



Boroughbridge High School and King James's School Federation

# SUBSTANCE USE AND MISUSE POLICY

Policy last reviewed (date)	January 2024
Policy ratified by Governors	January 2024
Next policy review due (date)	January 2027
Addendum Added	June 2024
Addendum Ratified by Governors	June 2024
Staff Lead	BHS Associate Assistant Headteacher (Student Experience & Welfare) KJS Assistant Headteacher (SENCO)

## Significant Revisions since last review

New Federation Policy

(June 2024) Addendum added on page 4 – **Suspected drug use off the school premises.**

This policy is written in accordance with North Yorkshire guidance on developing a substance misuse policy and will be reviewed every two years unless an incident in that time period requires the policy to be updated.

This guidance incorporates advice from the following documents:

- 2017 Drug Strategy, Home Office  
<https://www.gov.uk/government/publications/drug-strategy-2017>
- Drug Advice for Schools from the Department for Education and the Association of Chief Police Officers (2012).

<https://www.gov.uk/government/publications/drugs-advice-for-schools> • Screening, searching and confiscation. Advice for headteachers, staff and governing bodies (DfE 2018) <https://www.gov.uk/government/publications/searching-screening-and-confiscation>

- Reviewing your drug and alcohol policy – a toolkit for schools. Mentor UK  
<http://mentor-adepis.org/reviewing-your-drug-and-alcohol-policy-a-toolkit-for-schools/>
- Quality Standards for effective alcohol and drug education. Mentor – ADEPIS (2017 updated in line with the 2017 drug strategy) <http://forms.mentor-adepis.org/schools-introduction/>
- Police in the Classroom – A handbook for police and PSHE teachers. PSHE association and National Police Chief Council  
<https://www.psheassociation.org.uk/sites/default/files/u26918/CYP%20police%20in%20the%20classroom%20handbook.pdf>

This policy is linked to other school policies such as Supporting Students with Medical conditions, First Aid and Medical Procedure, Behaviour and Rewards, Safeguarding, Health, School Visits, PSHE and Confidentiality Policies as well as the Child Protection Manual.

**The purpose of a substance misuse policy is to:**

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of pupils and others who use the school
- Clarify the school's approach to substances for all staff, pupils, governors, parents/carers, external agencies and the wider community.
- To ensure students are aware of their responsibilities in relation to drug issues (medicines, alcohol, tobacco, nicotine solvents and other drugs during school time)

- Give guidance on developing, implementing and monitoring the substance misuse education programme – through PSHCE curriculum which promotes positive attitudes to health and allows young people to develop social and life skills to ensure that they are aware of the dangers of drug use.
- Enable staff to manage substances on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved. Which allows the school to react appropriately and consistently to drug related incidents, so that the behaviour does not jeopardise the health or learning environment of the school.
- Ensure that the response to incidents involving substances complements the overall approach to substance misuse education and the values and ethos of the school

### **Definitions**

For the purpose of this policy the following definition of a **substance** will apply:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs including alcohol, tobacco/e-cigarettes/vapes, volatile substances and amyl nitrites
- All over the counter and prescription medicines (misuse would be taking medication not prescribed for the person)

**Substance misuse** is the inappropriate use of a drug and includes:

- Unlawful possession or use of a drug
- Unlawfully supplying or intending to supply a drug. A student passing an illegal drug to a fellow student on the school site, irrespective of any money changing hands, would be deemed to be supply
- Inappropriate use of a drug because of time, place, task or responsibility
- Using medicines not in accordance with instructions
- Using drugs in ways which are harmful to health
- Inappropriate use of an aerosol
- Smoking tobacco
- Using e-cigarettes and vapes

### **The School's stance on substances**

The school does not permit the misuse of substances nor the use or presence of unauthorised substances on site or associated with any activity, anywhere, for which the school is responsible. Substance misuse incidents will be dealt with fairly with the well-being, health and safety of the whole school community being paramount as well as acknowledging the pastoral needs of individual pupils.

