



<b>GUILSBOROUGH ACADEMY DRUGS EDUCATION PROCEDURE</b>
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Policy Name	Drugs Education
Owner	Vice Principal
Statutory	No
Authorisation	Principal to ratify, Trustees to note

Date Ratified	Review Date
January 2024	January 2027

**Management of drugs at school**

This is managed within the guidelines set out in the 2018 DfE ‘Screening, Searching and Confiscation’ guidelines.

**INTERNAL PROCEDURES**

*(In all cases consult the Principal or Vice Principal before proceeding)*

**Personal Searches**

When a person is suspected of concealing illegal, other unauthorised drugs or suspicious substances senior staff will use their statutory powers to search the person. Every effort will be made to persuade the person to hand over voluntarily any drugs or equipment, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the police will be called.

GUILSBOROUGH Academy has a zero tolerance policy towards the possession, being under the influence of, use or supply of illegal and other unauthorised drugs within the school boundaries. If any student is found in possession of a suspicious substance, or related equipment, it will be taken from him/her. The Principal will be informed. The student will then be interviewed by a member of the Leadership Team. The police will be consulted concerning the nature of the substance. If it is believed to be an illegal drug, the student will be isolated immediately and his/her parents/carers called to the school as soon as possible. The Principal or designated member of staff will speak to them and the student can expect to be permanently excluded. The illegal drug will be handed to the police who may prosecute the student.

**Searches of school property**

Staff may search school property, for example, students’ bags if they believe drugs to be stored there. Consent will be sought, however individuals will be made aware that if consent is refused the school may proceed with a search. Where consent is refused, the school will balance the likelihood that an offence has been committed against the risk of infringing the individual’s privacy without just cause.

**Searches of personal property**

The school can search personal property without consent. However, if the school wishes to search personal property, including students’ property stored within school property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade



their child to give consent or if they wish to proceed along formal lines calling the police. After any search involving students, parents/carers will be contacted by the school, regardless of whether the result of the search is positive or negative.

**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 all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.**

### **Controlled Drugs**

In taking temporary possession and disposing of suspected controlled drugs schools are advised to:

- 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 of the witness present;
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- Notify the police without delay, who will collect it.
- Record full details of the incident, including the police incident reference number;
- Identify any safeguarding concerns and develop a support and disciplinary response.

**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.**

- The school will record full details of the incident, including statements of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included where applicable.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification. If formal action is to be taken against a student, the police will make arrangements for the student 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/carers or duty social worker.

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. New psychoactive substances will be included in the school drug policy as unauthorised substances and treated as such. If there is uncertainty about what the substance is, it should be treated as a controlled drug.

The school will treat these as unauthorised substances and will apply the same sanctions as illegal drugs.

### **Legal Drugs**

The police will not always necessarily be involved in incidents involving legal drugs, but the school may inform the 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 that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.



At Guiltsborough Academy we consider the use of e-cigarettes (commonly known as vaping) to come under this category.

### **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.

### **Misuse of Medicines**

If a student uses their own or anyone else medicines inappropriately these will be considered unauthorised and treated as such.

### **Disposal of drug paraphernalia**

Should the need arise, any needles or syringes found on school premises will be placed in a sturdy, secure container, using gloves. A tin will be kept in the office for this purpose, out of reach of students. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

### **Police contact**

Contact details are available from the school office.

### **Referral and external support**

Head of Year, SENCO and Senior Leadership Team are responsible for referral to agencies. A list of local support services and national helplines/websites is available for students and parents on the school website and on the Northamptonshire County Council website.

Students are made aware of the various internal and external support structures via the Life Skills (PSHE). Local support services and national helplines/websites are advertised on notice boards, on an information board in the pastoral area and also on the school website. Information is available from the Pastoral Team for individual students or parents as and when required.

### **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 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/Safeguarding
- 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.