusion	Sent home; medical grounds 3 Days exclusion
Selling of alcohol	2 Days exclusion	3 Days exclusion	5 Days exclusion
Misuse of solvents	Sent home; medical grounds 2 Days exclusion	Sent home; medical grounds 3 Days exclusion	Sent home; medical grounds 5 Days exclusion

#### Illegal Drugs (including 'legal highs')

Incident	First Occasion	Second occasion
Possession / misuse of a class B/C drug or intoxicating substance, such as "legal highs"	5 days exclusion Police involvement	Permanent exclusion
Possession / misuse of suspected Class A drug	5 days - permanent exclusion Police involvement	Permanent exclusion
Supply of an intoxicating substance, such as "legal highs"	5 days - permanent exclusion Police involvement	Permanent exclusion
Supply of an illegal drug	Permanent exclusion Police involvement	N/A
Drugs related Paraphernalia, for example grinders	Confiscation. Parent contact. 2 days internal exclusion.	5 Day exclusion.

**'Occasions' will be considered to be over a rolling year period.**

**The Headteacher has the discretion to vary these sanctions should he/she deem it to be appropriate.**

**The above list may not be exhaustive. Incidents may occur which do not specifically fit in with the above list and when such incidents occur, sanctions will be enforced appropriately.**

Moulton School recognises that there are circumstances where other non-controlled drugs may legitimately be in school.

- ✚ Medicines – staffing, administration, storage and record keeping procedures are clearly set out in the first aid policy.
- ✚ Volatile substances – solvents or hazardous chemicals are legitimately used by staff and students. Arrangements for storage and management of these are set out in the Health and Safety policy.

### **9 – Staff with key responsibilities for drugs.**

All staff have a responsibility and duty of care to all students in ensuring the drugs policy is implemented at all levels.

- ✚ Leadership Team – If any member of staff has any concerns about any drug related incident then they should immediately inform a member of the Year Team and they will inform a member of the Senior Leadership Team.
- ✚ Head of Life Skills – Hilary Savage
- ✚ Year Leaders, Assistant Year Leaders Head and Deputy Head of Sixth Form, form tutors and subject teachers are responsible for implementing the drug policy in respect of the students for whom they have responsibility.

### **Drugs Education Curriculum**

The school delivers a balanced curriculum which:

- ✚ assists all children to grow spiritually and to develop self-reliance, self-esteem, confidence and the ability to communicate effectively.
- ✚ helps all children to mentally and physically develop into happy, healthy adults who are prepared for the experiences, opportunities and responsibilities of adult life in a changing world.

Drugs education is seen as an essential component of drug prevention and is an important aspect of the school curriculum. Its aim is to provide opportunities for students to develop their knowledge, skills and attitudes and their understanding about drugs and to appreciate the benefits of a healthy lifestyle, relating this to their own and others actions.

#### **It aims to:**

**1.** Increase students' knowledge and understanding and clarify misconceptions about:

- ✚ how drugs have been used throughout history.
- ✚ how to keep a healthy body and mind and what influences good health.
- ✚ the short and long term effects associated with drug taking and drug addiction.
- ✚ how substance abuse affects the family and individuals.
- ✚ how pressure from peers and the media can threaten ones' wellbeing.
- ✚ how current UK drug laws are applied to themselves and others.
- ✚ the complex moral, social and emotional and political issues, surrounding drug abuse.

**2.** Develop pupils' personal and social skills to make informed decisions which help to keep themselves safe and healthy, including;

- ✚ discussing and evaluating different sources of information.
- ✚ communicating confidently with peers and adults.
- ✚ recognising and managing risk and choosing to make safe choices.
- ✚ considering social and moral dilemmas.
- ✚ recognising when pressure from others threatens their well being.
- ✚ researching information to further their understanding of drug related issues.

- ✚ recognising cultural norms in society.

**3.** Enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influences.

Drug education is delivered through a well – planned cross-curricular program, including assemblies PSE, drama and science activities plus workshops or talks given by outside specialist agencies.

### **Those with Curricular and Managing Incident Responsibility**

#### **Governors**

LA guidelines indicate that governors are responsible for:

- ✚ ensuring appropriate policy in place;
- ✚ overseeing the monitoring of the drugs curriculum;
- ✚ having a clear oversight of Moulton School's responses relating to drugs within the establishment;
- ✚ monitoring of drug related incidents.

#### **The Headteacher is responsible for;**

- ✚ dealing with disciplinary issues arising from drug misuse;
- ✚ advising colleagues on drug-related disciplinary issues;
- ✚ dealing with any media enquiries with a view to protecting the good name of the school;
- ✚ keeping governors informed about drugs related incidents.

