

GOSFORTH GROUP DRUG AND ALCOHOL POLICY

Gosforth Group is committed to keeping pupils safe from drugs and alcohol, both on our premises and in the wider community. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol. It outlines the school's approach to supporting pupils struggling with drugs and alcohol misuse.

For the purposes of this policy, a **"drug"** is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs

Staff Responsibilities

Roles and responsibilities

The Trustees will be responsible for:

- Ensuring that effective policies and procedures are in place to make sure that pupils are kept safe from alcohol and drugs at school.
- Ensuring that this policy is maintained and disseminated to all relevant stakeholders.
- Ensuring that pupils experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the Principals, and in liaison with staff, parents, pupils, health and other professionals, to ensure that the relevant curricula, e.g. RSHE and PSHE, addresses the needs of pupils and the local community, and reflects current trends.

The Principal will be responsible for:

- The day-to-day management of this policy.
- Working with Trustees and Advisors to ensure compliance with relevant legislation.
- Informing the LAG of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from pupils' use of drugs and alcohol.
- Informing parents of any drug- and alcohol-related incidents concerning their child, where appropriate and where doing so will not place the child at risk.
- Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug- or alcohol-related decision, where they deem it appropriate to do so.
- Ensuring a consistent approach to managing drug and alcohol incidents.

The DSL will be responsible for:

- Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Consulting with pupils to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- Liaising with local services as necessary to provide support for pupils.

- Assisting with the monitoring and review of this policy.

Staff will be responsible for:

- Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia, and how to respond to a drug related incident.
- Reporting concerns regarding pupils' use of drugs and alcohol to the DSL.

Pupils will be responsible for:

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any off-site activity representing the school.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from school.
- Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.

Ethos

Gosforth Group school communities do not condone either the misuse of drugs by members of schools or the illegal supply of these substances.

We are committed to the health and safety of all members of our school communities and will take action to safeguard their well-being.

We acknowledge the importance of our role in guiding and informing our students about drugs and seek to establish an atmosphere in which all in need of support can come forward.

As part of our duty of care for the welfare of all our students, we believe we must inform and educate them on the consequences of drug use and misuse. Gosforth Group schools make a very active stance on this matter and put Health Education at the core of the PSHCE of all students in Key Stages 2, 3 & 4. The programme continues in Key Stage 5 through the medium of assemblies, tutorials and Citizenship lessons. Individual support for Post-16 students can be accessed via their Tutor or by the School Nurse.

Aims of Drugs Education

- To enable young people to make healthy, informed choices and decisions by increasing knowledge, challenging attitudes and developing and practising skills.
- To increase understanding about the implications and possible consequences of use and misuse and to develop a sense of responsibility for themselves and others.
- To encourage an understanding for those experiencing or likely to experience substance misuse.
- To develop an awareness of the influence of the media on behaviour.
- To seek to minimise the risks that users and potential users face.
- To enable young people to identify sources of appropriate personal help and support.
- To develop confidence and self-esteem to enable young people to cope with pressures and influences that may lead to the misuse of drugs.
- To maintain and develop relationships.
- To widen understanding about related health and social issues such as sex and sexuality, HIV, AIDS and crime.
- To develop the motivation to succeed.
- To inform parents of the work in school drug education and to help parents to develop their own understanding of the issues.
- To provide training and support in relation to drug issues for all staff.

Curriculum Content and Organisation

Drug education is delivered in the main by the PSHCE programmes and Science. Schemes of work for Science comply with the National Curriculum requirements. Schemes of work in PSHCE follow the guidance given in the national framework for PSHCE. Our pro-active Pastoral System is committed to seek to fulfil these aims.

Teaching and Learning Styles

To enable young people to talk openly about drugs the school will use a wide range of teaching and learning styles to provide opportunities for active participation. We recognise the need for sensitive teaching matched to the needs of our young people.

