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## St Crispin's School Policy

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### Drugs Related Incidents Policy

Version Number	Date Created	Changes or reason for Update	Date Approved
V1	2004	First Issue	2004
V2	02/2007	Reviewed. No Changes	03/2007
V3	05/2009	Updated to include Smoke free Law and minor text changes	05/2009
V4	03/2011	Reviewed. No changes.	03/2011
V5	12/13	Many operational aspects deleted	03/2014
V6	12/2015	Minor edits and updated Appendix 5	03/2016
V7		Reviewed with no amendments	05/2018

Next Review of this Policy is due May 2020



## Principles

- In the management of any drug related incident, the safety and welfare of the pupil must be the primary consideration.
- Young people have a right to be treated with dignity, respect and sympathy in all situations in their life.
- St Crispin's has a responsibility to maintain a safe environment for all pupils and to safeguard and promote their welfare.
- St Crispin's response to young people who take drugs will be pragmatic and supportive and, except in the most extreme circumstances, inclusive.
- The safety and well-being of young people involved in taking drugs is best promoted by the school working in partnership with other professionals and those people with parental responsibility.
- When it is necessary to impose sanctions on pupils following drug related incidents, these will be fairly and consistently applied and proportionate to the seriousness of the situation.
- In order to provide safe and effective support for pupils who use and misuse drugs, staff require access to information, training and support from their managers and the LA.
- It is important to respond to both actual incidents and allegations and suspicions of drug use and misuse. Staff should be vigilant and proactive and ensure their response is appropriate and proportionate.
- Taking action to deter or prevent ongoing drug taking is an act of care aimed at providing help, advice and support to young people.
- When dealing with drug related incidents, it may not be possible or advisable to offer **unconditional** confidentiality.
- Where staff have reasonable cause to believe a pupil is at risk of significant harm through their own drug misuse or the misuse of others, they have a duty to refer the matter to the Community Services Department.
- Following an incident of drug taking, equal attention should be paid to the provision of help and support as to the imposition of sanctions as punitive responses often create more problems than they solve.
- All who attend, use or work in St Crispin's have an equal right to be safe and free from the threat of harm.



- Effective policy implementation is enhanced by the process of continual review.
- Different young people with different levels of vulnerability and involvement with drug taking will require different responses from staff. The level and nature of the response will be based on the young person's needs.
- It is important to understand that dependent and problematic drug misuse is usually a response to significant social and /or emotional problems.

### **Aims**

- To reiterate St Crispin's position on the issue of drug taking, i.e., it does not allow the unauthorised use or the misuse of drugs by any member of the school nor the supply of these substances
- To make explicit the framework within which drug related incidents at all levels will be managed by the school.
- To secure and promote the health, welfare and safety of all the children/young people and adults who attend or work at St Crispin's.
- To ensure that children and young people who take drugs receive the help and support that they need.

### **Objectives**

To promote a drug-free environment in St Crispin's where children and young people can learn and enjoy their leisure in safety.

- To clarify St Crispin's position in relation to drug taking and make explicit the consequences for those who choose to use, misuse or deal in drugs.
- To enable children/young people and their parents/carers to identify sources of appropriate support.
- To provide procedural and good practice guidance for those responsible for managing drug related incidents.
- To clarify the circumstances in which the Police will be involved in the management of drug related incidents.
- To reassure parents/carers that St Crispin's takes the issue of drug taking seriously and wishes to work in partnership with them to help their children resist becoming involved with drugs.



- To ensure consistency of response from all those with responsibility for managing drug related incidents.
- To minimise the risks and acknowledge the health and safety rights of all the young people and adults who attend or work at the school.
- To develop a means to monitor and evaluate the effectiveness of the school's management of drug related incidents.