Consideration may need to be given to alcohol for specific events for example, alcohol in sealed containers may only be brought on the premises for special functions, authorised by the governors or via delegated powers. Alcohol must only be

handled by adults over the age of 18. It must be securely stored and removed from premises as soon as practicable after the event.

Medicines may be authorised to be brought on site by pupils or their parents/carers, but only by prior and recorded arrangement in accordance with our First Aid and Medicines Procedures and Health Care Plans.

### **Where and to whom the policy applies**

This policy applies to all staff, students, parents/carers, governors, visitors to school, contractors on site and bus/taxi drivers involved in the transport of students.

This policy applies to all school buildings and grounds. The exceptions to this are:

- Consumption of alcohol when a licence has been obtained for this purpose by hirers
- Consumption of alcohol at social occasions (when school is closed)

The taking of medicines following the procedure set out in the 'Management of Drugs Policy and First Aid and Medicines Procedures'.

### *Addendum to Policy dated May 2024.* **Suspected drug use off the school premises**

*Under the DfE guidance on behaviour and discipline schools should consider their response to incidents that happen outside the school gate where they:*

- *could have repercussions for the orderly running of the school.*
- *poses a threat to another pupil or member of the public.*
- *could adversely affect the reputation of the school.*

*In all of these circumstances the headteacher should also consider whether it is appropriate to notify the police in their local area of the actions taken against a pupil. In addition, school staff should consider whether the behaviour may be linked to the child suffering, or being likely to suffer, significant harm. In this case the school staff should follow its safeguarding policy.*

*The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of substance misuse covered by this policy, which may take place out of school, but is linked to membership of the school. The school should deal with such incidents within the procedures set out in the substance misuse policy and associated behaviour policies and will, where known, inform*

*parents/carers of incidents of inappropriate behaviour that takes place out of school within safeguarding procedures.*

### **Tobacco, Alcohol and Illegal Drug Use**

Students must not be in possession of, or use, or attempt to sell or procure tobacco, vapes, e-cigarettes, alcohol or other drugs whilst on the school premises and from the point they leave home to come to school to the point they arrive home after the school day.

Students must not attend school under the influence of alcohol, or any other substance.

The school does not tolerate any student under the influence of or the possession, use or supply of drugs.

**Dealing with drug related incidents** - in the event of finding or suspecting a student to be in possession/under the influence of a drug:

- Refer this to a member of SLT
- Conduct a search of the student in accordance with the Searching, screening, confiscation and restraint policy. Do this in the presence of an adult witness (preferably pastoral or medical team).
- Ask the student to empty their pockets and bags. If a student refuses, explain to them that the police can be asked to attend. Primary carer to be contacted in the event of refusal.
- Any drug found should be packed securely and labelled with the date, time and place of discovery. It should be secured within school. Arrangements should be made to hand over the package to the police immediately.
- If a student is under the influence of a drug, do not leave them unsupervised. Take them to First Aid. Contact primary carer immediately if safe to do so.
- Other prohibited items found during a search should also be confiscated.
- Following the search, whether or not anything was found, record on the electronic safeguarding system, the person searched, the reason for the search, the time and the place, who was present and the outcome of any follow up action.
- Inform parents, unless this is not in the best interests of the student. Make the decision of immediate care for the young person and refer to external medical attention if required.
- If a student's safety is at risk, contact the Designated Safeguarding Lead.
- Refer to the Behaviour policy when issuing a sanction
- Make a referral to external services if the young person needs specialist support (e.g. GP, RISE, Horizon, Compass Phoenix, Early Help)

**Dealing with tobacco related incidents** - it is illegal for any person to smoke/vape on the school site. If a student is caught smoking, in possession of tobacco, cigarettes, e-cigarettes or vapes in the company of students smoking:

