



LISKEARD SCHOOL AND COMMUNITY COLLEGE

**Drug Use and Misuse/Handling
Drug Related Incidents Policy**

Drug Use and Misuse

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Significant Contributors

Head of Personal, Social, Citizenship and Health Education (PSCHE)
Heads of Year
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Police Youth Interventions Officer

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Liskeard School & Community College

Drug Use and Misuse/Drug Related Incidents Policy

Definition of terms

Drugs

This document uses the term to refer to any psychotropic substance, all legal drugs, including alcohol and tobacco, all illegal drugs, volatile substances, and over-the-counter and prescription medication. *Drugs Definitions* (source: 'The Right Approach' [DrugScope, 1999])

The term 'drugs' will be used to describe substances which interfere with a pupil's ability to learn, are potentially harmful, or are capable of misuse, including those whose possession and use are illegal. Substances alleged or believed to be drugs, as defined here, will be treated in the same way.

Drug Taking

The consumption of any drug. All drug taking, including medicinal use, carries the potential for harm. Different interventions are appropriate to address drug taking by young people.

Drug Use

Drug use is drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems, although such harm may not be immediately perceptible. Drug use will require interventions such as management, education, advice and information, and prevention work to reduce the potential for harm.

Drug Misuse

Drug taking which harms health or functioning. It may take the form of physical or psychological dependence or be part of a wider spectrum of problematic or harmful behaviour. Drug misuse will require a further range of interventions, which may include treatment

Drug Incident

Evidence or suspicion of specific event at school involving one or more unauthorised drugs, and requiring immediate action by school staff.

1 Policy Aims

- 1.1. The Headteacher and Governing Body seek to protect the interests of every member of the school's community to learn and work in a safe and wholesome environment which is free from illicit drugs.
- 1.2. The Headteacher and Governing Body undertake to identify and limit risk to individuals and the collective.
- 1.3. The Headteacher, staff and governors seek to secure and maintain a broad and balanced curriculum which includes a Drug Education programme that provides a high quality, age appropriate programme of study to prepare all individuals to make healthy choices. This curriculum will include the development of skills, attitudes, knowledge and understanding.
- 1.4. The Headteacher, staff and governors aim to work in partnership with the student body, statutory and voluntary sector organisations and agents to promote these aims and contribute to national health related targets.

2. The role of the Governing Body

- 2.1. The Governing Body is responsible for ensuring adequate resources are provided in order to meet the delivery of the drug education curriculum and pupil welfare.
- 2.2. The Governing Body is responsible for the agreement, monitoring, review and evaluation of school policy and procedure regarding Drug Use and Misuse Policy and Handling Drug Related Incidents.
- 2.3. The Governing Body provides a Disciplinary Committee to address matters relating to pupil exclusions.

3. The role of the Headteacher

- 3.1. The Headteacher ensures school organisation such that appropriate drug education is provided.
- 3.2. The Headteacher leads the staff in realising the aims of the policy.
- 3.3. The Headteacher delegates responsibility to an Assistant Head (Inclusion) to manage drug related incidents in liaison with the Headteacher, or Deputy Head in his/her absence.
- 3.4. The Headteacher makes disciplinary decisions regarding drug related incidents in the school's jurisdiction.
- 3.5. It is the responsibility of the Headteacher to inform the Local Authority of illegal drug incidents occurring within school. Youth Intervention Officers may share this information as a part of partnership working.
- 3.6. The Headteacher liaises with the Governing Body Pupil Disciplinary Committee regarding exclusions.
- 3.7. The Headteacher keeps the Governing Body informed about the pattern of issues relating to drug use and misuse within the community of the school and the quality of the teaching and learning in drug education.

4. Responding to the media

- 4.1. No member of the staff or governor will communicate with the media concerning any drug-related incident without the specific direction of the Headteacher.
- 4.2. The Headteacher will seek advice from the Local Authority Press Office prior to making any statement to the media.
- 4.3. Where appropriate, the Headteacher will liaise with local Headteachers to co-ordinate a response etc.
- 4.4. No person will be identified to the press in connection with any drug related matter.

