



**MELBOURN VILLAGE COLLEGE
DRUGS EDUCATION AND MISUSE POLICY**

Date Reviewed: March 2023
Date of Next Review: March 2025
Reviewer: Assistant Principal (John Barnes)
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Document Control		
Edition	Issued	Changes from previous
1	March 2023	New policy

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
<p>This policy links to other school policies on: Child Protection and Safeguarding Positive Relationships policy RSE policy</p> <p>Legislation relating to this policy: DfE and ACPO drug advice for schools Advice for local authorities, headteachers, school staff and governing bodies September 2012 Health and Safety Educational visits Code of conduct for all adults</p>	<p>Headteacher Governing Body Designated Safeguarding Officer Head of Year</p>

DRUGS EDUCATION AND MISUSE POLICY

Objectives

We believe and support the following educational aims in respect of substance use and misuse to:

- * provide accurate information about substances
- * increase understanding about the implications and possible consequences of use and misuse
- * encourage an understanding for those experiencing or likely to experience substance use
- * widen understanding about related health and social issues e.g. sex and sexuality, crime (notably county lines), HIV and AIDS
- * seek to minimise the risks that users and potential users face
- * ensure that all staff promote positive attitudes and behaviour in relation to tobacco
- * ensure staff have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of the Smoke Free Policy
- * enable young people to identify sources of appropriate personal support.

Rationale

The school is actively against the misuse of drugs, including cigarettes and e-cigarettes and alcohol by members of the school, and the illegal supply of these substances. The school is committed to the health and safety of its members and will take action to safeguard their well-being. 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.

In response to our shared concerns at a local and national level, we wish to state that as part of its care for the welfare of its students, the school believes it has a duty to inform and educate young people on the consequences of drug use and misuse. The school takes a pro-active stance on this matter, believing that health education is a vital part of the Personal Development of every student.

Fundamental to our school's values and priority is the principle of sharing the responsibility for education of young people with parents by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy.

Whilst we acknowledge that the numbers of young people who use and misuse substances is rising, it is seen as important to recognise that the majority of young people are choosing not to use or misuse substances. We will continue to support their differing needs.

Definitions

Alcohol: means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.

Tobacco use: For purposes of this policy, "tobacco use" means the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

Drugs and substances: means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse. This policy covers the possession, use and supply of such substances.

Implementation Plan

The Head Teacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents, Trust and school. The Head Teacher will ensure that all staff dealing with substance issues are adequately supported and trained.

Guidelines

How these aims will be fulfilled

These aims will be fulfilled through aspects of the students' experience in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. The main areas for fulfilling these aims in the taught curriculum are Personal Development (PD), and Science, but other opportunities to reinforce learning will occur in other parts of the curriculum, taking advantage of working with external agencies to increase the impact of the PD programme.

The role of Outside Agencies

The school actively co-operates with other agencies such as Community Police, Children's Social Care, Local Authority, Healthy Schools Cambridgeshire and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse. Visitors who support the school will be informed of the values held within this policy.

Guidance for Staff

Where a young person discloses substance misuse on the premises, staff will inform the appropriate pastoral team, a Designated Safeguarding Officer and a member of the Senior Leadership Team and, where appropriate, participate in the planning of subsequent action as described below. Where a young person discloses substance misuse off the premises, the staff member will inform the appropriate pastoral team and a Designated Safeguarding Officer.

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:

From either a **place** or a **person**

(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. Continue with the procedure below.

(b) person

When receiving or retrieving substances from a student do so 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. Remove the substance and record in the search log the time, place and circumstance when the substance came into your possession.
2. Do not investigate the nature of the substance, but do record its approximate size and appearance.
3. When possible, have the recordings countersigned by a witness.
4. Take the substance immediately to the person designated by the Head Teacher (or one of the Senior Leadership Team). 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 the person designated by the Head teacher (or Senior Leader), place the substance in a suitable sealed container. The Head Teacher/Senior Leader, 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. If it is suspected to be illegal, the person designated by the Head Teacher (or Senior Leader) can choose to arrange for the Police to remove the substance from the premises or may choose to dispose of it in an appropriate way.
7. In the event of a discovery of any equipment associated with substance use, especially needles and syringes, students should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The person designated by the Head Teacher must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

How Parents and Governors are involved

The Head Teacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents, Local Authority, and appropriate outside agencies. The Head Teacher will ensure that all staff dealing with substance abuse issues are adequately supported and trained.

In instances involving substance misuse or supply on the premises, and following discussions between staff members who know the student well:

Parents will be informed at the earliest opportunity by the Designated Safeguarding Officer/Head of Year. The school and the parents can then work together to support the young person involved, except where the Head Teacher/governors think not this is not in the best interests of the child.

If a young person admits to using or supplying substances off the premises, the teacher will inform the Designated Safeguarding Officer/Head of Year who will inform the parents.

Melbourn Village College school will always contact the police if drugs or materials and equipment for preparing or using drugs are found on the school site or if there is evidence that a member of the school community is involved in the distribution of these items.

There is no legal obligation to inform the Police, though they may be able to give relevant support and advice. However, a school cannot knowingly allow its premises to be used for the production or supply of any controlled drug, or the preparation or smoking of drugs. Where it is suspected that dangerous substances are continuing to be sold on the premises, details regarding those involved as well as much information as possible, will be passed to the Police Community Support Officer.

The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the students involved, the other school members and the local community. Permanent exclusion is seen as a last resort.

Regarding the welfare of staff, the school will follow the County Council Health and Safety Policy, the Code of Conduct and its own disciplinary procedures which are designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.

The Head Teacher 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 national media, the school will take appropriate advice and guidance from the CAM trust 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.

