



Controlled Substances Policy

A: RATIONALE

At Marling School there is a commitment to a proactive approach in controlled substance education and playing a role in the prevention of substance abuse. Our first concern is to the health and safety of all who belong to the school community.

Definition of School Boundaries: This policy applies to students, in school, on their journey to and from school, during any time out of school during the school day, on work experience placements, attending events, or on a residential or school trip or any other school business.

Whilst considering the above, it must be stated that the possession, use or supply of illegal and other unauthorised controlled substances within the scope of this policy is unacceptable. Students could face permanent exclusion in the event of a breach of the rules related to controlled substances. In the case of a student selling, supplying or attempting to buy alcohol or substances listed in the Misuse of Controlled Substances Regulations 2001 on school premises or its surrounding area, or on school trips, or whilst representing the school, that student will always risk permanent exclusion.

In developing this policy, the school has considered its legal responsibility, and the needs of the students, school staff, governors, parents and the local community. Marling School has a member of the senior leadership team with responsibility for controlled substance related incidents.

This policy has been written taking into account the following documents: DfE and ACPO drug advice for schools (September 2012), Searching, screening and confiscation: Advice for Headteachers, school staff and Governing Bodies (February 2014) and [The Misuse of Controlled Substances Act 2001](#).

Aims of the Policy

To ensure:

- Clear guidance for, and consistency in, the provision of effective controlled substance education throughout the school.
- Consistency in the response to controlled substance related incidents throughout the school community.
- That pupils affected by their own or other's drug misuse should have early access to support through the school and other local services.

Definitions

Definition of controlled substances: "A substance people take to change the way they feel, think or behave" (United Nations Office on Controlled Substances Crime). Controlled substances include alcohol, tobacco and illegal controlled substances as well as medicines and volatile substances.

B: ROLES AND RESPONSIBILITIES

The **Governing Body** will establish, in consultation with the Headteacher, staff and parents:

- The policy for controlled substances
- Ensure that its members are well informed about the substance misuse education programme.

The **Headteacher** is responsible for:

- The implementation and day-to-day management of the policy and procedures.

- The work of the Deputy Headteacher/Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead who will be responsible for the implementation of this policy and all drugs issues within the school.
- Ensuring that trained professionals (outside agencies) contribute to the delivery of substance misuse education.
- Ensuring that all members of the community are aware of the rules about controlled substances and the consequences of breaking them.

Staff, including teachers, support staff and volunteers are responsible for:

- Reporting controlled substance related incidents to the Headteacher or the Deputy Headteacher.
- Promoting a positive attitude towards a healthy life-style.
- Providing, where possible, accurate information about controlled substances, with the help of the Deputy Headteacher.
- Widening their own and students understanding of substance misuse.

Parents and carers are expected to:

- Support the school rules in relation to controlled substances and to work in partnership with the school to overcome the misuse of controlled substances.

Students are expected to:

- Take responsibility for their own behavior.
- Follow the school rules in relation to controlled substances and antisocial behavior.
- Ensure that incidents related to controlled substances are reported to a member of staff.

C: CONTROLLED SUBSTANCE EDUCATION

Marling School provides comprehensive controlled substance education for all students, the main vehicle for the delivery of controlled substance education is the Life Skills curriculum and the Science curriculum. Elements of controlled substance education are also found within Physical Education and Religious Studies. The school actively co-operates with other agencies, e.g. the police, to deliver its commitment to controlled substance education. The aim is to provide current knowledge and develop skills to enable informed decisions about controlled substances, whilst developing a positive self-image within the school community. Provision of controlled substances education is regularly reviewed.

D: INCIDENTS INVOLVING CONTROLLED SUBSTANCES

Searching

School staff can search a pupil for any item if the pupil agrees. Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are: knives or weapons, alcohol, illegal drugs, psychoactive substances or 'legal highs', stolen items, tobacco and cigarette papers, fireworks, pornographic images and any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil). In the event that a pupil does not give consent to be searched, the police will be called.

In a situation where a student is suspected of having controlled substances hidden on their person every effort should be made to persuade the student to hand over the substance. Any searching will be done with an adult

witness present. In the event that the student does not consent to being searched or the staff feel that searching is inappropriate then the police will be called to carry out the search.

In the event that a search takes place a minimum of two members of staff must be present.

Confiscation

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. If school staff are unable to identify the legal status of a substance, it should be treated as a controlled substance.

Following a search whether or not anything is found, the school will make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

Possession and Disposal

The Misuse of Controlled Substances Act 2001 allows individuals to take temporary possession of an illegal controlled substance in order to prevent someone else committing an offence or to protect someone from harm, providing they either hand it to the police or destroy it immediately. Staff authorised by the Headteacher should remove the substance from the person or location in the presence of a witness (see Confiscation above).

The substance will then be either:

- Disposed of as quickly as is practical. This should always be done in the presence of a witness with a record made and signed by both parties.
- Handed to another party, e.g. the police or a pharmacist for identification and disposal. Marling School will try and ensure that collection of the substance is always from the school itself.
- Under no circumstances will the substance be kept overnight or in the possession of any member of staff.