### Definitions

- ◆ Drug  
Any psychotropic (mind-altering) substance: all legal drugs, including alcohol and tobacco, all illegal drugs, volatile substances, over-the-counter and prescription medicines.
- ◆ Drug Taking  
The consumption of any drug. All drug taking, including medicinal use, carries the potential for harm.
- ◆ Drug Use  
Drug taking through which harm **may** occur, whether through intoxication, breach of School/Setting rules or the law, or the possibility of future health problems, although such harm may not be immediately perceptible.
- ◆ Drug Misuse  
Drug taking which harms health or functioning. It may take the form of physical or psychological dependence or be part of a wider spectrum of problematic or harmful behaviour.
- ◆ Drug Incident  
Evidence or suspicion of a specific event at the school involving one or more unauthorised drugs and requiring immediate action by staff.
- ◆ Drug Situation  
An event or series of events involving one or more drugs, including planned events, which require further careful observation, investigation, monitoring, management or referral by school staff.

### Scope

The possession, use or supply of any unauthorised drug is prohibited and will be regarded as a serious breach of the school's Code of Conduct.



This policy applies to:

- All legal and illegal drugs and medicines.
- All pupils/users of the school, staff and visitors to the school.
- All parts of the school premises.
- Pupils' journeys between school and home.
- All educational visits, residential courses and extra-curricular activities.
- Times when pupils are off school premises during the school day.

Exceptions:

- The use of any medicines by pupils with parental authorisation.
- The appropriate use of medicines by staff/visitors.
- Staff smoking off site or on their journey to and from school.
- Consumption of alcohol by staff, visitors or others that use the school during special events approved by the Head teacher.

### **Prevention**

The majority of pupils will receive enough information and support through the drug education programme and their own informal networks to enable them to make informed choices about drug taking so as to promote and maintain their health in the present and future. However, some pupils are more vulnerable than others and may be at more risk of becoming involved in drug taking as a means of dealing with the difficulties they experience. Situations which could make pupils more vulnerable would include:

- Experience of abuse and neglect
- Living away from the family/looked after
- Exposure to domestic violence
- Sexual exploitation
- Victimisation from bullying
- Homelessness
- Involvement with mental health services (self or parents/carers)
- Exclusion/persistent non-school attendance
- Loss or bereavement



- Parental relationship difficulties (eg, separation/divorce)
- Involvement in delinquent/anti-social behaviour
- Social exclusion
- History of parental/sibling involvement in drug taking

St Crispin's will seek to identify vulnerable pupils as early as possible and offer them additional help and support. Supportive strategies are most effective when all those with an interest in the pupil's welfare work together and the school will always seek to promote partnership with parents and others in these situations.

The type and level of support offered to pupils should be appropriate to their needs and take account of their wishes and feelings. Options for support would include:

- Additional monitoring and supervision
- Befriending schemes
- Mentoring
- Counselling
- Additional drugs education
- Social skills/assertiveness training
- Referral to specialist agencies

Information about the reasons why pupils may be in need of additional support will remain confidential and only shared with others on a strictly need-to-know basis.

## **Daily Management of the School**

### *Alcohol*

This category includes beers, wines, spirits and other drinks containing alcohol.

- Students and staff should not bring alcohol to school or consume it on the premises. This includes 6<sup>th</sup> Form pupils who are over the age of 18.
- Students should not give or sell any form of alcohol to another student.
- Students should not take alcohol or purchase it, while on a school trip. Students over 18 may be allowed to purchase or consume alcohol at the discretion of the party organiser.
- Students who contravene any of the above will be subject to disciplinary proceedings.
- The school does not have a liquor licence. Those using the school premises for functions should obtain a licence if necessary. It is their responsibility to ensure that the law is not broken.

### *Tobacco*

This category includes cigarettes, cigars, and tobacco in loose form.

- A Smoke Free Law came into force on the 1<sup>st</sup> July 2007. It is now against the law to smoke in virtually all enclosed public places, workplaces and public and work vehicles.
- At St Crispin's the whole school site including the grounds are smoke free.



