



# SIR THOMAS BOTELER

## CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

## SUBSTANCE MISUSE POLICY AND GUIDANCE

**Author:** Mr J Leonard, Assistant Headteacher  
**Committee:** Full Governing Body  
**Audience:** Staff, Governors, Students and Parents/Carers  
**Date written:** 30 November 2020  
**Review Date:** 30 November 2023

This policy is available on our website or hard copies are available from the school office.



PART OF THE CHALLENGE ACADEMY TRUST | SERVE | CHALLENGE | EMPOWER

THE CHALLENGE ACADEMY TRUST C/O BRIDGEWATER HIGH SCHOOL, BROOMFIELDS ROAD, WARRINGTON, WA4 3AE • COMPANY#: 10689247 • VAT#: 296154966



A CHURCH OF ENGLAND ACADEMY SERVING THE DIOCESES OF CHESTER AND LIVERPOOL • HIGH EXPECTATIONS | HIGH ASPIRATIONS | HIGH STANDARDS | YOU WILL SUCCEED

## **Introduction**

The Governors of Sir Thomas Boteler Church of England High School are committed to ensuring that the School is healthy, free from the misuse of alcohol, drugs, tobacco and other substances.

It is the responsibility of the school to play a positive role in preventing the harm drugs and alcohol can have both to students and in the local community.

It is our intention to provide a clear statement to all students and their families about the rules and protocols related to the possession or use of alcohol and drugs on the school grounds.

**This policy is also a statement from the school to be alcohol and drug free.**

- This policy follows the guidance given in the document 'Drug Advice for Schools' produced by Department of Education (DfE) and the Association for Chief Police Officers (ACPO), 2010 (reviewed in 2013).
- The Headteachers of Warrington were consulted throughout the development process of this policy.
- The policy was also agreed through the Warrington Drug & Alcohol Action Team Partnership which includes the local police and substance misuse services.

## **Statements and Procedures**

### **Location and Dissemination**

- The policy will also be readily available for parents and students to read on the school's website.
- Both students and parents will be made aware of the policy when joining the school.
- Students will be reminded of the policy annually in assemblies by the designated teachers and it will be referenced in the delivery of our Personal Development curriculum.

## **Definitions**

This policy refers to the use and supply of alcohol, illegal drugs, volatile substances (e.g. aerosols, solvents, glue or petrol) and new psychoactive substances (legal highs) and the misuse of prescription drugs. The policy covers students, school staff, parents and other agencies visiting the school.

This policy refers to authorised staff. In this school this refers to the Designated Teachers for drug and substance misuse:

- Mrs Scott-Herron (Headteacher and Designated Safeguarding Lead)
- Mrs Enescott (Designated Safeguarding Lead)
- Mr Leonard (Assistant Headteacher and Deputy Designated Safeguarding Lead)

### **Medicine's Policy**

This is separate to the Substance Misuse Policy and refers to the storing and administration of medicine.

### **Up to date and relevant drug & alcohol education**

- The use of drugs and alcohol including the health and legal aspects are covered in the schools Personal Development Programme following guidance issued through the Department of Education and the PSHE Association.
- The school also offers 'Risky Behaviour' workshops. These workshops will include sessions relating to alcohol and drug use, exploring the pressure to use, the effects and emotional impact they can have. There will also be information about legalities and negative consequences.
- The planning and delivery of the workshops will be a partnership process between the Youth Service, local sexual health services, drug & alcohol services, School Health Nurse and the relevant school staff.
- The teaching staff will have the opportunity to receive appropriate drug and alcohol awareness training via the free DAAT training programme. The Pastoral Team and Designated Safeguarding Leads will receive regular updates from the Warrington Drug and Alcohol Team. If there is a particular problem, it will be arranged for a youth worker to deliver a 'briefing session' to a staff group and further support sought if necessary.

### **Confidentiality**

If a student discloses alcohol or drug use in the classroom setting the teachers will respond to the information as any other safeguarding concern, with the utmost professionalism and confidentiality. Students will always be informed of the confidentiality rules before any drug and alcohol education session.

If alcohol or drugs use is disclosed as part of a one to one session with either a School Health Nurse or a Youth Workers, they will follow their professional confidentiality and safeguarding guidelines.

