



Policy Documents Control Sheet

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Policy Validity Statement

This policy is due for review by the date shown above, after which it may become invalid. Policy users should ensure that they are consulting the currently valid version of the document.

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1. Aims

This policy sets out the Academy's policy on dealing with drug related issues. It also outlines the Academy's provision for drugs education.

The policy aims to:

- Outline our **vision**
- Define **key terms**
- Summarise how the Academy seeks to **educate and promote drugs awareness** amongst its student body
- Provide the basis for a **consistent approach** to responding to drugs related incidents on and off-site
- Outline our systems of **sanction and support** in relation to drug issues

Our vision is that:

- The Sir Robert Woodard Academy actively seeks to provide a disciplined and ordered community in which all members of the community are safe from harm.
- Employees are expected to meet high standards of professional conduct as detailed in our staff Code of Conduct and students are expected to meet the expectations laid out in our Behaviour Policy.
- We believe that every child has the right to achieve and no child has the right to disrupt the education or harm the welfare of others. Pupils are expected to refrain from acting in a way that would stop others from learning, endanger safety, or bring the Academy into disrepute.
- The Academy is committed to safeguarding the health, safety and wellbeing of all members of the school community. Therefore our stance on the possession, use or supply of illegal and other unauthorised drugs is that it is not acceptable.
- The Academy takes a robust and consistent approach to any individual or group that violates our behaviour, drugs or anti-bullying policies.
- The Academy recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage, including those with SEND (Special Educational Needs and Disabilities). Consequently, their circumstances will always be taken into account.

2. Legislation and statutory requirements

As part of their pastoral responsibilities, schools have a statutory duty to promote pupils' wellbeing and a role to play in seeking to prevent drug misuse. This policy is based on advice from the Department for Education (DfE) with regards to:

- [Drug advice for schools](#)
- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#)
- [Supporting pupils with medical conditions at school](#)

It is also written with reference to the [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and is additionally based on Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#), where paragraph 7 outlines a school's duty to safeguard and promote the welfare of children.

3. Monitoring arrangements

This policy will be formally reviewed by the Headteacher and Academy Council every two years. At each review, the policy will be approved by the Headteacher. This policy remains under continuous ongoing review by the Senior Leadership Team and the Academy Council because of the changing drugs landscape both nationally and locally.

4. Definitions

The definition of a drug given by the United Nations office on Drugs and Crime is: 'a substance people take to change the way they feel, think or behave'.

Here, the term 'drugs' is used to refer to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, solvents and other volatile substances (those giving off a gas or vapour which can be inhaled), alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs')
- all over-the-counter and prescription medicines.

By 'drugs paraphernalia' we refer to items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

By 'Academy premises/site' we include everything within the property boundaries including buildings, outbuildings, playgrounds and fields and this also extends to include other settings such as vehicles or any venue managed by the school at the time e.g. premises of a school trip or visit.

5. Education and prevention

In providing drugs education and responding to incidents involving drugs, our first priority is the pastoral care and health and safety of students. Drug education is a major component of drug prevention. It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs and substances exist and are accessible.

The following aims of drug education at The Sir Robert Woodard Academy are consistent with the values and ethos of the school, where we seek for all our students to 'Aspire to Achieve':

- To increase students' knowledge and understanding and knowledge and understanding and clarify misconceptions about:
 - the short and long-term effects and risks of drugs
 - the rules and laws relating to drugs
 - the impact of drugs on individuals, families and communities
 - local and national use
 - the complex moral, social and emotional issues surrounding drugs
- To develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - promoting positive attitudes to healthy lifestyles
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures and being able to self-regulate behaviour
 - finding information, help and advice
 - devising coping strategies and building resilience
 - developing and maintaining self-awareness and self-esteem in order to motivate them to value their welfare and take care of themselves
- To enable students to explore their own and other people's attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influences

- To ensure that students have access to and knowledge of up to date information regarding sources of help. In addition to the school's own drug and alcohol education and pastoral support, this includes local and national helplines, youth and community services and drug services.

We believe that knowledge is key and so we ensure that appropriate education and support is provided, which is consistent with the laws of society as well as being appropriate to the age, ability and maturity of the students, as well as relevant to their particular circumstances. This is provided through:

- tutor time and assembly input
- science lessons
- citizenship lessons at KS3
- bespoke input at KS4
- access to Chapter team pastoral support and guidance, including signposting to external support
- access to the School Nurse and ChatHealth advice and support service
- bespoke input from external education agencies or a police liaison officer.