5. Drug Education & Prevention

- 5.1. The PSCHE Co-ordinator is the subject leader for Drug Education, responsible for planning, resourcing, monitoring and evaluating the quality of programme delivery. This responsibility includes maintaining a current knowledge of locally relevant drug-related issues through liaison with the police and health professionals, advising the Child Protection Officer and teachers of PSCHE.
- 5.2. Drug Education at the school is delivered as an aspect of the Science (National Curriculum) programme of study; the PSCHE (National Curriculum Guidance) programme of study; through assemblies, the tutorial programme and whole school/year group events; the principle of making informed healthy choices pervades the pastoral curriculum/system.
- 5.3. Drug Education is supported by partner agencies where appropriate. Drug Education within the science curriculum is taught by specialist science teachers.
- 5.4. Drug Education is planned to provide continuity and progression from 7 to Year 13.
- 5.5. A range of current and relevant teaching and learning resources is maintained for the use of Drug Education teachers.
- 5.6. As part of the drugs education programme and in collaboration with other local schools the school may invite the local police youth intervention officer and county drugs dog handler into school to hold assemblies and conduct unannounced visits to help ensure the school is free from illegal drugs.

6. Recording and dissemination of the policy

- 6.1. This policy is widely shared with staff, students, parents and partner agencies. Copy is available through the Headteacher's PA and on the school website.
- 6.2. This policy will be read and discussed as part of the school's induction programmes for new staff, trainees and governors.
- 6.3. The Headteacher raises awareness of the school's policy with pupils and parents through newsletters and assemblies each year as a matter of routine.

7. Range of responses

- 7.1. The Headteacher will judge each incident on the facts. Where appropriate he/she will apply a fixed period exclusion for a student involved in any drug related incident.
- 7.2. Where a student is found to be in possession of an unauthorised drug a fixed period exclusion will be enforced following an investigation. (See Appendix 1)

- 7.3. Any student found to be in possession of a controlled substance is counselled to seek professional support and advice about drug use and misuse in collaboration with parents as part of their individual pastoral support programme to address underlying factors.
- 7.4. The Headteacher may involve all interested parties in negotiating a managed move for a student where there has been a serious breach of policy and when this is judged to be in the best interests of the individual.
- 7.5. Where a student is involved in supplying an unauthorised drug the Headteacher carefully considers the necessity for permanent exclusion of the student. This is a serious criminal offence which is most likely to result in permanent exclusion. (See *Appendix 1*)
- 7.6. Implementation of Common Assessment Framework process will be considered for all drug related incidents.

8. Staff conduct and drugs

- 8.1. The Headteacher reminds staff of the school's Drug Use and Misuse Policy each year.
- 8.2. School staff has a duty of care to pupils entrusted to the school, including when on school trips. A member of staff may be deemed unfit to work if he or she poses a risk or potential risk to the health and safety of pupils or colleagues.
- 8.3. Staff members are counselled to seek professional support through Occupational Health services if it is considered that there is a problem.
- 8.4. This policy links to the Staff Disciplinary policy.

9. Involving parents and carers

- 9.1. The school undertakes to make sure that parents and carers are aware of the Drug Use and Misuse Policy when their child joins the school.
- 9.2. The Drug Use and Misuse Policy is available to anyone requesting a copy via the Headteacher's PA and on the school website.

10. Involving pupils and students

- 10.1. The Headteacher reminds pupils and students of the school's Drug Use and Misuse Policy each year.
- 10.2. The Drug Use and Misuse Policy is available to anyone requesting a copy via the Reception desk and is also accessible through the school website.

