



Substance Use and Misuse Policy

Introduction

1. The school forbids the misuse of substances and alcohol by pupils, students and staff at the School, their illegal supply and unauthorized possession of these on the school site. These substances include legal drugs such as alcohol, tobacco, e-cigarette and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD and magic mushrooms etc.

The School's Approach

2. The School is committed to the health and safety of its students and will take action to safeguard their well-being.
3. The School acknowledges the importance of its pastoral role in the welfare of young people and, through the general ethos of the School, will seek to persuade students in need of support to come forward.
4. The School believes it has a duty to inform and educate young people on the consequences of substance use and misuse and takes a pro-active stance on this matter as part of the Personal Social & Health Education programme.
5. The principle of sharing the responsibility for education of young people with parents/guardians, by keeping them informed and involved at all times is in keeping with our school's values and practice.

The Policy Format

What follows in effect are three individual policy statements subsumed under the same heading and they include:

1. The School's approach to the control of cigarettes and tobacco.
2. The way the School will manage Drugs Related incidents.
3. The School Curriculum Policy – The PSHE approach to Drugs, Alcohol & Tobacco.

Policy Review

These policies will be reviewed by Governors as part of the cycle of Policy Reviews.



Section One – School Tobacco Control

The school has a duty of care to its employees, pupils, students and visitors and to provide a safe and healthy environment. This section of the policy identifies how Crompton House School will create a smoke free environment within and around the school premises for the benefit of all members of the community and visitors.

Policy

- 1.1 This policy exists as part of a much wider policy and links closely to sections 2 & 3 (The Way the School will manage drugs related incidents and the PSHE approach to Drugs Alcohol and Tobacco).
- 1.2 This policy is linked to the healthy schools and extended schools programme.
- 1.3 This policy is in line with current legislation – H&S at Work Act (1974) and H&S (2007). This allows compliance with corporate and national requirements.
- 1.4 Smoking is associated with around 50 major illnesses and impacts on pregnancy, the unborn child and young people.
- 1.5 In particular, second hand smoke is a killer and it is still the largest preventable cause of death and disability in Britain today.
- 1.6 Second hand smoke causes misery in the workplace for the non-smoking.

Principles of the Policy

- 2.1 Crompton House School recognises and fully accepts those responsibilities placed upon it by legislation to provide a working environment and learning environment, where health and safety to staff, students, parents, carers and members of the public is of the utmost importance.
- 2.2 This policy is to protect and improve the safety, health and wellbeing of all members of the community.
- 2.3 Crompton House recognises that second hand smoke has harmful consequences.
- 2.4 Crompton House School will place particular emphasis on raising awareness through PSHE and in line with statutory requirements.
- 2.5 Crompton House recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to overcome it.

Policy Statement

- 3.1 Prohibition of smoking has been in place from 1st January 2008, and a complete prohibition on smoking/e-cigarette in all parts of the school premises will be applied.
- 3.2 Smoking/e-cigarettes will be prohibited in all access doorways, surrounding grounds, rest rooms, corridors and toilets.
- 3.3 Smoking/e-cigarettes will be prohibited in all Crompton House School owned public buildings, including recreational.
- 3.4 No facilities will be provided for those who may wish to smoke.



3.5 Crompton House employees (and students over the legal age) who wish to smoke/e-cigarette may only do so in their own time.

3.6 Senior management will not condone employees taking time off work in order to smoke/e-cigarette.

Smoking/e-cigarette at Functions and Events

3.7 Crompton House School supports the smoke free Oldham campaign for smoke free public places.

3.8 As part of the process, Crompton House will make functions and events held within school premises smoke free. The school's tobacco control measures will be explained to those booking the school for functions.

Implementation and Enforcement of the Policy

4.1 Members of the Senior Leadership Team will be responsible for the maintenance of a smoke free environment.

4.2 All job applicants must be made aware of this policy at interview stage and a requirement to abide by it will be part of the person specification for the jobs.

