St. Theresa's Catholic Primary School

ALCOHOL AND DRUGS POLICY

"We learn together, we play together, we pray together, we grow together in the love of God"

St.Theresa's
Catholic Primary School

Validation Grid

Title	Alcohol and Drugs Policy
Author	Barbara Costa
Associate Author	N/A
Committee	Wellbeing
Target Audience	All Staff, Governors, Parents / Carers
Stakeholders Consulted	All Staff
Curriculum / Non Curricular	Non Curricular
Associated Policies / Documents	Child Protection and Safeguarding, Health and Safety, PSHE, Supporting Children with Medical Needs and First Aid, Behaviour, Staff Code of Conduct, Whistleblowing, Disciplinary , Relationships and Sex Education
New Policy or Review of Existing Policy	New
Date of Submission	November 2024
Date for Review	November 2027
Review Term	3 years
Statutory	No

Headteacher Barbara Costa Barbara Costa

Chair of Governors Fiona Kerin

Contents

1. Statement of intent
2. Legal Framework
3. Roles and Responsibilities
4. Definitions
5. Child Criminal Exploitation (CCE)
6. Drug Education
7. Drugs and Medicine
8. Controlled Substances
9. Discipline
10. Identifying a Staff Drug or Alcohol Problem
11. Medical Emergencies
12. Persons found to be under the influence of illegal drugs or alcohol
13. Safeguarding
14. Searching
15. Smoking and e-cigarettes
16. Solvents
17. Support

1. Statement of Intent

St. Theresa's Catholic Primary School (St. Theresa's / we / school) 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 Department of Education (DfE) guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

The school maintains the view that alcohol and drug use on school premises is entirely unacceptable; however, we recognise that zero-tolerance policies have a disproportionately negative impact on some pupils, e.g. victims of child criminal exploitation (CCE). For this reason, we aim to foster an approach of supportive discipline, whereby pupils who are facing issues with drugs and alcohol are aided through both internal and external support, as well as disciplinary measures where appropriate, to make more healthy and positive choices and to reframe their attitudes towards drugs and alcohol.

We have a zero-tolerance approach towards *staff* misuse of drugs and alcohol on the premises. The school recognises that the misuse of drugs and alcohol may indicate a significant health concern and, as such, we aim to support employees in these situations. This policy outlines staff members' responsibilities in relation to their conduct and use of drugs and alcohol, as well as the disciplinary procedures if this policy is breached.

We are committed to:

- Upholding the Health and Safety Policy already in place at the school.
- Providing a safe and healthy environment which is conducive to the education of the children in the school.
- Providing a robust policy which outlines our zero tolerance approach to drugs and alcohol misuse.
- Developing and improving the policy by reviewing it after any incident.
- Educating pupils on the dangers of drug and alcohol misuse.

2. Legal Framework

This policy has due regard to relevant legislation and guidance, including, but not limited to the following:

- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- DfE (2012) 'DfE and ACPO drug advice for schools'
- Mental Health and Behaviour in Schools DfE 2018
- Keeping Children Safe in Education
- DfE (2022) 'Searching, Screening and Confiscation: advice for schools'
- The Misuse of Drugs Act 1971
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health Act 2006

3. Roles and Responsibilities

The Governing Body is responsible for:

- Implementing effective policies and procedures to ensure that pupils and staff are kept safe from alcohol and drugs at school.
- Ensuring that the Drug and Alcohol Policy is maintained and disseminated to all staff.
- Ensuring that pupils and staff experiencing difficulties with alcohol and / or drugs can access the support they need.
- Working with the Headteacher, and in liaison with parents / carers, pupils, health and other professionals, to ensure that the drug and alcohol curriculum addresses the needs of pupils and the local community and reflects current trends.
- Ensuring that the designated safeguarding governor submits an annual written report to the governing board concerning drug and alcohol related incidents and concerns.

The Headteacher is responsible for:

- The day-to-day management of this policy.
- Providing a safe environment for all staff, pupils and visitors.
- Ensuring appropriate support mechanisms are in place to promote health and wellbeing for staff and pupils.
- Working with governors to ensure compliance with relevant legislation.
- Informing the governing board, via the designated safeguarding governor, of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from pupils' and staff use of drugs and alcohol.
- Deciding upon staff disciplinary action.
- If appropriate, and where doing so will not place the child at risk, informing parents / carers of any drug and alcohol related incidents concerning their child.
- 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 Designated Safeguarding Lead is reponsible for:

- Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that staff and pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.