Confidentiality

The welfare of students at Marling School is central to all school policies and as such, confidentiality will be maintained wherever possible. This approach is to encourage students to seek advice and assistance from teachers, without fear of reprisal. There will be occasions where the school will feel it appropriate to inform parents and or police. The student will always be informed of this action. Parents will be informed of all incidents whereby the involvement of the police is sought.

The school has a statutory requirement to inform outside agencies if:

- A third party or child is at risk of serious harm or
- Life is in immediate danger.
- It is co-operating with a police investigation.

Parental Involvement

Marling School acknowledges the importance of working in partnership with parents in sharing the responsibility of educating students. This policy will be available on the school website or can be obtained by request. Opportunities will be made available for parents to seek support and guidance relating to controlled substance misuse and other health related issues.

Police Involvement

Marling School maintains strong links with the police through the controlled substance education curriculum. Where appropriate, the school reserves the right to contact the police regarding a controlled substance related incident, both in regard to the offence and to assist in supplying support and advice. When the police are called parents are required to attend school. If they are unable to Social Services should provide an 'appropriate

adult'. Interviews should take place at the police station, rather than at school. A formal police interview at school should only take place in 'exceptional circumstances'.

Reporting Procedures

These procedures ensure that only a limited number of people will be involved in any incident. All incidents are reported to the Headteacher or Deputy Headteacher responsible for controlled substance related incidents and the appropriate Head of Year and Key Stage. Normal practice applies in the case of exclusion. Only the Headteacher, in consultation with the school governors, will act in the case of exclusion. All controlled substance related incidents are recorded centrally by the DSL.

Sanctions resulting from controlled substances related incidents

Contravention of the school controlled substances policy will result in sanctions. The type of action will depend on the nature and seriousness of the incident, but the possession or use of illegal controlled substances will normally lead to exclusion. Following full consideration of the facts, the Headteacher will inform parents of all exclusions.

Counselling

In the interests of the student's welfare, referral for counselling will be actively sought and encouraged. In some cases it will be insisted upon. The school will aim to identify vulnerable students and will work closely with external agencies to support them.

E: MANAGEMENT OF CONTROLLED SUBSTANCE RELATED INCIDENTS

Incidents involving controlled substances may take the form of emergencies, intoxication, discovery/observation, and or disclosure/rumour. This policy considers response to these situations. In each of the following examples the parents of the student will be informed and requested to attend school and the incident will be reported in accordance with procedures.

Emergencies

If someone is found in an unconscious state, they should be placed in the emergency position and an ambulance should be called. A staff member with first aid qualifications will be called and the victim will not be left unattended. The situation will be assessed followed by an attempt to ascertain whether a substance has been taken. Any substance found in the vicinity or information gained from friends will be reported to the paramedics on their arrival. If the person is conscious when found, they will be removed to the medical room and constantly supervised. A member of staff with first aid qualifications will be called. It may be necessary to call the emergency services.

Discovery/Observation

Any person discovered using, possessing, or supplying an illegal substance will be approached and the substance will be confiscated. See possession and disposal. If a visitor arrives on site under the influence of alcohol or other controlled substances they will be asked to leave the site. If necessary the police and other emergency services may be contacted. The Headteacher will consider whether to ban them thereafter from school site. If a member of staff arrives for work under the influence of alcohol or other controlled substances the Headteacher will enact the normal disciplinary procedures.

Disclosure

If a student discloses to a member of staff that he or she was using controlled substances or knew of someone else using controlled substances, the first consideration is the welfare of the student. The information will be

kept confidential as long as in so doing, the welfare of that student will not be compromised. See section on confidentiality.

Suspicion and Rumour

Staff will not act on the basis of rumour alone. Evidence must be collected, which may involve discussions with the parents, before a decision is made to involve the student under suspicion.

F: STAFF SUPPORT AND TRAINING

The school will ensure that staff receive regular training and support which is offered by variety of organisations.

G: ADMINISTERING PRESCRIBED MEDICINES

The school does not keep, or make available, over the counter medicines or remedies and school staff are not obliged to administer any medicines to students. It is the responsibility of parents to administer prescribed medication. However, if this is not possible, the school must be informed in writing about the medication, its usage and administration. A decision on administering medication to students will be made by the Headteacher in consultation with trained first aid staff and the school nurse. All medicines will usually be securely stored in the school office with access only available to senior staff, the school nurse or first aid officer. In the case of asthma inhalers, these are to be kept by the student for use as prescribed. Prescribed medicine is only to be taken by the person for whom it was prescribed. Inappropriate use of prescribed medicines will be treated in the same way as misuse of other controlled substances as detailed in this policy.

H: MANAGING MONITORING AND EVALUATING THE CONTROLLED SUBSTANCE POLICY

This policy will be managed, monitored and evaluated by the Headteacher and Deputy Headteacher in conjunction with the School Leadership team and the Student Progress Committee of the Governing Body. Following any major incident involving controlled substances the policy will be reviewed and any suggested improvements will be identified.

I: LINKS TO OTHER POLICIES

- Anti-Bullying Policy
- Behaviour Policy
- Educational Visits Policy
- Safeguarding Policy
- Single Equality policy
- Whistle blowing Policy