4.3 A copy of this policy will be included in induction packs for new staff joining the school.

4.4 Failure to abide by this policy will result in action being taken by the Governors.

4.5 Members of the public who breach this policy will be asked to leave the school site.

Smoking Cessation Services can be contacted on 0800 288 9008 or www.nhs.uk/smokefree

Section 2 – The Management of Drugs Related Incidents in School

Through our policy and practice we aim to :

- reduce the number of drug-related incidents in school;
- deal in a consistent way with all types of drug-related incidents;
- keep full and relevant records of drug-related incidents;

General

Our School's policy has been developed in line with "Drug Policy Guidance" issued by Oldham Metropolitan Borough/September 2000, which takes account of national initiatives and guidance including:

- "Tackling Drugs to Build a Better Britain: The Government's 10 Year Strategy for Tackling Drug Misuse".
- Department for Education and Skills (DfES).



- School Curriculum and Assessment Authority (SCAA).
- Qualifications and Curriculum Authority (QCA).
- Office for Standards in Education (OFSTED).
- Standing Conference on Drug Abuse (SCODA).
- DFE and ACPO drug advice for schools. 2012

It also outlines the roles and responsibilities of the Local Education Authority and schools, including:

- The Governing Body.
- The Headteacher.
- The Drug Co-ordinator: Designated Safeguarding Lead and his deputies.
- Other staff.

This policy is developed initially from the work of a group of governors and staff in 2002 and will be reviewed annually as part of the whole process.

Definition

For the purpose of this policy, the word 'drug' refers to any mood-altering substance, i.e. all legal drugs including: tobacco, alcohol, volatile (sniffable) substances, anabolic steroids, alkyl nitrites ('poppers'), over-the-counter and prescription medicines, and all illegal drugs.

Scope

Crompton House School's policy and practice applies to:

- All legal and illegal drugs and medicines.
- All pupils, staff and visitors to the school.
- The school building and grounds and vehicles.
- Pupil's journeys between home and school (when pupils are in school uniform).
- Educational visits, residential courses and extra-curricular activities for pupils.

The possession, use or supply of any drug will be regarded as a breach of school rules and the appropriate disciplinary procedure initiated, with the exception of the:

- use of medicines by pupils with parental notification and knowledge of Matron;
- appropriate use of medicines by staff;
- smoking of tobacco by staff on journeys between home and school;
- responsible consumption of alcohol by staff and visitors during social occasions on the premises or on school trips. At any one time on a school trip, there should be at least two member of staff who refrains from drinking alcohol in case there is an emergency requiring their attention. *(reference should also be made to the staff code of conduct)*

CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL



Crompton House is a 365 day, 24 hour no smoking/e-cigarette site and the smoking of tobacco by pupils, staff and visitors is not allowed in the school buildings or grounds.

There are no circumstances in which it is appropriate/acceptable for staff or visitors to use tobacco or illegal drugs in the presence of pupils.

Police & Multi-agency working:

The school will report any incident of drugs within school will be passed onto the police.

Any information received about illegal drugs or the illicit sale of legal drugs outside of the school will be passed on to the police. This includes the sale of tobacco, solvents, and alcohol to under age people and the use, possession or supply of medicines or illegal drugs.

The school will approach the Police or other appropriate bodies to seek:

- advise about drug incidents, where internal investigations raise issues that need clarification;
- support for individual pupils when the need arises;
- help in identifying unknown substances that may be drugs.

School Procedures

1. Medical emergencies will be dealt with in line with the procedures outlined in “Drug situations –medical emergencies” (SCODA 1999 – appendix – referred to).

In an emergency, medical help should be sought by sending a trusted pupil to reception where emergency services will be called, a member of staff with the First Aid at Work qualification will be found and the Senior Leadership Team member on duty will be informed.

Parents will be informed immediately.

A copy of “Drug situations – medical emergencies” and a list of the First Aiders in school will be added to the staff handbook section entitled “General procedures for any accident or medical emergency”.

2. Situations involving drugs will be managed in line with the guidance supplied on “Situations involving drugs without medical authority” (SCODA 1999 – appendix – referred to). All staff will be given the document and made aware of the courses of action available.