HANDLING DRUG RELATED INCIDENTS

1. Finding a suspect substance on a person or school premises

- 1.1 Where a suspect substance is found within the confines of the school premises and no one can be associated with that substance, a member of the school leadership team must be contacted and take responsibility for the disposal of the substance in the appropriate way. Staff should be aware of the possible contravention of the Environmental Protection Act 1990 and local Environmental Health guidelines if considering the disposal of suspected substances.
- 1.2 **However, it is recommended that all drug disposals are undertaken by the police. Prescription drugs can be returned to pharmacists but suspected illegal drugs are better disposed of by the police who have clear policies for doing so.** In the case of suspected illegal drugs it is recommended that these are stored in a suitably secure place for collection by the police as soon as reasonably practicable. This is in order that the drug can be identified and disposed of correctly. *(Drugs bags and a drugs register are provided by the police for this process and held in the Assistant Headteacher's (Inclusion) office).*
- 1.3 In the case of suspected illegal drugs it is recommended that these are stored in a suitably secure place for collection by the police as soon as reasonably practicable. This is in order that the drug can be identified and disposed of correctly. *(Drugs bags and a drugs register are provided by the police for this process and held in the Assistant Headteacher's (Inclusion) office).*
- 1.4 Details of any substance misuse/drug incidents, including seizures of substances must be recorded.
- 1.5 Advice about a substance/incident should be obtained via the Police Youth Interventions Officer. However, where specific incidents occur that require immediate attention, these will normally be dealt with by response officers or Neighbourhood Beat Managers.

2. Medicines/alcohol/volatile substances found on school premises

- 2.1 Confiscation and disposal of unauthorised drugs
School has a procedure for managing confiscations of other unauthorised drugs. The presence of a second adult witness is essential.
 - 2.1.1 **On finding a substance:**
 - i. Take possession, seek a witness, record details of venue, time and date and either dispose appropriately or store securely in the case of suspected illegal substances.
 - ii. What is the substance? School staff should not attempt to analyse or taste unknown substances. Police can advise on analysis and formal identification, although this is normally carried out only if it will be required as evidence within a prosecution.
 - iii. Police can advise and remove items for disposal/storage in the case of suspected illegal substance.
 - iv. Any drug paraphernalia which is found on the school premises should be placed in a sturdy, secure container (eg a purpose made sharps container, or tin with a lid), using gloves and passed to the Assistant Headteacher (Inclusion). Drinks can or plastic bottles should not be used. Used needles and syringes should not be disposed of in domestic waste. The container must be kept away from the reach of others and disposal arranged via the Local Authority system. No one member of staff should keep information regarding drug use to themselves: it should be shared within the pastoral system and the Child Protection Officer should **always** be informed. Holding on to certain information could compromise a teacher at a later date.

2.1.2 **Alcohol and tobacco:**

Parents/carers should normally be informed and given the opportunity to collect the alcohol or tobacco, unless this would jeopardise the safety of the child.

2.1.3 **Volatile substances:**

Given the level of danger posed by volatile substances the school will arrange for their safe disposal. Small amounts may be placed in a bin to which pupils do not have access, for example a bin within a locked cupboard.

2.1.4 **Medicines:**

Disposal of medicines held at school should be undertaken with reference to the school's Health and Safety policy. Parents/carers should collect and dispose of unused or date-expired medicines.

2.2 Possession

2.2.1 Where a suspect substance is found in a person's possession or in other circumstances where a 'possession offence' is identified, if in the opinion of the Headteacher, the offence is minor he/she may handle the matter internally by dealing with the individual according to school policy. This also relates to illegal drugs found in a person's possession, however, this should typically be for isolated offences of a 'minor' nature, beyond this advice should be sought from the police.
(See Appendix 2)

2.2.2 It is the responsibility of the school to inform the young person's parents/carers and Chair of Governors of substance misuse incidents. Police also have a duty to involve parents/guardian when interviewing children.

2.3 Storage of substances

2.3.1 All seizures should be witnessed and corroborated by a second member of staff. This protects the integrity of staff against any possible allegations. If the substance seized is retained for the police, it must be held securely in a separate lockable container with limited access by two senior members of staff. Once notified, the police will arrange collection of the drugs.

- i. Ensure that a second adult witness is present throughout.
- ii. Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- iii. Store it in a secure location, such as the school safe or other lockable container with access limited to two senior members of staff.
- iv. Without delay notify the police, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken. Where a pupil is identified the police will be required to follow set internal procedures.
- v. Record full details of the incident, including the police incident reference number.
- vi. Inform parents/carers, unless it is judged that this may jeopardise the safety of the pupil.