6. Medicines

Some students may require medicines that have been prescribed for their medical condition during the Academy day. The school has a procedure for the administration of medicines, as detailed in the Academy First Aid Policy and Procedure, that must be followed for everyone's safety and information is provided to parents/carers when their child starts at the Academy. This procedure also sets out the circumstances in which a student may take non-prescribed or over-the-counter medicines, such as non-prescription painkillers or allergy treatments. Academy staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carers. The procedure is written in accordance with [DfE guidance on supporting pupils at school with medical conditions](#) (section 21).

7. Alcohol

No alcohol may be consumed during the course of a school day. Any adult, parent, carer or visitor evidently under the influence of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

If a student is found or suspected to be under the influence of alcohol, parents/carers will be asked to remove their child from the school and will be encouraged to seek immediate medical support as required.

As alcohol is a prohibited item in accordance with our Behaviour Policy, (i.e. students must not bring any alcohol on to Academy premises), possession of alcohol on the premises would result in a sanction in line with the Academy Behaviour Policy. In the interests of health and safety, should a student be found in possession of alcohol on school premises, it will be confiscated and parents informed.

8. Smoking

It is illegal to sell or give tobacco or tobacco products (including electronic smoking products) to anyone under the age of 18 and it is illegal to smoke or vape in an enclosed workplace or public building. The Academy site is an enclosed workplace and therefore a no smoking site for staff, students, parents, carers and visitors.

In accordance with our Behaviour Policy, students are not permitted to bring to school any cigarettes or smoking paraphernalia, including tobacco, cigarette papers, matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed.

Possession of prohibited smoking related items, as well as smoking on or within visible distance of the Academy premises will result in a sanction in accordance with our Behaviour Policy. This also applies to 'vaping' and the use of electronic cigarettes.

9. Illegal drugs and legal highs

No illegal drugs, new psychoactive substances, legal highs or drugs paraphernalia are allowed to be brought on to, or used on Academy premises. Possession of such items on the site is considered a serious breach of this Drugs Policy and the Behaviour Policy.

Seeking to influence or glamorise illegal drug use or the use of legal highs either in person on Academy premises or via social networking sites is also considered a serious breach of this policy.

10. Solvents

The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work.

Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto Academy premises is considered a serious breach of this policy.

11. Responses to drug related incidents

A drug incident may be any of the following:

- finding drugs, or drugs related paraphernalia, on school premises
- possession of drugs or drugs related paraphernalia by an individual on school premises
- use of drugs by an individual on school premises
- supply or intent to supply drugs on school premises
- hiding drugs in or around the school premises for later collection (by themselves or by third parties)
- glamorising or encouraging the use of drugs and other substances
- reported incidents of drug use or disclosures by the individual or a third party
- known drug related behaviour outside of the Academy

Any response to drug related incidents needs to balance the needs of the individual student concerned with the wider school community. Any incident will be managed in relation to the nature and severity of the incident and the individual circumstances.

Exclusion from school is not an automatic response to a drug incident but permanent exclusion is considered in cases where there is:

- a serious breach or persistent breaches of the school's drugs and/or behaviour policies; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Details regarding exclusion protocol can be found in section 9 of the Academy's Behaviour Policy.

A member of the Senior Leadership Team will usually be responsible for coordinating the management of drug-related incidents. Incidents will be dealt with after making an assessment of the situation and will be reported to the Principal. All incidents and responses will be recorded within 24 hours. Sources of support will be offered as required and where appropriate, the Academy will liaise with outside agencies.

12. Drug misuse outside the Academy premises

Sanctions may be applied where a pupil has breached the drugs and/or behaviour policies off-site when representing the Academy, such as on a school trip, travelling to or from the Academy or when identifiable as a member of the Academy community.

The Academy may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

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

Additionally, in line with the [latest DfE guidance on exclusion from maintained schools, academies and pupil referral units](#), the behaviour of a pupil outside school at any time can be considered grounds for an exclusion.

13. Individuals in possession of drugs

If any student or adult on Academy premises is found in possession of an unauthorised drug it will be confiscated, if possible. If the drug is suspected to be illegal, the school will contact the police for discussion and advice. Illegal substances will be recorded, stored securely and handed to the police to be destroyed as soon as possible. The incident will be recorded and parents/Carers will be informed (unless for safeguarding reasons this is not in the best interests of the student). Other professionals such as the local authority, police, GP, Social Services will be informed or consulted as appropriate.