- Assistance for employees who wish to stop smoking can be found in the appendices of the Drug's Related Incident's Policy.
  - Contracted service providers and leaseholders will be informed that St Crispin's is a smoke free site.
  - Students and staff should not bring tobacco products to school or smoke them on the premises. This includes pupils who are over the age of 16.
  - Students should not give or sell any form of tobacco to another student.
  - Students should not purchase tobacco products while wearing school uniform and should not smoke on the way to or from school.
  - Students should not take tobacco or purchase it while on a school trip.
  - Parents and other visitors to the school must not smoke on the site.
- The possession of cigarette papers and/or tobacco or broken cigarettes, could be indicative of cannabis smoking.

### *Illegal Drugs*

This includes illegal drugs in Categories A, B and C. The most commonly available is cannabis but there are many others such as cocaine, heroin, 'acid', 'speed', etc. A current listing of drugs and their relevant categories is available from the Police force. For the sake of this policy solvent abuse is included in this category.

- No student, member of staff or member of the public may consume an illegal drug on the premises.
- Students should not give or sell any illegal drug to another student.
- Students should not buy or consume illegal drugs while on a school trip, even if the law of the country they are visiting differs from English law.
- Students found consuming or selling illegal drugs on the school premises will be dealt with at the discretion of the Headteacher and Governing Body. It is not legally necessary for the Police to be informed of this action but the school retains the right to do so if it is in the public interest, or the interest of the student.
- Illegal drugs may be confiscated and destroyed or handed to the Police.
- Students confiding worries about drugs to a member of staff should be treated in confidence and with respect. There is no legal obligation to report such discussions to either the Police or the parents. They should be offered support from within the school or from an external agency if appropriate.

### **Management of Drug Related Incidents**

In the management of any drug related incident the paramount consideration is the safety and welfare of all the pupils involved.

Drug related incidents will present in one of the following ways:

- Intoxication/medical emergency



- Suspicion - off premises
- Suspicion - on premises
- Discovery - off premises
- Discovery - on premises
- Pupil/setting user self-disclosure
- Disclosure by others
- Concerns about parent/carer use
- Parent/carer expresses concern

Each of these situations will be managed in line with the advice provided by DrugScope (see Appendix 1 for medical emergency and Appendix 2 for other situations).

If the incident involves the presentation or finding of injecting equipment, extreme caution must be exercised by all concerned. The objects will be disposed of in line with the guidance in Appendix 4.

Following each incident the Drug Co-ordinator, (Assistant Head, Pastoral) must be informed and a record made. The Drug Co-ordinator will give consideration to the need for any additional support or protection (from reprisals) which any of the pupils involved in the incident might require.

If the incident has wider implications for the safety and welfare of other young people not directly involved, it may be appropriate for the Drug Co-ordinator, in liaison with the Head, to involve other professionals in a strategy meeting to consider response options.

In the event of a major drug related incident such as the death or serious injury to a pupil the school will manage this through its Emergency Plan).

### **Sanctions and Support**

The possession, use or supply of any illegal or unauthorised drugs on school premises by a pupil is unacceptable and will be regarded as a serious breach of school rules.

Sanctions will be imposed on a sliding scale with more serious incidents invoking a more serious sanction. St Crispin's believes that drug related incidents are best managed with the pupil within school. However, in the case of serious incidents where either fixed term or permanent exclusion are felt to be appropriate these will be applied in line with the School's Behaviour Policy.

### **Support**

The school will carefully assess each individual pupil's need for support and will agree with them those arrangements which are felt to be most appropriate to their needs.

### **Recording**



Following every drug related incident the Drug Co-ordinator will be responsible for ensuring that a record is made. Usually this will be completed by the member of staff directly involved in the incident. In the case of any difficulties, the record will be completed in liaison with the Drug Co-ordinator.

Staff will use the proforma record developed by DrugScope (see Appendix 3) and will attach to it any witness statements which are available, including the account of the young person(s) involved where appropriate.

The record of the incident will be retained by the Drug Co-ordinator and other members of staff notified as appropriate.

Data from the school's record of drug related incidents will be used by the LEA for monitoring purposes.

### **Confidentiality**

For pupils involved in drug misuse school employees will always share this information with parents/carers or those with parental responsibility with the principal objective of working together to provide the young person with the help they require to minimise the risks of their drug taking.