- The student will be taken to a member of SLT.
- Ask the student to hand over any cigarettes, e-cigarettes or tobacco.
- Conduct a search of the student in accordance with the Searching and Confiscation policy. Do this in the presence of an adult witness (preferably pastoral team).
- Other prohibited items found during a search should also be confiscated.
- Any confiscated cigarettes, e-cigarettes, vapes or tobacco will not be returned to the student. They will be secured within school until they are destroyed or handed over to the police.
- Following the search, whether or not anything was found, record on the secure electronic safeguarding system, the person searched, the reason for the search, the time and the place, who was present and the outcome of any follow up action.
- Inform parents.
- If a student's safety is at risk contact the Designated Safeguarding Lead.
- Refer to the Behaviour policy when issuing a sanction.
- Make a referral to external services if the young person needs specialist support (e.g. GP, RISE, Horizon, Compass Phoenix, Early Help)

### **Personal Development Lessons**

All students in Years 7 – 11 participate in Personal Development lessons (PSHE) which include a number of statutory and additional Personal, Social and Health Education units. At different stages of their education they are provided with up to date appropriate information and guidance regarding risk taking behaviours which includes specific age appropriate information on drugs, alcohol and smoking/vaping. From these lessons, students are encouraged to be able to make positive choices and decisions about their lives which could affect their health and well-being. They will become aware of the risks and consequences of addiction, including legal and social implications and the problems and influences of the behaviour of others within their peer group. They will learn facts about commonly misused substances and the health and social consequences that may result from their use. They will also be informed of school procedures to be followed if they become aware of a drugs related incident. Personal development lessons are further supported by external agencies who will deliver education through the lessons and within assemblies.

### **School Visits and Residentials**

At the pre-trip parents/carers' meeting and within written communication documentation, the rules for tobacco/vapes, alcohol or other drugs must be made explicit. Abuse of privileges could result in the student being sent home at the parents/carers' expense. They would be contacted immediately and an appropriate plan implemented. The student could be banned from future visits. All visits are

nonsmoking for all. The use of illegal substances is governed by the specific country unless the UK law is more stringent, all visits regardless of country's law are nondrug use for all.

### **Medicines**

Notification of the need for medication and arrangements for security and administration should be in accordance with the procedures set out in the First Aid and Medicines Procedure and in accordance with a student's health care plan. Health Care Plans are to be taken on all visits along with medical letters for residential/overseas visits.

### **Alcohol** (students)

The use of alcohol by students is not permitted in school or on any School Visits and Residentials.

### **Alcohol** (staff)

The use of alcohol by staff is not permitted in school or on any School Visits and Residentials.

### **Tobacco** (students and staff)

The school is a non-smoking site as all school visits.

Adults (staff) should not smoke in face to face situations with children and young people.

The purchase of tobacco products as gifts should be disallowed and parents/carers advised accordingly.

Any tobacco products which are confiscated for the safety of individuals or a group must be returned to their parents/carers at the end of a visit or trip unless the parent/carer has consented to their disposal by other means.

### **Solvents**

Students, as in school, must not take or be in possession of aerosols, cigarette lighters and solvent based products with them on visits or trips.

Students and parents/carers should be advised that cigarette lighters, refills or any other paraphernalia are not acceptable presents for a child to buy as a gift.

### **Drugs including cannabis**

Although other countries may have varying interpretations of the law, for example permitting small amounts of cannabis for personal use, school groups should be guided and abide by UK law (unless the law of the country is more stringent). Staff should check the Foreign Office website before departure. School will follow UK law and no drugs will be tolerated on a visit/residential.

People should not knowingly allow premises they own, manage or have responsibility for, to be used by any person for the supply of a controlled drug or the administration or use of any controlled drug which is unlawfully in that person's possession. It may be held that teachers or other adults are responsible for premises wholly or substantially used by their students, even where ownership of the property lies elsewhere.

Students, parents/carers and all members of any party making a visit to any location should be informed that the possession, use or supply (which includes sharing) of any controlled substance is not acceptable and that any contravention of this may result in disciplinary and/or legal action including an individual or individuals being sent home at their own expense.

The school does not permit the use of tobacco, vapes, e-cigarettes or misuse of substances nor the use or presence of unauthorised substances on site or associated with any activity, anywhere, for which the school is responsible. All incidents will be dealt with fairly with the well-being, health and safety of the whole school community being paramount as well as acknowledging the pastoral needs of individual pupils. Every incident will be recorded securely on the schools safeguarding system.