2.4 A guide in the case of all illegal drugs

2.4.1 Possession of all **Class A drugs, ie ecstasy, heroin, LSD, cocaine and crack cocaine**, should not be considered as 'minor' and must be reported to the police. The same applies to possession of Class B drugs, ie cannabis and amphetamines.

2.4.2 School managers have a responsibility to prevent illegal drug misuse and could be liable under Section 8 of the Misuse of Drugs Act 1971 if they do not take action where illegal drug taking is knowingly permitted on the premises.

2.5 Contacting the Police

2.5.1 The decision to contact the police should be made at the earliest opportunity by a member of the Senior Leadership Team. A delay in communication is likely to result in vital evidence being lost.

2.5.2 **When a police officer is required to attend in response to a non-emergency drug related incident call 101** who will contact the appropriate department for an officer to attend. A police incident log will be created in relation to the request. The school will be provided with a reference number for that incident log.
IN AN EMERGENCY CALL 999

2.5.3 **Form 121A and Crime Recording:** *In instances where a police officer is informed of an incident involving a child or young person a Form 121A will be completed. The new National Crime Recording Standards dictate that certain crimes may now have to be formally recorded.*

3 Educational Visits and Journeys

3.1 Visit leaders and other adults will be given a briefing by the Educational Visits Co-ordinator in liaison with the Assistant Headteacher (Inclusion) on how to proceed in handling drug related incidents whilst away from the school premises. Notably, they must contact the Headteacher or member of the school leadership team to liaise prior to taking anything other than emergency steps to secure health and safety of students, staff and others.

3.2 Disposal of suspected illegal drugs while on school trips:

- i. Rules relating to illegal and other unauthorised drugs may be part of the consent form signed by the pupil or parent/carer prior to the trip.
- ii. If a pupil breaches the rules and is returned home, parents/carers will need to meet the cost of these arrangements.
- iii. While on centre-based residential trips in this country, staff are advised to follow the procedures outlined above and to work in liaison with the centre manager.
- iv. Staff must be aware that laws on drugs and policing arrangements vary widely in other countries. The Educational Visits Co-ordinator should ensure that all participants on the trip are fully aware of these differences before departure, and should have considered in advance how they will respond to any drug incident. For in-country advice schools should contact British embassy or consulate staff.

4. A member of staff suspects a pupil of being under the influence of drugs/alcohol/solvents

4.1 **Medical emergency**

- i. Call for medical help/ambulance
- ii. **Do not** leave the person unattended or panic
- iii. If unconscious, place the person in the recovery position and assist breathing by loosening clothing.
- iv. If conscious, **do not** induce vomiting
- v. **Do not** give chase or over-excite them if intoxicated from inhaling volatile substance
- vi. **Do not** give the casualty anything to drink
- vii. Telephone parent/carer
- viii. Any evidence should be kept, including vomit
- ix. Ask what has happened, to identify the drug
- x. When medical help arrives pass on the information and anything collected
- xi. Complete a medical record form as soon as the emergency is dealt with

4.2 **Intoxication**

It can be difficult to talk to a person who is intoxicated or 'high'. Be prepared for a range of behaviour from depressed and very quiet to excitable, and incoherent or volatile.

- i. Sit the casualty down in a quiet, well ventilated space
- ii. **Do not** shout at, threaten or cross-examine the casualty
- iii. Talk quietly and be as reassuring as you can
- iv. Summon help, be vigilant for deterioration

4.3 **Needle stick (sharps) injuries**

- i. In any case of needle stick injury the person must be taken to Accident & Emergency for immediate medical attention; time delay can be the significant factor in long-term damage from blood borne infection.
- ii. Care should be taken to bag the article and this should be taken with the patient and given to the medic.
- iii. An incident form must be completed.

4.4 **No medical emergency**

- i. Keep pupil calm and under observation
- ii. If intoxicated ask parent/carer to collect child
- iii. Check if the pupil is legally entitled to be in possession of the drug/substance
- iv. Check if the drug/substance is suspected to be illegal and/or in breach of school discipline code – seek police advice if needed.
- v. Take possession and store securely.
- vi. Document and place in pupil file.