Further guidance:

- When drugs or information regarding drug-related situations come to the attention of a teacher, he/she must inform a member of the SLT immediately.



- The SLT member will liaise with the DSL and the headteacher, to then guide further investigations/assessment.
- Written statements must be obtained from witnesses, as they are identified and as quickly as possible after the incident.
- Parents will usually be informed immediately when a pupil involved in known or suspected cases of drug use or supply. If a decision is taken not to inform parents, the reason will be clearly recorded, this is likely to be because of a child protection issue.

These guidelines will be added to the staff handbook.

3. Our highest priority must always be for the safety of the young people in our care. Where there is knowledge or suspicion that a pupil is in possession of drugs but he/she does not admit to possession, you may feel that it is necessary to search for evidence; some or all of the following steps should be taken:

- Stay with the pupil and observe closely.
- Send for a member of the SLT or the most senior member of staff available.
- Accompany the pupil to a quiet room (preferably the medical room) – walk behind him/her and observe carefully so that evidence cannot be thrown away.
- In the presence of another adult, ask the pupil if you can search his/her belongings and pockets. **See NOTE ***
- If permission is given, search bags, take the blazer from the pupil and search the pockets and ask for trouser pockets to be turned out. (See above)
- If permission is not given, the parents should be brought in to help persuade the pupil to co-operate. If these circumstances arise on a trip away from home, search the pupil's belongings anyway, inform the parents before doing so if possible, as soon as possible after if necessary.
- If there is continued resistance by the pupil or refusal on the part of parents to co-operate, inform the police and ask for their help and advice. Warn the people concerned that this will be your next step.

Note *

1 • Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are: knives or weapons, alcohol, illegal drugs, stolen items , tobacco and cigarette papers

Fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).



- ***Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for. Eg: Electronic cigarettes, aka Vapes, Geek Bars, Liquid Nicotine, Energy Drinks, Laser pens & Chewing gum, and any item banned in law to only be possessed to people over the age of 18***

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf 2018

4. Drugs found on the premises or confiscated from a pupil will be reported to and passed to the police at the earliest opportunity. The following procedures must be adhered to:
 - In taking temporary possession and disposing of suspected controlled drugs schools are to
 - Ensure that a second adult witness is present throughout;
 - Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
 - Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
 - Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
 - Record full details of the incident, including the police incident reference number;
 - Inform parents/carers, unless this is not in the best interests of the pupil;
 - Identify any safeguarding concerns and develop a support and disciplinary response

Confidentiality

‘Confidential information’ means information, which is not trivial and not in the public domain. A pupil may reveal confidential information about drug-related incidents to an adult in school. Although there is no statutory duty to pass on confidential information about the use or possession of drugs (e.g. to parents or social services), there may be a moral and professional duty to pass information on where significant harm might otherwise result. Teachers must never promise secrecy when it is not appropriate and make the boundaries of confidentiality clear before the pupil is encouraged to disclose information. *(reference to the Safeguarding Policy should also be made)*

Sanctions and support



We need to ensure consistency in the way we deal with incidents, although there will always be scope for flexibility in dealing with individual situations where special circumstances present themselves.

The following guidelines are in place:

Sanctions

1. Possession of drugs, use of drugs and or dealing drugs:

any incident will be treated as a very serious offence reference will be made to the exclusion policy, the circumstance of the incident will be investigated and in liaison with the police, the appropriate sanction will be applied.

There is a clear possibility of permanent exclusion if a pupil is seen to represent a significant risk to the health and safety of other pupils

Smoking/e-cigarette

Years 7 – 11

First offence:

- Automatic phone call home. And:
- Smoking/e-cigarette on premises – Headteachers detention.
- Smoking/e-cigarette off premises on journeys to and from school – Headteacher detention.
- Smoking/e-cigarette off premises during the school day –Headteachers detention.

Repeat Offences:

One day exclusion for smoking/e-cigarette:

- On the premises three times.
- On journeys to or from school three times.
- Off the premises during the school day twice.

Sixth Form

For smoking/e-cigarette in school, in areas adjacent to the school grounds and on school buses – smokers will be identified a formal warning will be given and a letter sent home.