The use of outside agencies

The schools actively co-operate with their feeder schools and with outside agencies such as Community Police, Social Services, LA personnel and young people's support agencies eg Streetwise, to support and enhance its teaching programme. Advice and support given by outside agencies will be carefully planned to integrate with the school's programme. The Principals and curriculum leaders for PHSCE will approve the use of outside agencies within our programme.

Resource Issue

PHSCE staff delivering Drug Education are issued with files containing schemes of work and staff/student material. In addition a selection of material is available from the curriculum leaders for PHSCE to further support the schemes of work. Further materials can be borrowed from Health Promotion.

Staff Training

The curriculum leaders for PHSCE will circulate information on available courses (INSET, etc) relating to drugs education to PHSCE staff and other teaching staff where appropriate. Principal will be responsible for approving access to any training.

Confidentiality and Disclosure

Staff are encouraged to set ground rules when dealing with drug education issues in the classroom.

Where a young person discloses drug use, the procedures for responding to a drug-related incident will be implemented. Procedural guidance is set out within this policy.

Pupils found to be under the influence of drugs or alcohol

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be escorted to a Senior Leader's office, where they will be assessed. The school will decide whether it is appropriate to notify the pupil's parent – parents will generally be informed unless the school feels there is a safeguarding concern which means that telling the pupil's parent may put them at risk. Where the school determines parents should be notified, they will be contacted and asked to remove the pupil from the premises. The pupil will remain in the Senior leader's office / Medical room until their parent arrives. In the event the school chooses not to inform the pupil's parents, the pupil will be taken to the Medical room where they will be provided with the appropriate support. If necessary, a search will be conducted in line with the Searching, Screening and Confiscation Guidance.

Medical emergencies

In drug- or alcohol-related medical emergencies, trained first aiders will be summoned and care will be provided in line with the First Aid training. An ambulance will be called immediately if the casualty is seriously ill or it is believed their life is at risk. A staff member will remain with the casualty until the trained first aider arrives. Other pupils will be removed from the immediate area as soon as is reasonably practicable. Following assessment by the first aider, a decision will be made as to whether an ambulance will be called if the emergency services have not already been contacted. The pupil's parent will be telephoned and told about the incident.

If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will be followed and social services will be contacted.

All accidents and incidents, including near misses or dangerous occurrences, will be reported to the HSE as soon as possible following the school's Health and Safety Policy.

Threatening behaviour

Aggressive and threatening behaviour by pupils under the influence of drugs or alcohol will be taken very seriously. Where aggressive and/or threatening behaviour is displayed, the school will contact the police where necessary. Any pupil displaying aggressive and/or threatening behaviour will be removed from the premises. If a pupil displays this kind of behaviour, their parents will be contacted, and sanctions will be implemented in line with the school's Behaviour Policy.

Searching

Under part 2, section 2 of the Education Act 2011, teachers are authorised by the Principal to search for any prohibited item including, but not limited to, tobacco, cigarette papers, vapes, illegal drugs and alcohol, without the consent of the pupil, if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item. Staff members may use common law to search pupils for any item with their consent.

A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item under legislation or school rules. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified. Any staff member, except for security staff, may refuse to conduct a search. All searches will be conducted in line with the Searching, Screening and Confiscation guidance, and the Physical Intervention guidance where physical contact with a pupil is required.

Controlled substances

Where the school is unable to identify the legal status of a drug, it will be treated as a controlled substance. Where a legal drug is identified, the school will consider if it is appropriate to inform trading standards or the police about the inappropriate sale or supply of such substances to pupils in the area.

Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation or find alongside the name of any witness(es) present. The staff member will store the sample in a secure location with access limited to senior staff.

The incident will be reported immediately to the police, who will collect the sample and then deal with it in line with agreed protocols. The school is not legally required to give the name of a pupil from whom drugs have been taken to the police. The school will consider, on a case-by-case basis, whether it is appropriate under the pupil's specific circumstances to do so. All decisions will be taken with the best interests of the pupil(s) involved in mind. Generally, names will not be given to the police where the school cannot be certain beyond reasonable doubt that the pupil in question was the one in possession of the drugs.