- 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 and staff.
- Assisting with the monitoring and review of this policy.

All staff are responsible for:

- Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.
- Ensuring that their performance and judgement at work is never impaired by alcohol or drugs.
- Understanding how this policy relates to them and their role in drug and alcohol management.
- 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.
- Bringing any alcohol or drug related issues to the attention of the Headteacher and/or the DSL.

The Site Manager is responsible for:

- Regularly checking the school premises for signs of drug and alcohol abuse and reporting any concerns to the Headteacher and/or DSL.

4. Definitions

St. Theresa's defines a "drug" 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

5. Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants and/or for the financial advantage of the perpetrator or facilitator and/or through violence or threats of violence. CCE can include children being forced to work in cannabis factories and being coerced into moving, storing and selling drugs across the country (known as county lines).

Any concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

6. Drug Education

All pupils will receive regular guidance on drugs and alcohol as part of the PSHE curriculum.

Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.

Where appropriate, visitors and external speakers will join us to lead classes on drug and alcohol misuse.

7. Drugs and Medicines

Legal Drugs and Prescribed Medicine - Pupils

We understand that some pupils may require medications that have been prescribed by a doctor, or other health professional.

Parents / carers have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.

Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.

The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.

Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage. Further guidance can be found in the school's Supporting Children with Medical Needs and First Aid Policy.

Legal Drugs and Prescribed Medicine - Staff

The school understands that some staff members may require medication that has been prescribed by a doctor or other health professional.

Medicine will only be brought onto the premises if it would be detrimental to the staff member's health not to administer them whilst at school.

Staff members will notify the Headteacher of any side effects of medicines; if it is believed the side effects will affect their work; the Headteacher will decide whether the staff member should return home.

Staff members will be required to ensure that their medication cannot be accessed by pupils.

Staff members will avoid taking legal drugs and medicines in the presence of pupils.

8. Controlled Substances

Where the school is unable to identify the legal status of a drug, it will be treated as a controlled substance.

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 and the name of any witness / witnesses present.

The staff member will store the sample in a secure location.

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.

St. Theresa's will give the police the name of the member of staff, from whom the drugs were taken.

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

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

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

9. Discipline

Pupils involved in drug and / or alcohol situations on school premises will be disciplined as per the school's disciplinary procedure and where appropriate the police will be informed.

Teachers and staff members involved in drug and / or alcohol situations on school premises will be disciplined as per their contract of employment and, where appropriate, the police will be informed.

Visitors involved in drug and / or alcohol situations on school premises will be banned from entering school premises indefinitely and where appropriate, the police will be informed.

10. Identifying a Staff Drug or Alcohol Problem

Misuse of alcohol and drugs which affects performance and behaviour at work, i.e. through serious misconduct or an inability to meet standards of work performance, will not be tolerated.

If appropriate, the Headteacher may make a referral to the Occupational Health service.

The school will aim to accommodate any recommendations made by the Occupational Health service, such as where the staff member has been off work and they require supervision upon their return.

If a member of staff misuses alcohol or drugs after support has been offered to them, the school will decide whether a second referral is appropriate, or in cases of gross misconduct, whether disciplinary action should be followed immediately without support.

If the school has a reasonable suspicion of alcohol or drugs misuse, the school reserves the right to screen the member of staff.

Should the problems of the member of staff develop to an extent that his / her continuation in their role is impossible, the school may identify alternative work arrangements or arrange for dismissal in line with the Disciplinary Policy and Procedure.

If the problem is directly affecting the staff member's performance, but they do not wish to address it, reject the support offered to them, or fail to cooperate in their referral, disciplinary action will commence immediately.

11. Medical Emergencies

In drug related medical emergencies, trained first aiders will be summoned.

A teacher will remain with the casualty until the trained first aider arrives.

Other pupils or staff members will be removed from the immediate area, as soon as is reasonably practicable.

Following assessment by the first aider, a decision will be made to ascertain whether an ambulance will be called.

The pupil's parents / carers (or next of kin for staff) will be telephoned and told about the incident.

If the pupil is felt to be at risk, the Safeguarding Policy will come into effect and the MASH team will be contacted.