Support

- Case conference on pupil's return to school from a fixed period of exclusion.
- In some cases, a Pastoral Support Programme containing one or more of the following measures will be in place:



- An advice session with the Connexions Personal Advisor.
- Compulsory attendance at a 'Danger of Drugs' or 'Danger of Smoking' package.
- In some cases, referral to outside agencies.

Staff conduct

Staff includes teachers, former teachers, trainee teachers, ancillary staff and youth workers.

Professional misconduct in relation to drugs will result in disciplinary procedures. Reference must be made to the staff code of conduct.

Evaluation and Review

Records of exclusion and detentions and reports of individual incidents will be used to evaluate its impact on the number of drug-related incidents and the efficacy of our sanctions/support mechanisms and record keeping systems.

Roles and Responsibilities:

School

The Governing Body

The governing body has general responsibility for the management of the school. Its role is to ratify the policy and support the school, the Headteacher, the DSL and the staff in its implementation as a whole school issue.

The Headteacher

The role of the Headteacher is to support the DSL in the implementation of the policy and to be the 'public face' of the school in respect of drugs issues, in particular with the media.

The SLT and DSL

roles and responsibilities are to:

- manage, support, monitor, evaluate, review and develop the drug education programme across the whole school;
- ensure the drug education programme is adequately resourced;
- be up to date, informed and trained about relevant local and national developments and to communicate these to relevant staff;
- to be the contact person for drug-related issues for external agencies;
- provide confidential support for staff involved with drug education and drug-related incidents;
- ensure that records of all drug-related incidents are made and stored centrally;



- organise regular staff training on drugs issues;
- liaise with feeder/partner/consortium/other relevant schools about continuity, progression and consistency with regard to both the programme and responses to incidents;
- keep the Headteacher fully informed of developments.

Other Staff

All staff in the school will implement the policy and keep the DSL informed about relevant drug-related issues.

Section Three – The School Curriculum Approach

1. Location and dissemination

A copy of the policy can be found in the staff handbook / sharepoint and on the school website.

2. The context of the policy and its relationship to other policies

This policy has been considered in conjunction with other written policies on behaviour, health and safety, [medicines](#), healthy schools, school visits and safeguarding and now forms part of the whole school policy on Drugs Alcohol and Tobacco.

3. Local and national guidance

This policy has been written, taking into account national and local guidance, in particular, guidance from the *DFE*

4. The purpose of the school drug policy is to:

- clarify the legal requirements and responsibilities of the school;
- reinforce and safeguard the health and safety of students and others who use the school;
- clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community;
- give guidance on developing, implementing and monitoring the drug education programme;
- enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved;
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school;
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs;
- reinforce the role of the school in contributing to local and national strategies.

5. Where and to whom the policy applies



This policy applies to all staff, students, parents/carers, governors and partner agencies working in Crompton House School. It includes journeys to and from school in school uniform, work experience, residential trips and college courses. Students must not bring controlled drugs, cigarettes/e-cigarettes or alcohol onto the school site at any time. Alcohol may only be brought onto the school site with the Headteacher's permission.

6. 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.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

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

7. The school's stance towards drugs, health and the needs of students

The Crompton House School has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the school boundaries which are outlined in (6).

Responses for Managing Drug Related Incidents

See Section 2

The school recognises that there are instances where other non-controlled drugs may legitimately be in school.

Medicines

Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the Managing medicines policy

The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. School staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

Volatile substances



Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the school's health and safety policy.

Alcohol

Use and consumption of alcohol at school can only be authorised by the Headteacher. In keeping with our duty of care, employees are not permitted to consume alcohol during the school day, or at any time when they will be subsequently supervising children. The school recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff are encouraged to discuss this with line managers so that support can be put in place.

Tobacco

In keeping with our National Healthy School Status, Crompton House School is a non-smoking site. See Section 1.