4.5 **Personal searches**

Please refer to the Screening, Searching and Confiscation Policy which outlines the school's rights to search a student with or without consent.

4.6 **A teacher has information that offences of supply or sale of alcohol/cigarettes/solvents/illegal substances are taking place in local area**

- 4.6.1 The Headteacher/Senior Manager should investigate what has happened – speak to pupils to establish the facts. This should be treated sensitively and the confidential nature of the information given considered.
- 4.6.2 If alcohol, tobacco or solvents the school may wish to inform the police or Trading Standards officers.

4.6.3 It is recommended that the school inform the Neighbourhood Beat Manager or Youth Interventions Officer so that action can be taken to protect the young people in the vicinity of the school, and to identify trends. In the case of illegal drugs this should be done at the earliest available opportunity.

4.7 **The school wishes to inform police of an incident that has been resolved within the school**

4.7.1 The Neighbourhood Beat Manager or Youth Interventions Officer should be informed. It should be noted that teachers are under no legal obligation to report incidents or disclose the identity of those involved. However, an apparent isolated incident at school may be only part of a wider picture.

4.7.2 Where a school has dealt internally with a minor offence and does not wish an individual to be named, it may present an opportunity for staff to pass information to the police. eg the age and gender of the young person and the suspected substance involved, which may assist the police in building up a local picture.

4.8 **A pupil discloses that:**

- a) he/she is using drugs/alcohol/solvents
- b) parents/carers/relatives are misusing/selling drugs/alcohol/solvents
- c) friends are misusing/selling drugs/alcohol/solvents

4.8.1 This should be treated sensitively, giving consideration to issues of confidentiality and establishing the truth. It should be remembered that total confidentiality cannot be offered. This information must be passed to the Child Protection Officer who will give consideration to the need for a Child Protection referral or the implementation of a CAF or other appropriate measures.

4.9 **Monitoring**

4.9.1 All decisions and outcomes for the pupil and school community will be recorded.

4.9.2 The effectiveness of policy, practice and curriculum provision will be reviewed annually.

5 Confidentiality

5.1 Staff should be wary about acting on the basis of rumour, they should pass all information and concerns to a member of the School Leadership Team. Staff should be vigilant, monitor the situation for evidence which may substantiate or discredit the rumour and only share valid information with colleagues on a 'need to know' basis.

5.2 No one member of staff should keep information regarding drug use to themselves: it should be shared within the pastoral system and the Child Protection Officer should **always** be informed. Holding on to certain information could compromise a teacher at a later date.

5.3 As a general principle, before talking to young people about personal issues, a member of staff should always make it clear to them what degree of confidentiality can be expected. The teacher should not encourage a student to give information 'in confidence' which the teacher may later feel bound to disclose to a third party.

5.4 The student should always be told when and why information is passed on.

5.5 Students should be informed that parents by law have access to their school records.

5.6 Pastoral managers should make professional judgement and refer students to other sources of advice and support in the community as appropriate. National helpline and local support agency contact details should be kept in pastoral offices and be displayed on student notice boards.

- 5.7 Holders of sensitive information should be wary of disclosing that information to others unnecessarily.
- 5.8 If a student discloses to a member of staff that he/she has been using drugs, it is not a legal requirement for the teacher to inform **outside authorities**. However, this may be the appropriate action for the Headteacher or a member of the senior team to take. Such disclosure must always be shared with the school's Child Protection Officer.
- 5.9 When working in partnership with the police they undertake that: schools will be given advice, and action will be taken, in confidence to avoid undue publicity and to maintain a co-ordinated partnership approach. The police will be sensitive to the role that the media can have in maintaining confidentiality.
- 5.10 The police **will not** issue press releases for seizure of drugs at schools without the prior knowledge of headteachers, except in cases of concern for public safety or where investigation into a serious offence may otherwise be jeopardised. In such a case the consent of a police Basic Command Unit (BCU) Senior Management Team member should be sought. Normally any media response should be jointly agreed by the school, in consultation with the County Press Office, and police prior to release.