If information is received that a pupil is involved in criminal activity, then this information will be shared with the Police and depending on circumstances, a decision will be made about whether the pupil will be identified by the school.

If it is believed that a pupil's drug taking exposes them to the likelihood of significant harm then the Designated Safeguarding Lead will share this information with Children's Social Care. Similarly, if the school receives information about parent/carer's drug taking which exposes pupils to the likelihood of significant harm, this information also will be shared with Children's Social Care Department (see Safeguarding and Child Protection Policy).

### **Involvement of the Police**

Police will be involved with the school in the following circumstances:

- To take possession of substances found or confiscated at the school.
- To receive information about drug related concerns which fall outside the scope of this policy (e.g., illicit sale of alcohol and cigarettes).
- To offer advice and support in the management of serious drug related incidents.
- To contribute to the delivery of the drug education programme.

This involvement can extend to incidents outside the school operating day, and outside school premises.



### **Involvement of Parents/ Carers**

When there are concerns about drug taking by a pupil the school will seek to work in partnership with their parents/carers in order to safeguard and promote their welfare.

St Crispin's will share information with parents/carers about allegations of or concerns about, drug misuse by their child. The school will also notify parents of any drug related incident involving their child. The school will seek to involve parents/carers at an early stage in the management of any incident and keep them informed of progress thereafter.

If there are any meetings convened to discuss the issue of drug taking by a child or young person, parents/carers will always be invited to attend, except in the unusual circumstances where their presence would not be in the child's best interests or would compromise police enquiries.

If St Crispin's wishes to share information with other agencies about their child, then parental/carer permission will always be sought for this except if there are concerns of a child protection nature or the referral is to the police about a possible crime.

### **Implementation, Monitoring and Review**

This policy is one element of the Whole School approach to the issue of drug taking among children and young people.

The Designated Safeguarding Lead will ensure that a strategy is in place to inform all pupils who attend St Crispin's of the content of this policy (at an age appropriate level) and that staff receive the training and support they require to implement it effectively.

St Crispin's will ensure that parents/carers are aware of the existence of this policy and its content.

The Drug Co-ordinator will keep a record of each drug related incident according to presentation along with details of outcomes in terms of the imposition of sanctions and provision of support.

This information along with any contextual material (consultation with staff/other agencies/parental and young people's views and comments) will be presented annually in a report to the Headteacher/Governors/Line Manager who will evaluate the effectiveness of the policy in relation to its stated aims and objectives and make any amendments necessary to ensure that it continues to be relevant to the school's needs.

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### **Appendix 1 Medical Emergencies**

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The procedures for an emergency apply when a child or young person or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any young person at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your first aid procedures. **If in any doubt, call medical help.**

Always:

- ☐ assess the situation
- ☐ if a medical emergency, send for medical help and ambulance

Before assistance arrives:

**If the person is conscious:**

- ☐ ask the person what has happened and to identify any drug used
- ☐ collect any drug sample and any vomit for medical analysis
- ☐ **do not** induce vomiting
- ☐ keep the person under observation, warm and quiet