#### **Senior Leadership Team members with oversight of support, care and guidance are responsible for:**

- ✚ liaising with the Headteacher over appropriate responses to any incidents of a drug related nature;
- ✚ liaising with Year Leaders over referrals to support students involved in drug related issues.

#### **Assistant Headteacher is responsible for:**

- ✚ following consultation with the Headteacher, ensuring the Year Team inform police of any illegal drug incident which occurs when pupils are in school, traveling to or from school or on educational visits;
- ✚ liaising with the police with regard to information which relates to illegal drugs use or supply;
- ✚ informing parents or carers about drugs related incidents;
- ✚ informing and supporting the Headteacher, Deputy Head, Head of Sixth Form and Year Leaders in managing support, referrals and sanctions which relate to drug incidents.

### **14 – Management of drugs at school.**

The school will consider each substance incident individually and recognize that a variety of responses will be required to deal effectively with the incident.

Appropriate counselling and support will be sought and offered to students involved in such incidents.

In the case of a student being intoxicated through alcohol or drug misuse, the safety and well being of the student will be the first concern and medical advice sought if required.

## **Management of Incidents Involving Drugs**

Incidents involving drugs may take the form of:

- ✚ emergencies
- ✚ intoxication
- ✚ discovery/observation
- ✚ disclosure
- ✚ suspicion/rumour (both from inside the school and outside)

### **Emergencies**

This involves emergency situations where a person is unconscious as a result of drug use.

- ✚ Inform a member of the Leadership Team
- ✚ A first aider should be called and student should not be left alone.
- ✚ An ambulance should be called if necessary
- ✚ Parents informed.
- ✚ An assessment of incident to start immediately, including finding out what has been taken. Completion of drugs concern observation sheet (see appendix) which is then passed to one of the Designated Leadership drugs team

### **Under Intoxication**

This involves intoxication/being under the influence of drugs.

- ✚ Inform a member of the Leadership Team.
- ✚ Pupil removed to quiet room and not left alone.
- ✚ Try to ascertain what the pupil has taken (if pills or medicine have been taken, if possible obtain bottle or container or write down what has been taken. The pupil may become unconscious at a later time and this information will be valuable for medical staff).
- ✚ A first aider should be called.
- ✚ Parents informed and asked to come to school.
- ✚ An assessment of incident to start immediately, including finding out what has been taken.

### **Under Discovery/observation**

This involves suspecting, seeing or discovering a pupil in possession of a substance that is illegal or liable to be misused. This also applies to those situations where a pupil is in possession of a suspicious substance.

- ✚ Inform member of The Leadership Team.
- ✚ Follow policy relating to personal searches and searching of property as outlined in policy
- ✚ Appropriate disciplinary and referral action to be taken in accordance with the management of drug related incidents.

### **Disclosure**

This is where a pupil discloses to a member of staff that he/she has been using drugs, or that they are concerned about someone else's drug use (eg friend, parent, sibling)

- ✚ Support/concern needs to be shown to the pupil.
- ✚ Confidentiality should not be promised.
- ✚ The pupil should be encouraged to tell his/her parent(s) if he/she has not already.
- ✚ School to contact parents.
- ✚ The school will have a list of appropriate and relevant outside agencies for referral and to offer support, including the school based service.

## Suspicion/rumour

Every effort should be made to obtain “hard” information. Rumour itself is seldom helpful, and can be harmful.

### a) **Internal**

- ✚ Inform Year Leader of any concerns
- ✚ Discreet monitoring of the pupil(s) concerned
- ✚ Following consultation with the relevant Deputy Head, notification of parents of suspicions which are felt to have some basis in reality

### b) **External** (eg arising from parental telephone call)

All the above will be put into effect and in addition the police will be informed if it is felt the information will be useful to them.

## Searches

### Personal Searches

This is managed within the guidelines set out in the 2012 DfE ‘Screening, Searching and Confiscation’ guidelines

### Searches of school property

Staff may search school property, for example, students’ lockers, if they believe drugs to be stored there.

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

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 or envelope and include details of the date and time of the seizure/find and witness present.
- ✚ store it in school safe
- ✚ **without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a 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. Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures
- ✚ record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.
- ✚ Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

### Legal Drugs

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

## **Alcohol and tobacco**

Parents/carers will be informed and informed that the alcohol/tobacco has been confiscated. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

## **Volatile substances**

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

## **Medicines**

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines statement.

## **Disposal of drug paraphernalia**

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

## **15 - Police contact.**

Northamptonshire Police have published an agreed policy on how they would respond to drug related incidents. A member of the Senior Leadership Team will contact the police. Advice can be sought from Moulton School's PCSO.