Appendix 1

GUIDANCE TO STAFF AND PARENTS RELATING TO DRUG USE AND MISUSE/ DRUGS RELATED INCIDENTS

Definition – The term ‘drugs’ will be used to describe substances which interfere with a pupil’s ability to learn, are potentially harmful, or are capable of misuse, including those whose possession and use are illegal. Substances alleged or believed to be drugs, as defined here, will be treated in the same way.

Drugs Definitions (source: ‘The Right Approach’ [DrugScope, 1999])

Policy Statement

- The school is committed to the health and safety of its community and will take action to safeguard its individual and collective well-being. This includes seeking genuine social inclusion.
- The school believes it has a duty to inform and educate young people on the issues concerned with drug use and misuse. This is administered through the PSCE programme of the school, led by the PSCE coordinator.
- The school believes it should share the responsibility of educating young people with parents and the wider community, by keeping them informed and involved at all times.
- The school’s pastoral system plays an important part in the welfare of the students and will seek to direct those students who need help to relevant services.
- Pupils will be reminded annually at least about the school’s policy on drugs and about related sanctions and support.
- Staff will tell SLT of any information they may receive in the course of their duties.
- No member of staff or governor will communicate with the media concerning any drug related incident without the specific direction of the Headteacher.

Management of drug related issues and incidents

The school has a duty of care towards its students at all times from the moment the student leaves home in the morning to the time the student returns home. Therefore this policy applies to students in and out of school uniform, on the way to and from school, on school field trips and social occasions connected in any way with the school.

- The school cannot and will not condone the use of drugs (as defined in this policy) by members of the school community nor the illegal supply of these substances. This includes tobacco, alcohol, solvents, aerosols and medicines not prescribed to that person, legal highs, illegal substances and magic mushrooms.

Actions and Sanctions

Students smoking

- Pupils caught smoking on the first occasion – after school detention (1 hour) – parents informed.
- Subsequent occasions – internal exclusion – parents informed.
- Persistent offenders – further sanctions, including fixed term exclusion, will apply as well as referrals for support to give up smoking.

Students under the influence of drugs (including alcohol)

- Withdrawal of student to a supervised safe place – usually the medical room and the Head of Year/Senior Leadership Team will be informed.
- Parents will be contacted.
- An investigation will follow and it is likely, if upheld, a fixed term exclusion will follow.
- Meeting with parents to decide further action.
- Pupils under the influence of an illegal substance will be sent home until medically fit to return.
- Pupil may be referred to an appropriate rehabilitation programme.
- The police will be informed and asked to meet with the pupil and parent if appropriate

Students in possession of alcohol, solvents, medicines not prescribed to them

- Withdrawal of student to a supervised safe place by a member of SLT (or delegated person) and another adult witness.
- Confiscation of substances – staff follow the advice from the Police.
- Meeting with parents to decide on further course of action.
- Following an investigation, if allegations substantiated, a fixed term exclusion will be imposed.

- Pupils will be counselled to seek professional support and advice about drugs use and abuse in collaboration with parents.

Students in possession of illegal substances

- Withdrawal of student to a supervised safe place by a member of SLT (or delegated person) and another adult witness.
- Parents and Police to be contacted, or a responsible adult if contacting the parent puts the child at risk. This may involve making contact with Social Care.
- Fixed term exclusion while investigation takes place.
- **It is the school's policy to exclude for a fixed term, any student knowingly in possession of illegal substances.**
- Pupils will be counselled to seek professional support and advice about drugs use and abuse in collaboration with parents.

Students dealing in/supplying illegal substances

The term 'dealing in/supplying' is defined as passing an illegal substance or a substance believed to be illegal to another student whether money is exchanged or not.

