



IMMANUEL COLLEGE
DRUG INCIDENTS POLICY AND PROCEDURE



Purpose of this statement	To detail the Drug Incidents policy and procedure for Immanuel College
Dated	15 October 2019
Contact	The Headteacher

➤ **THE CHRISTIAN ETHOS OF IMMANUEL COLLEGE**

Immanuel means ‘God with us’

At Immanuel we believe that we are ‘All God’s Children’ and that as such, each student has a right to learn about God’s world and how they fit into it. We believe that we should encourage and support all children to access this education so they may become the people God created them to be.

At Immanuel:

- We encourage everyone – to think and talk about God
- We encourage everyone – to treat others with equal respect
- We encourage everyone – to fulfil their God-given potential
- We encourage everyone – to take seriously Christ’s life-style and teaching
- We encourage everyone – to be open to God’s spirit.

The Need for a Policy

This college understands that drugs play a part in the lives of every one of us and that experimentation with drugs has always been a feature of many young people’s lives. It is the responsibility of schools to play a role in the prevention of drug misuse and in helping those who misuse drugs. Schools need a policy, which gives a clear view about drugs in the school and the importance of drug education. This policy emphasises the college’s pastoral role and its proactive approach to drug education. It provides a clear statement on how the college will respond to drug use in college.

In developing this policy the college has considered its legal responsibility and the needs of all students, teachers and governors. Information is available to parents and the community on request.

A Definition of Drugs

Drugs are substances that alter the mind or the body. This policy is concerned with legal drugs such as alcohol, tobacco and solvents, over the counter and prescribed drugs such as tranquillisers and painkillers and illegal drugs such as ecstasy, cannabis, cocaine, crack and heron and other drugs young people may use such as “poppers”.

Drug Education and Drug Prevention

This college provides a planned drug education curriculum for all students, as part of the Health Education Programme within Personal Social Education. We aim to provide all students with knowledge, attitudes and skills to be able to make informed decisions about drugs.

This college acknowledges that a positive college ethos helps students to feel valued and part of the college community and in so doing, helps to foster positive self images which may help students to cope better in situations involving drug use.

Statement on the Use of Drugs in College

This college believes that the possession and use of drugs in college or during the college day, unless medically prescribed, is entirely inappropriate. All the drugs covered by this policy are not permitted to be brought to, sold, passed on or obtained on college premises or during the college day. Any breaking of these rules will result in permanent exclusion. Exceptions to this will only be made if the Headteacher feels that there are extenuating circumstances that have caused a student to be in this situation e.g. a student being coerced by another to hold a drug for them. Each case will be judged individually but Immanuel College feels strongly that students and staff have the right to be protected from contact with drugs whilst in college.

Confidentiality

Students at this college may need to talk to a member of staff about a drug-related problem and should feel comfortable about doing so. The welfare of young people will always be central to our policy and practice. Teachers will not, however, be able to promise confidentiality, as they need to seek help and advice from colleagues. Information about a student in relation to drugs will follow the same procedure as for other sensitive information. Staff must always inform their Head of Year (or Faculty/Department) and then the Associate Head and Headteacher will be informed and help sought. Tutors will normally be kept informed about any concerns there might be about students in their group. Confidentiality will be maintained beyond certain key people.

Parental Involvement

An outline of this policy will be available to parents on request. Parents will be contacted if there is a concern about their child's use of or involvement with drugs or if their child breaks the rules on drugs. Information will be made available to parents so that they can obtain support and guidance concerning drugs.

Police Involvement

In most cases any punishment is likely to be a college not a police matter. The college is, however, aware of the Misuse of Drugs Act 1971, which controls heroin, cocaine, LSD, MDMA (ecstasy), amphetamines and cannabis and other drugs as well. This Act makes it an offence to possess or supply these drugs and it allows individuals to take possession of an illegal drug in order to prevent someone else committing an offence, providing they either hand it to the police or destroy it immediately.

This college maintains links with the local community police. It is the policy of the college to contact the police where an incident has involved illegal substances, and to hand the substance to the police.

Managing and Responding to Drug-Related Incidents (The guidelines/flowchart produced in liaison between the West Yorkshire Police and the Local Education Authority will be followed – see Appendix.)

Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, and/or disclosure. All forms are considered in this policy.

Emergency Situations i.e. where a person is unconscious perhaps as a result of drug use. A member of the Senior Staff and a First Aider will be called. The unconscious person will not be left alone. The person will be placed in the recovery position and an ambulance called. The parents will be informed. An assessment of the incident will be started including finding out whether a substance has been taken and evidence will be gathered. A report of the incident will be written down and given to the Headteacher, Head of Year or Associate Headteacher. These key staff involved will decide appropriate disciplinary and/or counselling action.

Intoxication from Drug Use: If possible, the person will be removed to a quiet room. A senior member of staff and a First Aider will be called. The person will be observed will be encouraged to talk in order that the cause of the intoxication can be discovered. An ambulance will usually be called. The parents will be informed. A report of the incident will be written down and key staff involved will decide appropriate disciplinary and/or counselling action.

Discovery/Observation i.e. when a person is discovered using, supplying or holding a substance that is not permitted on college premises and which is described in this policy. A senior member of staff will be called where possible; another member of staff will be called on to witness the following events. The person will be approached and the substance confiscated, if possible. The person(s) involved will be questioned. If the substance is illegal or there is doubt about its identity the police will be contacted. An illegal substance will be handed to the police. Parents will be informed and called to the college. A report of the incident will be written down and key staff will decide which disciplinary action will be taken and whether a counselling approach is appropriate.

Disclosure i.e. when a student discloses to a member of staff that s/he has been using drugs or is concerned about someone else's drug use. Please refer to section on confidentiality.

Responding to Drug-Related Incidents

In all situations involving drugs the following principles apply:

- All situations will be carefully considered before deciding to respond. The needs of the individual child will always be carefully considered and appropriate action taken.
- The needs of the whole college community will receive the same careful attention.
- The pastoral system will be used to make the first response if at all possible.
- Parents/carers will be involved at an early stage and throughout any investigation.
- Support agencies including the police will be involved if appropriate.
- Support for students will be maintained and counselling arranged if appropriate.
- Responses may include both a disciplinary and counselling response.

Disciplinary response

Situations, which include breaking of the college rules on drugs, will result in punishment. All sanctions will be considered in relation to an incident and permanent exclusion will be used if drugs are brought into college, sold, passed on or obtained on college premises or during the college day (see statement on the use of drugs in college – page 2). Parents/carers and students will be informed throughout the investigation.

Counselling Response

The students' welfare is paramount and in all incidents involving drugs, referral for counselling by outside agency support will be actively considered. The college has links with local drug agencies that can offer some counselling and work with students as part of their drug education programme. We believe that those students who are misusing illegal drugs and volatile substances should be strongly encouraged to seek help at the earliest possible stage so that they can be helped.

Reporting Procedure

The reporting procedure ensures that only a limited number of people will be involved in any incident. All incidents are reported to the appropriate Head of Year, Headteacher and Associate Headteacher. If a decision is taken to exclude a student then the procedure for this is put into action by the Headteacher involving the governors. All incidents are written down.

Prescribed Drugs and Medicines

In most cases, parents and students will administer prescribed medicines themselves out of college hours. Where this is not possible, parents of children in need of medication must make appropriate arrangements with their child to self administer the prescribed dose which is to be taken during the college day and inform staff of the requirement by writing a note in the child's planner. Where a student has a long-term medical condition requiring drug treatment, special arrangements may be made for the secure storage of the drugs. In the case of asthma reliever inhalers, these are normally kept by the students for easy and immediate access. It should be noted that college staff may not administer any medicines or tablets including aspirin, paracetamol or similar 'over the counter' medications.

EXCEPT IN THE ABOVE CIRCUMSTANCES, NEITHER PRESCRIBED OR PROPRIETARY MEDICINES NOR ANY OTHER DRUGS SHOULD BE BROUGHT INTO COLLEGE

NB All adults employed at Immanuel College are covered by the usual conditions of Service and Health and Safety Regulations.

Named Governor:	Sarah Cowley
Monitoring of the Policy:	J Inglis
Reporting to:	The Governors
Next Review Date:	October 2020

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Managing Drugs Incidents