A full incident report will be completed and submitted to the Principal.

Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents of the pupil, as well as local police, will be notified.

SCHOOL PROCEDURES DRUG AND ALCOHOL RELATED INCIDENTS

In all suspected cases, ensure the health & safety of students concerned seek medical advice where necessary from first aid officer/school health advisor/paramedics.

This policy applies to pupils, staff, visitors, parents and partner agencies.

It applies on the school premises, during educational visits including residential ones, to pupils educated off site and on the public transport system to and from school.

General Procedures

In the event of an incident involving substance misuse or supply in school we will follow the procedures outlined in the DfE and ACPO drug advice for school publication September 2012.

- the incident will be initially dealt with (and procedures outline below implemented) by a senior member of the pastoral team.
- the Principal will discuss the incident with the leadership team
- discussions may also take place with the student's form tutor or other pastoral team members as appropriate and the curriculum leader for PSHCE

- the Principal or their representative will inform parents at the earliest opportunity. The Chair of the Local Advisory Group will also be informed of the situation;
- after discussion with parents or carers, LAG members, pastoral staff and, where necessary, Police, the Principal will decide upon action to be taken. The interests of the student(s) involved will be balanced against the interests of other school members and the local community.
- the Principal reserves the right to exclude any students who brings drugs or alcohol into school, have them on their person, consumes them, are under the influence of them or hand them out before, during or after the school day, including during school visits.

Student Presenting Intoxicated on School Premises - Alcohol/Volatile Substances

(Substances not controlled under the Misuse of Drugs Act 1971, therefore proactive police involvement would not ordinarily be needed)

If medical emergency: call for medical assistance / ambulance, follow first aid procedures until help arrives

If not a medical emergency: keep student calm and under observation

Contact parent or carer to remove student, if necessary on health and safety grounds

If student displays threatening or disorderly behaviour and Police support is needed, ring 101 and create incident

Complete school nurse notification slip for drug-related incidents

Where appropriate, apply behaviour policy sanction

Student Presenting Intoxicated on School Premises – Drugs

If medical emergency: call for medical assistance / ambulance, follow first aid procedures until help arrives

If not a medical emergency: keep student calm and under observation

Contact parent or carer on health and safety grounds, and request student's removal if necessary

If student displays threatening or disorderly behaviour and Police support is needed, ring 101 and create incident

Contact Police, who will support school in any further action regarding the legal aspect

Where appropriate, apply behaviour policy sanction

Complete school nurse notification slip for drug-related incidents

Student suspected of involvement in drug incident on school premises

Contact Police, who will collect information and support school in communicating with student(s) and families

Coordinate any in-school follow up with Police, who should keep school involved regarding any further investigation or criminal proceedings.

Where appropriate, apply behaviour policy sanction

Complete school nurse notification slip for drug-related incidents

Students suspected of involvement in drug incidents off school premises but during school day

Contact Police, who will collect information and liaise with Community Beat Manager.

Do not contact parent or carer without consulting Police. Police will liaise, where appropriate, and support schools in communicating with student(s) and families.

Coordinate any in-school follow up with Police, who should keep school involved regarding any further investigation or criminal proceedings.

Where appropriate, apply behaviour policy sanction

Complete school nurse notification slip for drug-related incidents

Student found in possession of alcohol or tobacco on school premises, on school trip or in vicinity of school, including journey to and from school

Respond to any health and wellbeing issues (see medical advice above)

Inform parent or carer

Confiscate and dispose of appropriately within health and safety policy in school

Where appropriate, apply behaviour policy sanction

Remind the students concerned they may speak to the school nurse in confidence in the health drop-in

Student found in possession of a suspected drug on school premises, on school trip or in vicinity of school, including journey to and from school

Respond to any health and wellbeing issues (see medical advice above)

Where at all possible, take possession of the drug involved.

