



## **Carshalton Boys Sports College**

Policy	<b>Substance Use &amp; Misuse</b>
Policy Number:	S08
Review Date:	April 2016
Approved by the Governing Body Committee:	April 2016
Next Review Date:	April 2018

Carshalton Boys Sports College actively challenges the misuse and illegal supply of harmful substances, e.g. alcohol, tobacco, solvents, 'legal highs' or any other illegal substance, as under Section 8 of the Misuse of Drugs act 1971.

The school procedures for dealing with substance use and misuse including alcohol, tobacco and 'legal high' related incidents remain unchanged. The school will actively cooperate with Health Professional Agencies/Teams in the local community, e.g. Community Police, Social Services, Educational Welfare Services, Behaviour Support, Local Authority and other Health and Drug Agencies to reinforce the school policy and support the different needs of our students. Pastoral and curriculum staff provide informed, positive education on substance use and misuse and provides support on demand where a pupil seeks advice and/or information.

Our aim is to positively support the education of all students through the informal and formal curriculum.

### **The school is committed to:**

- Enabling students to make healthy and informed life choices
- Increasing student awareness of the dangers and consequences involved in misusing substances
- Enabling students to feel confident in knowing how to deal with situations which can arise with substance misuse
- Enabling young people to identify sources of appropriate personal support in the widest sense for substance use and misuse.

Students will have opportunities through different curriculum areas as well as Personal Social and Health Citizenship Education to learn about substance use and misuse.

Parents and teachers share the responsibility for educating students about substance use and misuse. The school is keen to share responsibility with parents and the community in educating our students about the dangers of substance misuse in order to give them the confidence to make healthy safe and informed choices.

### **Incidents of misuse in or near school premises**

The Principal takes overall responsibility for the policy and its implementation and will liaise with Governors, parents, Local Authority and appropriate Outside Agencies. All staff share the general responsibility for handling the daily implementation of this policy and will ensure that all appropriate staff will be adequately supported and trained and/or that staff will inform appropriate staff where an issue relating to substance use or misuse is brought to their attention. For updated procedures and guidance see Surrey guidelines – Appendix 1 attached.

## **Each incident will be treated on an individual basis**

In instances of substance misuse, production or supply:

- Parents will be informed at the earliest opportunity by the Principal or delegated member of the leadership/pastoral team
- School and parents will work together to support the student
- Where appropriate, the student will be made aware of local voluntary advice agencies and help lines to seek counselling and guidance
- In instances of substance misuse off-premises staff will take appropriate action through discussions with key staff in and out of school and act through the Principal and inform the parents. The school has a "duty of care" to protect pupils with a view to safeguarding and promoting the welfare of children (Education Act 2002). The school would therefore act upon the misuse of substances if it occurred "in or around the school community" and whilst the child was considered to be in the care of the school.

## **Role of the Police**

- The school would wish, in partnership with the Police Community Liaison Officer, to support any student identified as being involved in substance misuse. If students are producing or supplying illegal substances on or near the school premises, the Police Community Liaison Officer will be informed. Parents of students identified as being involved will also be informed.

The Governing Body will be involved in substance use/misuse education and substance related incidents as in any other school matter, eg disciplinary panel.

## **Sanctions & Discipline**

- The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The implications of any action will be considered in the light of the whole school community. Fixed Term exclusions may be the sanction imposed for breaches of the School's Code of Conduct. Permanent exclusion will be seen as a last resort as it may only transfer the problem; however this may be the only option if the student is found to have made drugs available to other pupils in or around the school community. (see behaviour policy for more detail)

Where a pupil has missed school or been excluded for a fixed term and then is reintegrated it will be done so to meet the needs of the individual via CLIC, ISR, PSP or other appropriate for needs mechanisms.

## **The Wider Community**

The Principal will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidance from the Local Authority Press Office and Legal Department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school. Where Local Authority schools are concerned, the Local Authority should be informed as soon as possible. This may be done via the Local Authority Adviser for Drugs Education or the School Support Officer.

### **Guidelines for Staff in dealing with substance misuse**

Where a young person discloses substance misuse on or off school premises, staff will inform a member of the leadership group and where appropriate, participate in the planning of subsequent action as described above.

Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed:

- a Place  
If possible, remove the substance from where it was discovered in the presence of a witness, if this is not possible, do not leave the substance there while you enlist the support of a colleague as a witness. Secure the area, if possible, so that the object is not removed by anyone else.
- b Person  
Avoid handling a substance. Wherever possible always receive or retrieve substances from a student in the presence of a witness. In the absence of a witness, do not put off receiving substances, or within bounds of your professional discretion, removing a suspicious substance from a student's possession.

### **The following guidelines should be observed at all times**

- 1 Do not handle any substance without the use of gloves.
- 2 Remove the substance and record the time, place and circumstance when the substance came into your possession.
- 3 Do not investigate the nature of the substance, but do record its approximate size and appearance (a photograph with a ruler as a size guide should be taken if possible)
- 4 When possible, have the recordings countersigned by a witness.
- 5 Take the substance immediately to member of the leadership group who will take it to the Principal. Do not keep the substance on your person or in a place of safe keeping; to do so may place you at risk.
- 5 In the presence of a member of the leadership group, place the substance in a suitable sealed container. A member of the leadership group, Principal, yourself and when possible, the witness, should sign and date the package. An official report should be completed, recording the time, date and circumstances of the findings.
- 6 The Principal or designated member of the leadership group will arrange for the Police to remove the substance from the premises.
- 7 In the event of a discovery of any equipment associated with substance misuse, especially needles and syringes, students should not be allowed to

handle such items. All equipment found must be handled by adults with utmost care (using plastic gloves available from the office). The Principal must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

### **Warning signs of Substance Use/Misuse**

These signs may indicate that individuals or groups of young people are misusing substances. **Their presence alone is not conclusive proof of substance misuse: many of them are a normal part of adolescence**, but the presence of several signs together may point to a need for greater vigilance.

#### **Warning Signs in Individuals**

- Changes in attendance and being unwilling to take part in school activities
- Decline in performance in school work
- Unusual outbreaks of temper, marked swings of mood, restlessness or irritability
- Reports from parents that more time is being spent away from home, possibly with new friends or in older age groups
- Excessive spending or borrowing of money
- Stealing money or goods
- Excessive tiredness without obvious cause
- No interest in physical appearance
- Sores or rashes especially around the mouth or nose
- Lack of appetite/increased appetite
- Heavy use of scents, colognes etc to disguise the smell of drugs
- Wearing sunglasses at inappropriate times (to hide dilated or constricted pupils).

#### **Warning Signs in Groups**

- Regular absence on certain days
- Keeping at a distance from other students, away from supervision points (eg groups who frequently gather near the gate of a school playground or sports field).
- Being the subject of rumours about drug taking
- Talking to strangers on or near the premises
- Stealing which appears to be the work of several individuals rather than one person (eg perhaps to shoplift solvents)
- Use of drug takers' slang
- Exchanging or other objects in unusual circumstances
- Associating briefly with one person who is much older and not normally part of the peer group.

#### **Objects that may indicate Drug Misuse**

- Foil containers or cup shapes made from silver foil perhaps discoloured by heat
- Metal tins
- Spoons discoloured by heat
- Pill boxes
- Plastic, cellophane or metal foil wrappers
- Small plastic or glass phials or bottles
- Syringes and needles

- Shoe lace
- Cigarette papers and lighters
- Grinders
- Spent matches
- Plastic bags or butane gas containers (solvent abuse)

See Key Policy S03 Behaviour Whole School and S04 Behaviour Principles Written Statement