The first concern in dealing with a medical emergency, involving drugs is the health and safety of the school community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

8. The school delivers a balanced curriculum which:

- promotes the spiritual, moral, cultural , mental and physical development of students at the school and of society;
- prepares students at the school for the opportunities, responsibilities and experiences of adult life.

Drug education is a major component of drug prevention and is an important aspect of the school curriculum. Its aim is to provide opportunities for students to develop their **knowledge, skills, attitudes** and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

It aims to:

- i. Increase students' **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;
 - the prevalence and acceptability of drug use among peers;
 - the complex moral, social, emotional and political issues surrounding drugs.



- ii. develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk;
 - communicating effectively;
 - resisting pressures;
 - finding information, help and advice;
 - devising problem-solving and coping strategies;
 - developing self-awareness and self-esteem.
- iii. enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Drug education is delivered through a well-planned cross-curricular programme, including assemblies and PSHE, drama and science lessons.

Across the key stages, students learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

In the later school years students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.

Teachers may need to focus more on developing students' confidence and skills to manage situations, which require making decisions about drugs. This may include developing competence to manage medicines responsibly, staying safe and understanding and managing feelings.

Teachers should pay particular attention to enabling students to seek help and support when they need it.

9. Methodology and resources

Drug education is delivered with a safe; secure and supportive learning environment. Ground rules are set out, and teachers' and students' right to privacy is respected. Boundaries of discussions are made clear.

Group agreements are made to help to foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions.

Distancing techniques can be adopted through role play/anonymous question boxes.



Staff are advised to sometimes answer difficult questions on an individual basis.

A variety of teaching resources are outlined in the PSHE scheme of work

External contributions include the Police, Positive Steps Oldham and the school health advisor.

10. Staff support and training

Staff will be provided with training as part of the New Staff Induction Programme. Advice is also provided within the staff handbook and PSHE training takes place as and when needed, as determined by the PSHE Co-ordinator.

11. Monitoring and reviewing

The teaching of drug education will be monitored and reviewed via the subjects within which it is taught. This will be completed through the school monitoring policy.

12. Management of drugs and probative items at school

Searching without consent

What the law says: What can be searched for?

Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- Knives or weapons,
- Alcohol,
- Illegal drugs
- Stolen items;
- Tobacco and cigarette papers,
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property;
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Who can search?

- The headteacher or a member of school staff and authorised by the Headteacher
- Headteachers and authorised staff can also search for any item banned by the school rules.

Eg: Electronic cigarettes, aka Vapes, Geek Bars, Liquid Nicotine, Energy Drinks, Laser pens & Chewing gum, and any item banned in law to only be possessed to people over the age of 18



Legal Drugs

The Police will not always necessarily be involved in incidents involving illegal drugs, but the school will inform trading standards or police about inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Alcohol and tobacco

Parents/carers will be informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Volatile substances

Given the level of danger posed by volatile substances, the school will arrange for their safe disposal.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the Managing medicines policy.

Disposal of drug paraphernalia

Needles or syringes found on school premises will be placed in a sturdy, secure container, using gloves. A tin is kept in the office for this purpose, out of reach of students. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

13. Referral and external support

Heads of Year, DSL, SENCO and Senior Leadership Team are responsible for referral to agencies. A list of local support services and national helplines/websites is available for students and parents on the school website.

Students are made aware of the various internal and external support structures via PSHE. Local support services and national helplines/websites are on year notice boards, on an information board and also on the school website. Information is available from Heads of Year for individual students or parents as and when required.



14. Involvement of parents/carers/visitors

In any incident involving illegal and other unauthorised drugs the school will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the student's needs. Where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the school's child protection co-ordinator should be consulted and local child protection procedures followed.

Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child and the school will refer to parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required.

If parents/carers are suspected of being under the influence of drugs or alcohol on school premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the school will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

A report to the DSL should be made in light of any incidence of concerns over parental drug./ alcohol abuse

15. The role of Governors

The Governors will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.

Document CSC-SU&M2017/May2020 adopted by Curriculum Sub Committee

Date 5th December 2023

Signed (Chair).....R Lait.....

Print NameRichard Lait.....

Date of next review.....December 2024.....