**If the person is unconscious:**

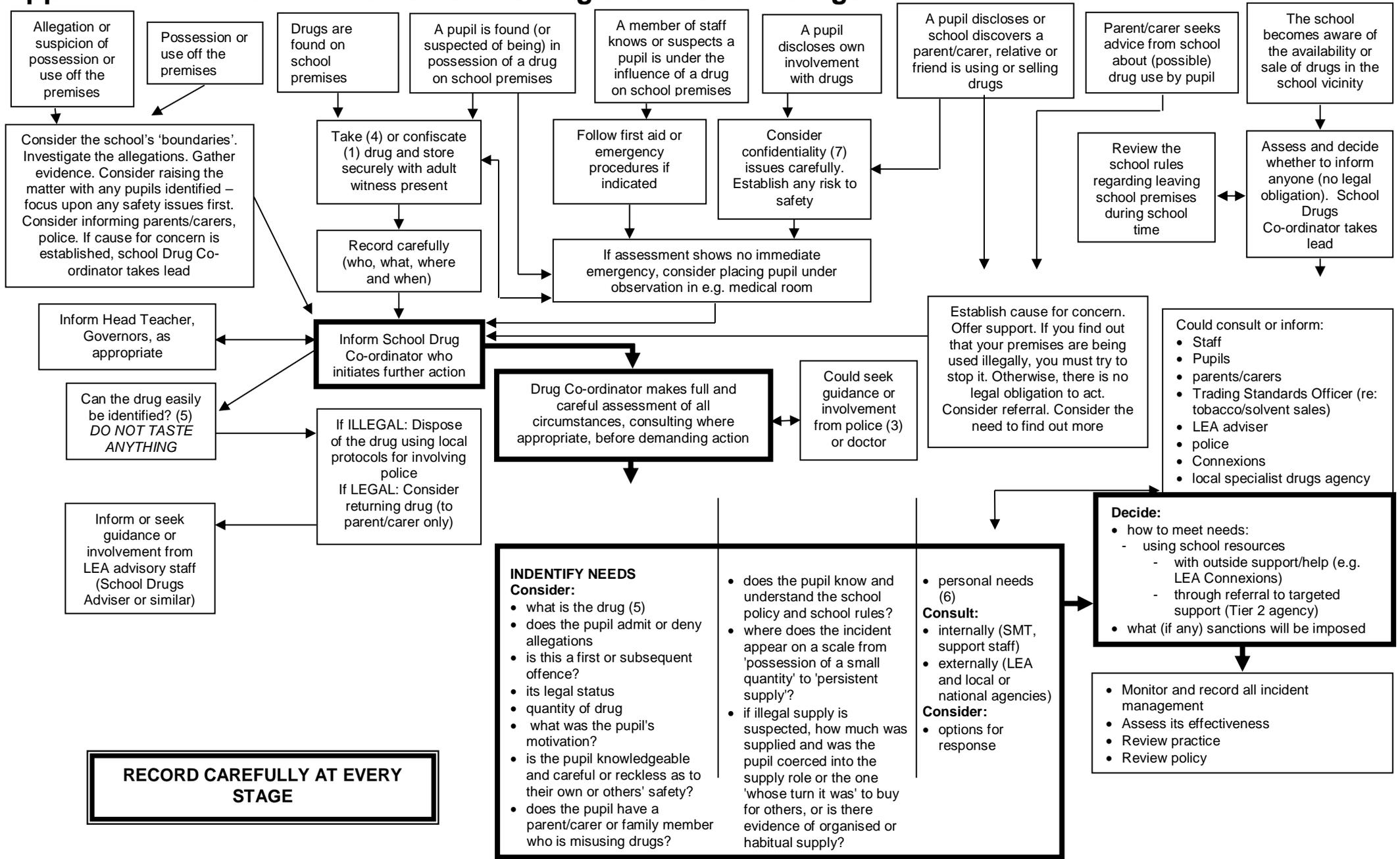
- ☐ ensure that the person can breathe and place in recover position
- ☐ **do not** move the person if a fall is likely to have led to spinal or other serious injury which may not be obvious
- ☐ **do not** give anything by mouth
- ☐ **do not** attempt to make the person sit or stand
- ☐ **do not** leave the person unattended or in the charge of another young person

When medical help arrives:

- ☐ pass on any information available including vomit and any drug samples

**Please complete an incident form as soon as you have dealt with the emergency. (Office has copies)**

# Appendix 2: Flowchart: Incidents involving unauthorised drugs



**(1) CONFISCATION**

It is legal to confiscate an illegal drug in order to prevent an offence being committed. It should be kept for as short a period as

**(2) DISPOSAL**

Schools are advised to pass illegal drugs to police or follow local protocols for safe disposal. Medicines may be disposed of by handing them to pharmacies. LEAs may seek to develop local protocols to

**(3) POLICE**

It is good practice to liaise closely with local police officers when school drug policy is being written or reviewed, to ensure it accords with police advice. The law does not require schools to inform the

