

Substance Misuse Policy

Birchwood Community Academy Trust

Policy owner (Name):	Mr Chris Burrows
Policy owner (Job Title):	Associate Deputy Headteacher
Governing body oversight:	Policy Committee
Date of adoption:	May 2020
Date of review:	May 2023

Aims of this policy

- To confirm the commitment of Birchwood Community High School and College to promote a healthy environment, free from the misuse of drugs, alcohol, tobacco and other substances.
- To reinforce and safeguard the health and safety of students and the whole school community
- To clarify the school's approach to drugs, alcohol, tobacco and other substances, for all staff, students, governors, parents/carers, external agencies and the wider community
- To clarify the procedures for responding to and managing any substance-related incidents that may occur so that they are managed with confidence and consistency and in the best interests of those involved
- To ensure that the response to incidents involving substances complement the values and ethos of the school

Location and Dissemination

The policy will be available for parents/carers and students to read on the school website.

Both students and parents/carers will be made aware of the policy when joining the school/College

Students will be reminded of the policy annually in assemblies by a member of SLT.

Substance misuse and the school policy will be referenced in the Learning for Life curriculum.

Policy context

As part of their statutory duty to promote students' wellbeing, schools have a clear role to play in

preventing substance misuse. The Substance Misuse Policy has been developed with reference to

Department for Education advice and guidance: DfE and ACPO drug advice for schools (DfE-00001-

2012) which is non-statutory advice for schools.

Other related policies and documents include

- Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Staff Code of Conduct

There is a separate Medicine Policy relating to the storing and administration of medicines.

Where and to whom the policy applies

This policy applies to all school staff, students, parents/carers, governors and other external agencies

working with the school. The policy applies to the school premises, the school day, while travelling to

and from school, journeys in school time, work experience, day and residential trips.

What do we mean by a Drug or Alcohol incident?

Discovery – A student is found with any drug, drug paraphernalia or alcohol in their possession.

Suspicion – If a member of staff has reasonable grounds for believing a student is involved in substance or alcohol misuse.

Observation – If a member of staff believes a student is intoxicated or witnesses the use of or supply of drugs, alcohol or other substances.

Protocol for managing an incident

Headteachers and/or staff authorised by the Headteacher have a statutory power to search students and their possessions (DfE Searching, screening and confiscation guidance Jan 2018) where there are reasonable grounds for suspecting that a student may have a prohibited item in their possession. These items include:

- Alcohol
- Illegal substances
- Tobacco
- Drug paraphernalia
- New Psychoactive substances (NPS)
- Any item school staff suspect has been or could be used to commit an offence

School's general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, if considered harmful to school discipline.

The policy refers to authorised staff, at Birchwood Community High School this is the DSL's:

Ms Emma Mills – Headteacher
 Mr John Burnham – Deputy Head, DSL
 Ms Amanda Crompton – Pastoral Manager, DSL

Parents/carers of any student involved in bringing prohibited substances onto school site will be contacted on the same day. If this action cannot be taken due to safeguarding concerns the DSL will seek advice from external agencies, for example, Education Safeguarding Team, Children's Social Care, Police.

The Police will be contacted in the case of illegal substances found on school site.

Any incident involving prohibited substances will be recorded on CPOMS by the staff member involved, including support offered to the family and individual, any external agency involvement, Police incident number if applicable.

Disposing of Prohibited Substances

If staff confiscate alcohol or prohibited substances, which are not illegal substances they can be disposed of by the staff member who confiscated them.

If staff confiscate illegal drugs/controlled drugs they should be stored securely on school site until they can be handed to Police for disposal.

Any drug paraphernalia will be disposed of safely.

Sanctions

The Headteacher may decide, following a full and timely investigation, that an incident involving alcohol or substance misuse warrants a fixed term exclusion. If the incident is deemed a serious breach of the school's Behaviour Policy this may result in a permanent exclusion from school.

Following any incident involving alcohol or substance misuse the parents/carers will be invited into a meeting at school to discuss a support plan and to agree and sign a Behaviour Contract which will be reviewed regularly.

School visitors (including parents/carers)

If any visitor to school appears to be under the influence of substances or alcohol they will be asked to leave immediately. If they refuse or become confrontational the Police should be called immediately. If a visitor who appears intoxicated becomes unwell school will implement appropriate first aid.

If school staff believe a student is being affected by parent/carer alcohol or substance misuse then the local safeguarding procedures should be instigated.

Key Contacts:

Young Person's Drug and Alcohol Team – Orford Youth Base, Capesthorpe Rd, Warrington. 01925 851029

Warrington Drug and Alcohol Team – New Town House. 01925 443442

Footsteps – Help for young people coping with someone else's drug or alcohol misuse 01925 244524

FRANK – National drug helpline 03001236600