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

12. Persons found to be under the influence of illegal drugs or alcohol

Staff members are not permitted to consume alcohol or illegal drugs when carrying out their duties; this includes both on and off the premises, e.g. during school trips.

Every member of staff is responsible for regulating their behaviour and is aware that they may be subject to disciplinary action.

Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The Headteacher has the authority to ban persistent offenders from the school.

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 removed from class and escorted to the Headteacher's office, where they will be assessed.

The pupil's parent / carer will be asked to remove the pupil from the premises.

The pupil will remain in the Headteacher's office until their parent / carer arrives.

If necessary, a search will be conducted.

13. Safeguarding

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues.

Staff members will be aware of the fact that alcohol and drug misuse can be an indicator of a safeguarding concern and is often an indicator of both child criminal and sexual exploitation.

All staff are aware that behaviours linked to issues such as drug taking and alcohol abuse put pupils in danger. Staff will be particularly alert to the potential need for early help for a pupil who is misusing drugs or alcohol.

Pupils experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.

Support will be arranged and offered to pupils in line with the school's Child Protection and Safeguarding Policy.

14. Searching

Searching Pupils

Staff members may use common law to search pupils with their consent for any item.

Staff members may ask any student to turn out their pockets.

Staff members may search any student's bag, cloakroom box or desk.

Under Part 2, Section 2 of the Education Act 2011, teachers are authorised by the Headteacher to search for any prohibited item including, but not limited, to tobacco and cigarette papers, as well as 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.

Searches will be conducted by a same sex member of staff with another same sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

Staff members may require a pupil to remove outer clothing including hats, boots, coats and scarves.

Pupils' possessions will only be searched in the presence of the pupil and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.

Any staff member, except for security staff, may refuse to conduct a search.

A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

Searching Staff

Where it is believed that a staff member is carrying a prohibited substance, the staff member will be encouraged to hand over any substance reasonably suspected to be in their possession.

Where a staff member refuses to adhere to the above, the substance is believed to be illegal and it is considered appropriate to engage in formal proceedings, the school may search the employee in line with the following:

- The staff member consents to the search
- A second witness will be present
- The substance will be sealed in a plastic bag
- A record will be kept of the details of the substance, the date and time it was found, and the name of the second witness
- The police will be notified immediately
- Details of the incident, including the police incident reference number, will be included on the record

Any substances found will be stored in a secure location, before they are handed to the police.

Where the staff member does not consent, no search will be undertaken and this will be managed in line with the Disciplinary Policy and Procedures.

The police will deal with the situation in line with agreed protocols, and the staff member will be subject to an investigation and any appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure. A full incident report will be completed and submitted to the headteacher.

15. Smoking and e-cigarettes

In accordance with Part 1 of the Health Act 2006, St. Theresa's is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Parents / carers, visitors and staff must not smoke or vape on school grounds and will avoid smoking/vaping in front of pupils and / or encouraging pupils to smoke.

In the interest of health and hygiene, smoking will not be permitted at, or around, the school gates.

16. Solvents

Pupils are not permitted to bring solvent based products onto the premises including, but not limited to, aerosol deodorants, compressed air, and aerosol hairspray.

The school will ensure that potentially hazardous solvents are stored safely and pupils will be supervised if they are required to come into contact with them.

17. Support

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the Designated Safeguarding Lead, staff and pupils

experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.

18. Threatening behaviour

Aggressive and threatening behaviour by pupils, staff or visitors under the influence of drugs or alcohol will be taken very seriously.

Where aggressive and / or threatening behaviour is displayed, St. Theresa's will not hesitate in contacting the police.

Any pupil, staff member or visitor displaying aggressive and / or threatening behaviour will be removed from the premises.

In the case of pupils, parents / carers will be contacted, and pupils will be disciplined in line with the school's Behaviour Policy.

In the case of staff, the Disciplinary Policy will be followed.

19. Training

The school recognises that early intervention can prevent drug misuse. As such, all staff will receive child production and safeguarding training in identifying the signs that a pupil may be at risk, experiencing harm or is struggling, upon induction and this will be refreshed annually. Staff will also receive regular and ongoing training as part of their professional development.

All staff will be particularly alert to the potential need for early help for a pupil who is misusing alcohol and other drugs themselves, or is in a family circumstance presenting challenges that includes drug and alcohol misuse