## **Guidance for staff**

Some of the signs which may indicate that individuals or groups of young people are misusing drugs are given below. Their presence alone is not conclusive proof of drug or solvent misuse: many of them are a normal part of adolescence. If you are concerned about a pupil please follow the guidelines listed in the policy – reference section 15.

### **Warning Signs in Individuals**

- ✚ Changes in attendance, and being unwilling to take part in school activities.
- ✚ Decline in performance in school work.
- ✚ Unusual outbreaks of temper, marked swings of mood, restlessness or irritability.
- ✚ Reports from parents that more time is being spent away from home, possibly with new friends in older age groups.
- ✚ Excessive tiredness without obvious cause.
- ✚ No interest in physical appearance.
- ✚ Sores or rashes especially on the mouth or nose.
- ✚ Lack of appetite.
- ✚ Heavy use of scents, colognes etc. to disguise the smell of drugs.
- ✚ Wearing sunglasses at inappropriate times (to hide dilated or constricted pupils).
- ✚ Increased amount of cash.

### **Warning signs in groups;**

- ✚ Regular absence on certain days
- ✚ Keeping at a distance from other pupils, away from supervision points (eg groups who frequently gather near the gate of a school playground or sports field).
- ✚ Being the subject of rumours about drug taking.
- ✚ Talking to strangers on or near the premises.
- ✚ Stealing which appears to be the work of several individuals rather than one person (eg perhaps to shoplift solvents).
- ✚ Use of drugtakers' slang.

- ✚ Exchanging money or other objects in unusual circumstances.
- ✚ Associating briefly with one person who is much older and not normally part of the peer group.

### Objects that may indicate Drug Misuse

- ✚ Foil containers or cup shapes made from silver foil, perhaps discoloured by heat.
- ✚ Metal tins
- ✚ Spoons discoloured by heat
- ✚ Pill boxes
- ✚ Plastic, cellophane or metal foil wrappers.
- ✚ Small plastic or glass phials or bottles.
- ✚ Twists of paper.
- ✚ Straws.
- ✚ Sugar Lumps.
- ✚ Syringes and needles.
- ✚ Cigarette papers and lighters.
- ✚ Spent matches.
- ✚ Plastic bags or butane gas containers (solvent abuse).
- ✚ Cardboard or other tubes (heroin).
- ✚ Stamps, stickers, transfers or similar items.
- ✚ Shredded cigarettes, home-rolled cigarettes and pipes (cannabis).
- ✚ Paper (about 2 inches square) folded to form an envelope (heroin)

### Additional Information Contacts:-

- ✚ **Frank** - offers free & confidential advice. They can send leaflets such as 'A Parent's Guide to Drugs ' & also tell you how to contact your local drug agency. Phone: 0800 77 66 00 or visit [www.talktofrank.com](http://www.talktofrank.com) (Live Chat 2pm – 6pm), e-mail: [frank@talktofrank.com](mailto:frank@talktofrank.com), SMS: 82111
- ✚ **Volatile Substance Abuse (VSA) Solve It** - service promoting an understanding, awareness & education of the consequences of volatile substance abuse - [www.solveitonline.co.uk](http://www.solveitonline.co.uk)  
Phone: 01536 414690, e-mail: [info@solveitonline.co.uk](mailto:info@solveitonline.co.uk)
- ✚ **Release** - a 24 hour confidential helpline offering advice on drug use & legal issues.  
Phone: 0845 4500215, [www.release.org.uk](http://www.release.org.uk), e-mail: [ask@release.org.uk](mailto:ask@release.org.uk)
- ✚ **ADFAM National** - provides confidential support & information for families & friends of drug users. Phone: ( 020 ) 75537640 Mon, Wed & Fri 10am-5pm, [www.adfam.org.uk](http://www.adfam.org.uk),  
e-mail: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)
- ✚ **Quitline** - for friendly & practical help & advice on stopping smoking. Phone: 0800 00 22 00  
[www.quit.org.uk](http://www.quit.org.uk), e-mail: [info@quit.org.uk](mailto:info@quit.org.uk)
- ✚ **CAN** - Drug & alcohol counselling service. Phone: 01604 627027, [www.can.org.uk](http://www.can.org.uk),  
e-mail: [adminderngate@can.org.uk](mailto:adminderngate@can.org.uk)
- ✚ **Low-Down** - advice & counselling for young people which is free & confidential. Phone: 01604 622223, [www.thelowdown.info](http://www.thelowdown.info), e-mail: [info@thelowdown.info](mailto:info@thelowdown.info)
- ✚ **Your GP** - can refer onto local drugs & alcohol counselling services.