



William Brookes Academy Trust

Drug & Alcohol Policy

Updated October 2017

William Brookes Academy Trust takes a zero tolerance approach to the misuse of drugs and alcohol on our premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.



*Drug & Alcohol Policy
William Brookes Academy Trust
(October 2017)*

This policy is due for review in twelve months

Introduction

At William Brookes Academy Trust, the governors and staff fully recognise the contribution the school makes to safeguarding children.

We are committed to:

- Upholding the Health and Safety Policy already in place at William Brookes Academy Trust.
- Providing a safe and healthy environment which is conducive to the education of the children in William Brookes 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 each event.
- Educating pupils on the dangers of drug and alcohol misuse.

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

- Keeping Children Safe in Education 2016
- Working Together to Safeguard Children 2015
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006

This policy will be implemented in conjunction with the school's:

- Behaviour for Learning Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- PSHE Policy
- Administering Medication Policy
- COSHH Policy

1. Key roles and responsibilities

- 1.1 The Head teacher and in his absence, the Deputy Head, is responsible for any drug related issues within William Brookes School.

2. Definitions

- 2.1 William Brookes Academy Trust defines a “drug” as a 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

3. Training of staff

- 3.1 At William Brookes Academy Trust, we recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying potentially at risk students.
- 3.2 Teachers and support staff will receive training as part of their development.

4. Drug Education

- 4.1 All students will receive regular guidance on drugs and alcohol as part of the citizenship curriculum.
- 4.2 Drugs and alcohol will feature as part of the pastoral education in tutor time and assemblies.
- 4.3 Lessons will be delivered as appropriate to the age and phase of the students and will be differentiated according to individual learning styles.
- 4.4 Where appropriate, visitors and outside speakers may join us to lead classes on drug and alcohol misuse.

5. Smoking

- 5.1 In accordance with Part 1 of the Health Act 2006, William Brookes School is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 5.2 Parents/carers, visitors and staff must not smoke on school grounds and should avoid smoking in front of students and/or encouraging students to smoke.
- 5.3 Students including Sixth Form students over the age of 18 are not permitted to bring smoking materials or nicotine products to school. This includes but is not limited to cigarettes, e-cigarettes, lighters, matches or pipes.
- 5.4 In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.

6. Legal drugs and prescribed medicines

- 6.1 We understand that some students may require medications that have been prescribed by a doctor.
- 6.2 Parents/carers have the primary responsibility for their child's health and should provide the William Brookes Academy Trust with information about their child's medical condition.
- 6.3 Medicines should only be taken to school where it would be detrimental to the child's health if medicines were not administered during the school day.
- 6.4 William Brookes Academy Trust will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.
- 6.5 Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.
- 6.6 Further guidance can be found in the Supporting Children with Medical Needs Policy.

7. Solvents

- 7.1 Students are not permitted to bring solvent based products onto the premises including but not limited to, compressed air and aerosol hairspray.
- 7.2 William Brookes Academy Trust will ensure that potentially hazardous solvents are stored safely and students will be supervised if they are required to come in contact with it.
- 7.3 More information can be found in our COSHH (Control of Substances Hazardous to Health) policy.

8. Students, staff and visitors found to be under the influence of drugs or alcohol

- 8.1 Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.
- 8.2 Visitors to the school found to be under the influence of drugs or alcohol on school premises will be escorted from the premises. The head teacher has the authority to ban persistent offenders from the school.
- 8.3 Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the head teacher's office where they will be assessed. The student's parent/carer will be asked to remove the student from the premises. The student will remain in the head teacher's office until their parent/carer arrives. If necessary, a search will be conducted.

9. Medical emergencies

- 9.1 In drug related medical emergencies, one of the trained first aiders will be summoned.
- 9.2 A teacher will remain with the casualty until the trained first aider arrives.
- 9.3 Other students will be removed from the immediate area as soon as is reasonably practicable.
- 9.4 Following assessment by the first aider, a decision will be made to ascertain whether an ambulance should be called.
- 9.5 The student's parents/carers will be telephoned and advised of the incident.
- 9.6 If the child is felt to be at risk, the Safeguarding Policy will come into effect and social services may need to be contacted.
- 9.7 All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible following William Brookes Academy Trust health and safety policy.

10. Threatening Behaviour

- 10.1 Aggressive and threatening behaviour by students, staff or visitors under the influence of drugs or alcohol will be taken very seriously.
- 10.2 Where aggressive and/or threatening behaviour is displayed, William Brookes Academy Trust will not hesitate to contact the police if necessary.
- 10.3 Any student, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 10.4 In the case of students, parents/carers will be contacted.

11. Searching

- 11.1 Staff members may use common law to search students with their consent for any item.
- 11.2 Staff members may ask any student to turn out their pockets.
- 11.3 Staff members may search any student's backpack or locker.
- 11.4 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 student if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.
- 11.5 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.
- 11.6 Staff members may require a student to remove outer clothing including hats, scarves, boots, coats and scarves.
- 11.7 Student's possessions will only be searched in the presence of the student 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.
- 11.8 Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.
- 11.9 Any staff member, except for security staff, may refuse to conduct a search.

12. Confiscation

- 12.1 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.

13. Controlled Substances

- 13.1 William Brookes Academy Trust has a zero tolerance policy on illegal drugs.
- 13.2 Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and witness/witnesses present.
- 13.3 The staff member will store the sample in a secure location within the head teacher's office.
- 13.4 The incident will be reported immediately to the police who will collect it and then deal with it in line with agreed protocols.
- 13.5 William Brookes Academy Trust will not hesitate to give the name of the student from whom the drugs were taken.
- 13.6 A full incident report will be completed.
- 13.7 Any further measures will be undertaken in line with the schools' safeguarding policy.
- 13.8 Where controlled substances are found on school trips away from the school premises, parents/carers of the student as well as local police will be notified.

14. Discipline

- 14.1 Students involved in drug and/or alcohol situations on school premises will be disciplined as per William Brookes Academy Trust disciplinary procedure and where appropriate the police will be informed.
- 14.2 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.
- 14.3 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.