14. Confidentiality

The Sir Robert Woodard Academy will always seek to work with parents and carers when information or allegations of drug use come to light. There may be occasions when, for safeguarding reasons, this may not be appropriate.

Complete confidentiality can never be promised to a student. Information given in confidence will not generally be disclosed to anyone else, however action will be taken to try to ensure the student comes to no serious harm if this is considered a risk.

In respect of student disclosures, staff will follow the advice given in the [Woodard Academies Trust Child Protection and Safeguarding Policy](#) and at the annual safeguarding training which are based on the Department for Education's guidance on [Keeping Children Safe in Education](#).

15. Search and confiscation

At the Sir Robert Woodard Academy the guiding principle is always to maintain the safety of students, staff and visitors. Headteachers and staff authorised by them have a statutory right to search pupils or their possessions, including without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item, including drugs or drug related paraphernalia. Where searching and confiscation is carried out by Academy staff, it is done to:

- Ensure the safety and welfare of staff, students and visitors to the Academy
- To ensure a safe and pleasant learning environment for staff and students by upholding discipline

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#). The guidance sets out when staff can search with and without a student's consent. Any searches undertaken will take place with a minimum of two staff present, one of whom will be the gender of the student, the only exception being if a member of staff reasonably believes that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

Any prohibited items (listed in full in section 8 of the Behaviour Policy) found in pupils' possession will be confiscated. Parents or carers will be informed if such items are found on their child. These items may or may not be returned, depending on circumstances and following discussions involving senior leaders, parents/carers and if appropriate the police. If these items are dangerous or illegal they will be kept securely before being handed to the police for safe disposal.

Similarly the police will be involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing. In such cases, the police will decide what course of legal action, if any, should be taken. Parents/carers will always be informed when the police are involved and given the opportunity to attend any interviews.

16. Support for students

The Academy aims to take all reasonable steps to support students. The Academy has a well-established Chapter system, where the aim is to provide attachment-friendly pastoral support where every child is 'known and nurtured'. This is to ensure students are appropriately supported and suitably challenged throughout their time at the Academy.

The development of students' social and emotional skills and their ability to self-regulate their behaviour and choices is encouraged by establishing high expectations in all aspects of Academy life. Such skills are also a key feature of spiritual, moral, social and cultural development activities across the curriculum, in tutor time and assemblies. Additionally, alongside any sanctions for behaviour, there are a range of support structures available for students who need help to learn from their mistakes and change behaviours which are detrimental to their progress or welfare.

As the welfare of the student is paramount, intervention will be made if the Academy feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents/carers. Such interventions may include:

- Support and advice in school (Chapter Team, School Nurse, Counsellor, SENDCo, Inclusion Manager, Attendance Officer)
- Referral to specialist outside agencies for support, e.g. Change Grow Live and The West Sussex Young Persons Substance Misuse Service
- Involvement of the police

17. Useful organisations

- **Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems
Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk
- **ASH** (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk
- **Carers Support West Sussex**: Worthing offer support for families affected by someone else's alcohol or other drug use. Tel 0300 028 8888 Website: www.carerssupport.org.uk

- **Change Grow Live and The West Sussex Young Persons Substance Misuse Service (WSYPSMS)** offers flexible, confidential treatment and support on all aspects of drug and alcohol misuse for young people aged up to 24 years. Appointments are at a venue to suit and drop-ins are held around the county, including Find It Out Centres. Tel: 0300 303 8677 Text: 07779 339954 Email: wsypsms@cgl.org.uk www.changegrowlive.org/young-people/west-sussex-children-young-people-drug-alcohol-wellbeing-service
- Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com
- **Children's Rights Alliance for England** are a charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk
- **Drinkaware** are an independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/
- **Drinkline** is a free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)
- **Drugwise** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugwise.org.uk
- **FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. Tel: 0300 123 6600 Text: 82111 Website: www.talktofrank.com
- **Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk
- **National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk
- **Family Lives** is a charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>
- **Re-Solv** (Society for the Prevention of Solvent and Volatile Substance Abuse) is a national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org
- **Smokefree** is the NHS Smoking Helpline: Tel: 0800 169 0 169 Website: <http://smokefree.nhs.uk>
- **Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk
- **Local Youth Offending Teams** are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>