## **What is classed as an alcohol or drug related incident**

A drug incident refers to the following circumstances:

- Suspicion - if a teacher or other member of school staff has reasonable grounds for suspecting a student has involvement with alcohol or drug use.
- Observation - if a teacher or other member of staff observes intoxication, or witnesses the use of, or the supply of alcohol or drugs.
- Discovery - if unauthorised drugs or drug paraphernalia are found in a student's possession or on school grounds.

## **Detection**

- There will be intermittent use of police dogs in Warrington schools. This measure is to deter drugs being brought into school and to detect drugs on individuals.

## **Management of alcohol or drugs incidents on school trips**

The definition of an alcohol or drug incident will be the same as on school grounds. The protocol for following up on these incidents will be the same as is detailed in the policy for incidents happening on school premises.

## **Protocol for an alcohol or drug incident**

There will be a strict protocol followed whenever there is a drug incident on school grounds. As follows -

### **Search & Confiscate**

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

- alcohol
- illegal drugs
- tobacco and cigarette papers
- any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence
- drug paraphernalia
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

## **Handling Illegal and Unauthorised Drugs and Drugs Paraphernalia**

- If during a search alcohol or volatile substances are found and confiscated they will be disposed of by the member of staff authorised to conduct the search.
- If during a search suspected illegal drugs are found and confiscated they will be kept in the temporary possession of the school until they are handed over to the police for disposal.
- If any drugs paraphernalia that are deemed to pose a health risk to other students (such as discarded syringes) are found these will be safely removed and disposed of.

## **Parents & Visitors**

Any parent or person representing an outside agency who appears intoxicated on school premises will be asked to leave immediately. If they become aggressive or violent the police will be called immediately. If any person involved in an alcohol or drug incident appears to be or becomes unwell, the schools will implement appropriate First Aid response.

## **Parent Notification**

The parents or carers of any student involved with an alcohol or drug incident will be notified by phone. Where this is deemed inappropriate due to potential safeguarding concerns, we will seek advice from external professionals e.g police or Children's Services.

## **The Role of the Local Police**

The police will be notified of any incident involving illegal drugs (or class A/B drugs depending on schools). Further contact with Local Agencies and Key Contacts will also be considered. They will not automatically be involved in other incidents; this will be at the discretion of the school.

## **Alcohol & Drug Incident Records**

The school will make and keep a full record of each incident which will be logged and stored on CPOMS. This will be stored in accordance with the requirements of the Data Protection Act 1998. (GDPR)

The report will cover the support offered to any student and their family. It will also include police involvement and the consequences of this.

## **Fixed Term & Permanent Exclusions**

Schools may decide that some alcohol or drug incident warrants a temporary exclusion. The most serious incidents may result in permanent exclusions. Such incidents will always be subject to a fair and timely investigation.

## **Student and Family Support Plan**

Following any alcohol or drug incident the parents and carer will be asked to come into school to discuss an action plan. If the incident was part of a pattern of misbehaviour the school can decide to implement an Individual Behaviour Plan (IBP).

It is advised that the student receives a session with the 'young person's substance misuse team' to be screened and given information advice and support. This may result in the young person becoming a client of the service. It may be decided that ongoing support with the school health service is more appropriate.

If it becomes apparent that the young person is being affected by parental or carer alcohol or drug use, then the local safeguarding procedures will be put in place.

The parents can also ask to be referred into alcohol or drug services and this will be facilitated by the youth substance misuse worker.

## **Local Agencies and Key Contacts**

### **Warrington Drug & Alcohol Action Team**

New Town House, Warrington 01925 443442

### **Young person's drug and alcohol team**

Orford Youth Base, Capesthorpe Road, Orford, Warrington, WA2 01925 851029

### **Footsteps**

Helping you to cope with someone else's drug or alcohol misuse Tel: 01925 244524

### **FRANK**

National Drugs Helpline 0300 123 6600 <http://www.talktofrank.com/worried-about-a-child>

### **Warrington School Health Service**

Warrington Youth Service, Orford Youth Base, Capesthorpe Road, Warrington, WA2 0J

01925 851029

**Education Safeguarding Team**

New Town House, Warrington 01925 442928/443179