**(4) SEARCHING**

It is not legal for a school to conduct an intimate personal search of a pupil. Schools may request a pupil to turn out pockets

**(5) IDENTIFYING DRUGS**

It will often be impossible to identify a drug conclusively (or to be sure it is a drug) without formally testing it. Police can

**(6) DETERMINING NEEDS**

Careful judgement is required to gauge pupils' needs when deciding how to respond, whether skilled support is needed and

**(7) CONFIDENTIALITY**

While there is no legal duty to pass on confidential information to other agencies, where there is probability that a pupil is at risk of significant harm, there is a

**Appendix 3  
Record of Drug Related Situation**

<i>Emergency/ intoxication</i>	<i>Suspicion , OFF premises</i>	<i>Suspicion , ON premises</i>	<i>Discovery , OFF premises</i>	<i>Discovery , ON premises</i>	<i>Pupil disclosure</i>	<i>Parental use</i>	<i>Parent/ carer expresses concern</i>
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Tick one or more of these tabs to indicate the category

Name of child/young person	Person completing report
Form/Class	Signature
Date and time of incident	Date
	Witnesses to incident
	Statements attached <span style="float: right;">Y/N</span>
Ambulance/Doctor called?	Y/N By whom?  time
First Aid given?	Y/N By whom?
Drug involved (if known) e.g., alcohol, cannabis, ecstasy	Sample found? <span style="float: right;">Y/N</span>  Passed to Police <span style="float: right;">Y/N</span>  Date <span style="float: right;">Time</span>  Receiving Officer's name:  Receiving Officer's signature:
Parent/carers informed by	Date  Time
Description of incident and immediate management <i>(use continuation sheets if necessary)</i>	
Action taken (e.g., other agencies involved, Police informed, case conference convened, sanctions/support, further enquiries, etc.) <i>(Use continuation sheets if necessary)</i> .	

Sanction imposed:
Support offered:

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#### Appendix 4

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All staff, children and young people must avoid touching injecting equipment if at all possible. If injecting equipment is found on or near the premises, the person finding it should **not** pick it up or touch it but should instead attempt to make it safe by covering it over and then immediately contact the Drug Co-ordinator who will arrange for its safe disposal by Environmental Services. Pupils must inform the nearest member of staff immediately if they find any suspicious objects, including injecting equipment.

If the equipment is found by a member of staff and there are pupils present, he/she should stand guard over the equipment and send a pupil to summon assistance.

In the event that a pupil brings a syringe to a member of staff they should be asked to carefully place the item on a table or the floor and the above procedure should be followed. The member of staff should ensure that the pupil has not been harmed (and take appropriate emergency action if they have) and ascertain where and when the object was found.

If injecting equipment is regularly found close to the school the Drug Co-ordinator will liaise with the local Drug Service and Police Youth and Schools Involvement Officer to monitor the situation.

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**Appendix 5**  
**Local Sources of Help and Information**

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1. Paul Cassidy  
Arc – Youth Counselling  
35 Reading Road  
Wokingham  
Tel: 0118 977 6710
  
2. No 5  
2 – 4 Sackville Street  
Reading  
RG1 1NT  
Tel: 0118 901 5668
  
3. Cranstoun – Community Drug Agency (17+ only)  
1<sup>st</sup> Floor  
St Andrew’s House  
St Andrew’s Road  
Surbiton  
Surrey  
KT6 4DT  
Tel: 020 8335 1830
  
4. CASCADE  
Oak House, Upton Hospital  
Albert Street  
Slough, Berkshire  
SL1 2BJ  
Tel: 01753 821789
  
5. Talk to Frank  
Tel: 0800 77 66 00  
or talktofrank.com
  
6. Drinkline  
Tel: 0300 123 1110
  
7. Smokefree - NHS  
[www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)
  
8. SMART – Wokingham Recovery Service  
3 Station Road  
Wokingham  
Berkshire  
RG40 2AE  
Tel: 01189 772022