- Withdrawal of student to a supervised safe place by a member of SLT (or delegated person) and another adult witness.
- Parents and Police to be contacted, or a responsible adult if contacting the parent puts the child at risk. This may involve making contact with Social Care.
- Fixed term exclusion while an investigation takes place
- **Where a student is involved in supplying an illegal substance, the headteacher will carefully consider the necessity for permanent exclusion of the student. This is a serious criminal offence which is most likely to result in permanent exclusion**
- Pupils will be counselled to seek professional support and advice about drugs use and abuse in collaboration with parents
- The school will continue to support the pupil's learning by providing work and opportunities to complete courses

Students carrying the paraphernalia associated with illegal substances

When students are found to be carrying equipment associated with illegal substances, the school will assume involvement in illegal substances and will respond in the same manner as for students under the influence of, in possession of or dealing in/supplying illegal substances.

School Policy on Medicines

Students should not bring any medicines on to the school site without a letter from parents to the relevant head of year and the school's first aider. These medicines should be stored in a safe place in the medical room until needed and should be taken in the presence of the first aider on duty in normal circumstances. Pupils with asthma are encouraged to take responsibility for their own health and therefore are expected to carry their inhalers with them at all times.

Staff Conduct and Drugs

All school staff have a duty of care to pupils entrusted to the school, including school visits and holidays. A member of staff may be deemed unfit to work at the discretion of the headteacher or delegated member of SLT if he or she poses a risk or potential risk to the health and safety of pupils or colleagues. Colleagues will be counselled to seek professional support through Occupational Health if it is considered that there is a problem. The colleague's conduct will be considered under the school's Disciplinary Policy.

Advice, support and guidance

Confidential advice and signposting information for students can be accessed through the Teenage Information and Advice Centre (TIC TAC) on the school site.

Useful websites:

For information or confidential advice about drugs, call 0300 123 6600 Talk to Frank
www.talktofrank.com (Department of Health)

www.adfam.org.uk (drug and alcohol advice for users and families)

www.alcoholconcern.org.uk (Alcohol Concern)

www.ash.org.uk (Action on Smoking and Health)

www.childrenslegalcentre.com (Children's Legal Centre)

www.drugeducation.org.uk (National Forum for Providers of Drug Education)

www.drugscope.org.uk (Experts on illegal drugs and information service)

www.givingupsmoking.co.uk (National Tobacco Campaign, Department of Health)

www.nacoa.org.uk (National Association for the Children of Alcoholics)

www.ncb.org.uk (National Children's Bureau)

www.nheg.org.uk (National Health Education Group)

www.portmangroup.org.uk (Alcohol Education)

www.release.org.uk (Advice and referral on drug-related legal problems)

www.re-solv.org (Society for the Prevention of Solvent and Volatile Substance Abuse)

Drug services in Cornwall and Plymouth area

To obtain professional advice:

Local Authority PSCHE Adviser, Cornwall Council

Cornwall Healthy Schools - 01209 313419

Health Promotion Service, The Kernow Building, Wilson Way, Pool, Redruth TR15 3QE

Provides support and advice in developing Drug Education programmes and incident management procedure and policy; identifying needs and gaps in service provision.

Freshfield Service - Telephone: 01872 241952

Lander House, 5 Upper Lemon Villas, Truro, TR1 2PD

Open: Office: Mon - Fri 9.30am - 4.30pm

Drop-in Mon - Fri 2pm - 4.30pm

Addaction Liskeard - Telephone: 01579 340616

6 Church Street, Liskeard, PL14 3AG

Open: Mon - Fri: 9am - 5pm, Sat 10am-4pm

YZUP - Telephone: 0800 1693 787

Fistral House, 8A Truro Business Park, Threemilestone, Truro, TR4 9NH

Telephone: 01872 263895

Harbour Drug and Alcohol Service - Telephone: 01752 434343

9-10 Ermington Terrace, Mutley, Plymouth, PL4 6QG

Open: No appointment: Mon and Fri: 10am - 4pm, Tue, Wed and Thu: 1.30pm - 4pm

Office: Mon, Tues, Thu: 9.30am - 5.30pm, Wed: 1.30pm - 5.30pm, Fri: 9.30am - 5pm

Helpline: Mon - Fri: 9.30am - 4.30pm

Hamoaze House -Telephone: 01752 566100

Mount Wise, Devonport, Plymouth, PL1 4JQ

Day Care Support: Mon-Fri: 9.00am-5.00pm.