Secure the drug as evidence using Northumbria Police Evidence Bag (Drugs Use Only) and complete appropriate sections

POLICE ACTION REQUIRED DUE TO POTENTIAL CRIMINAL OFFENCE

Contact Police on 101 to create incident

(If in a different authority be aware that differences may exist in how forces respond)

Police will attend and secure evidence.

(Any arrest should take place off school premises in presence of parent or carer, unless the Officer in Charge is aware of other factors, which would require an on the spot arrest)

Seek cooperation from student to remain on school premises (if they refuse, update police on 101 using incident number).

Do not contact parent or carer without consulting Police. Police will liaise, where appropriate, and support schools in communicating with student(s) and families.

Police should remain in contact with the school and inform of outcome of the criminal proceedings.

Complete school nurse notification slip for drug-related incidents.

Student found supplying suspected illegal drug on school premises

Where at all possible, take possession of the drug and any monies involved.

Secure the drug as evidence using Northumbria Police Evidence Bag (Drugs Use Only) and complete appropriate sections.

POLICE ACTION REQUIRED DUE TO POTENTIAL CRIMINAL OFFENCE

Contact Police on 101 to create incident

(If in a different authority be aware that differences may exist in how forces respond)

Police will attend and secure evidence.

(Any arrest may take place on school premises due to the nature of the offence and to preserve any evidence during the investigation)

Seek cooperation from student to remain on school premises **(if they refuse, update police on 101 using incident number)**

Do not contact parent or carer unless Officer in Charge requests

Police should remain in contact with the school and inform of outcome of the criminal proceedings

Complete school nurse notification slip for drug-related incidents

Staff member or visitor suspected of involvement in drug incident on school premises

The Law around legal and illegal drugs also applies to all school staff and visitors, including parents.

Apply protocol as for students ie 1 to 4. For further support contact Police.

Pastoral Support and Specialist Intervention

Any student suspected of or involved in a drug-related incident in school should be referred to school health through the school nurse notification slip in order to support their pastoral needs regarding any drug use.

Legal consequences for young people

No Further Action - Insufficient evidence to pursue a criminal conviction

Reprimand - Sufficient evidence to pursue a criminal conviction. Offender admits responsibility (No court appearance)

Final Warning - Sufficient evidence to pursue a criminal conviction. Offender admits responsibility (Further offending will lead to a court appearance)

Charge - Sufficient evidence to pursue a criminal conviction. No admission of guilt required.

Procedure for Staff

Where a student is found to be involved in substance misuse or possession on the premises you should inform the relevant Senior Pastoral Supervisor, Sixth Form Tutor, Key Stage Manager or Principal immediately.

If you discover substances which you suspect to be harmful or illegal you should:

1. Ask the student to "hand over" the substance voluntarily in the presence of an adult witness.
2. Note time, place and circumstances when the substance came into your possession.
3. Do not personally investigate the substance.

4. Accompany the student to the office of the Pastoral Lead (with your adult witness) and summon either a senior pastoral team member, member of the leadership team or Principal. Walk behind the student — DO NOT allow any physical contact with other students.
5. Hand any recovered substance into the possession of the Principal, Director or most senior colleague.

They will then follow procedure as outlined above.

Confidentiality

Where a student is being questioned by a member of staff regarding a suspected drug-related incident, no guarantee of confidentiality can be given. This should be made clear to the student at the outset of the conversation. Information regarding a student's involvement in a drug-related incident may be pertinent to other agencies involved in the student's care e.g. Youth Offending Team, Looked After Children Team. Such information should be shared with according sensitivity and on a need to know basis.

Police contacts

Creating Incidents - 101

Emergency (for immediate danger) - 999

Community Relations Unit (for support with specific cultural issues/community) – 101

APPROVED by the Board of Trustees on 19 October 2023