Appendix 2

RECORD OF INCIDENT INVOLVING UNAUTHORISED DRUG

No one member of staff should keep information regarding drug use to themselves: it should be shared within the pastoral system and the Child Protection Officer should always be informed. Holding on to certain information could compromise a teacher at a later date.

- 1 For help and advice, telephone the Local Authority (LA).
- 2 Complete this form **WITHOUT** identifying the pupil involved.
- 3 Copy the form.
- 4 Send the copy within 24 hours of the incident to the LA.
- 5 **KEEP** the original, adding the pupil's name and form – store securely.

Tick to indicate the category:

Drug or paraphernalia found ON school premises	<input type="checkbox"/>	Pupil disclosure of drug use	<input type="checkbox"/>
Emergency/Intoxication	<input type="checkbox"/>	Disclosure of parent/carer drug misuse	<input type="checkbox"/>
Pupil in possession of unauthorised drug	<input type="checkbox"/>	Parent/carer expresses concern	<input type="checkbox"/>
Pupil supplying unauthorised drug on school premises	<input type="checkbox"/>	Incident occurring OFF school premises	<input type="checkbox"/>

Name of pupil*:		Name of school:	
Pupil's form*: (only)		(*For school records only)	
Age	of	pupil:	Time of incident:
Male/Female			am/pm
Ethnicity of pupil**		Full date of incident:	
Tick box if second or subsequent incident involving same pupil		<input type="checkbox"/>	Report form completed by:

First Aid given? **YES/NO**

Ambulance/Doctor called? **YES/NO** (Delete as necessary)

First aid given by:

Called by:

Time:

Drug involved (if known, eg Alcohol, Paracetamol, Ecstasy):

Drug found/removed? **YES/NO**

Where found/seized:

Senior staff involved:

Name and signature of witness:

Name of parent/carer informed(For school records only):	Disposal arranged with (police/parents/other):
Informed by:	At time: If police, incident reference number
Brief description of incident (including any physical symptoms):	
Other action taken: (eg Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)	
(continue on blank sheet if necessary)	

** Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.
Adapted from: *The Right Responses* [DrugScope, 1999]

Appendix 3

CONTACTING THE POLICE – EDUCATIONAL PREMISES

- 1 For help and advice, telephone the Local Authority (LA).
- 2 Complete this form **WITHOUT** identifying the pupil involved.
- 3 Copy the form.
- 4 Send the copy within 24 hours of the incident to the LA.
- 5 **KEEP** the original, adding the pupil's name and form – store securely.

Tick to indicate the category:

Drug or paraphernalia found ON school premises	<input type="checkbox"/>	Pupil disclosure of drug use	<input type="checkbox"/>
Emergency/Intoxication	<input type="checkbox"/>	Disclosure of parent/carer drug misuse	<input type="checkbox"/>
Pupil in possession of unauthorised drug	<input type="checkbox"/>	Parent/carer expresses concern	<input type="checkbox"/>
Pupil supplying unauthorised drug on school premises	<input type="checkbox"/>	Incident occurring OFF school premises	<input type="checkbox"/>

Name of pupil*:		Name of school:	
Pupil's form*: (records only)		(*For school records only)	
Age	of	pupil:	Time of incident:
Male/Female			am/pm
Ethnicity of pupil**		Full date of incident:	
Tick box if second or subsequent incident involving same pupil		<input type="checkbox"/>	Report form completed by:

First Aid given? **YES/NO**

Ambulance/Doctor called? **YES/NO** (Delete as necessary)

First aid given by:

Called by:

Time:

Drug involved (if known, eg Alcohol, Paracetamol, Ecstasy):

Drug found/removed? **YES/NO**

Where found/seized:

Senior staff involved:

Name and signature of witness:

Disposal arranged with (police/parents/other):

Name of parent/carer informed(For school records only):

At time:

If police, incident reference number

Informed by:

At time:

Brief description of incident (including any physical symptoms):

Other action taken: (eg Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)

(continue on blank sheet if necessary)

** Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.
Adapted from: *The Right Responses* [DrugScope, 1999]