SUBSTANCE MISUSE POLICY

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Substance Misuse Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is a 'family' of providers, comprising Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), working together for mutual benefit. OHC&AT is committed to providing outstanding educational opportunities for all our pupils and students. Part of that commitment is to provide a safe, welcoming and positive learning environment, which includes freedom from alcohol, drug and other substance misuse. This policy sets out OHC&AT's position on substance misuse and the strategies we will use to ensure that our pupils and students remain safe, are able to learn in an environment free of drug and alcohol abuse, and are supported to make healthy choices.

LEGISLATION

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- DfE (2012) 'DfE and ACPO drug advice for schools'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2022) 'Searching, Screening and Confiscation: Advice for schools'

AIMS AND OBJECTIVES

OHC&AT is committed to:

- Supporting pupils/students to make healthy lifestyle choices;
- Educating pupils/students about their rights and responsibilities within society, including legal rights and responsibilities;
- Safeguarding all pupils/students.

This policy is intended to provide a framework for dealing with issues relating to the misuse of drugs and alcohol during school or College time. It clearly sets out how OHC&AT will deal with any incidents and identifies how the curriculum and ethos of each OHC&AT setting underpins our actions.

The objectives are that:

- All staff and governors have an understanding of the issues that may arise from the use or abuse of drugs or alcohol.
- All staff and governors understand this policy and will follow the procedure when issues arise.

- All pupils/students develop an understanding of issues around substance misuse and know how to access information, help and support should they need it, whether within school or College or in the wider world.
- All pupils/students, families and staff understand OHC&AT's stance on substance misuse and the consequences of being involved in drug-related activity during school or College time.
- All pupils/students and families understand that OHC&AT has policies in place to keep pupils and students safe from harm and that these policies, procedures and systems are regularly reviewed to ensure they are appropriate and effective.

OHC&AT staff understand that drug and alcohol awareness is an important aspect of their safeguarding duties. OHC&AT aims to work alongside other professional bodies and agencies to ensure that our pupils and students are safe from harm and that they can access expert help and support at any time, should they require it.

DEFINITIONS

Involvement in drug-related activity while under the jurisdiction of OHC&AT is an extremely serious matter.

For the purpose of this policy, 'drugs' is defined as any legal or illegal substance that is ingested or applied for the purposes of inducing an altered state. It includes alcohol, cigarettes, e-cigarettes, vapes, volatile substances, anything that is or was designated as a 'legal high', certain permanent ink markers, all forms of medicines, pain killers whether prescribed or bought over the counter, and all other legal and illegal drugs. It also applies to glue, aerosol sprays and other substances where they are used as intoxicants. Involvement in the abuse of any such substances constitutes 'involvement in drug-related activity'.

Any prescribed medicines to be taken in school or College will be managed in line with the Supporting Students with Medical Conditions in Education Policy. Abuse of prescribed medicines will be regarded as involvement in drug-related activity and action will be taken in line with this policy.

'Drug-related activity' includes sharing, attempting to share, spiking or attempting to spike another person, ingesting, being under the influence of or otherwise using any substance with the intention of bringing about a state of intoxication. It also includes involvement in the purchase, possession, supply or intent to supply drugs as defined above.

'The jurisdiction of OHC&AT' applies to school or College premises and/or when it involves any member of the OHC&AT community during school or College hours, while pupils/students are on educational visits, at school/College events and other occasions relating to the school or College, and on any occasions when pupils/students are the responsibility of OHC&AT staff.

While this policy covers pupil/student behaviour and obligations with respect to drug and alcohol misuse, it should be noted that OHC&AT is committed to providing a safe

and suitable environment in which to learn and work and, as such, OHC&AT staff are expressly forbidden to engage in drug-related activity as defined above during work time. Please refer to the Staff Code of Conduct for further details.

The expectations set out within this policy apply to all people who are on OHC&AT premises and we expect that families and visitors will adhere to these rules. If we are concerned that a pupil or student is at risk, safeguarding procedures will be followed in line with the Child Protection, Adult Protection & Safeguarding Policy. Please refer to the Families & Visitors Code of Conduct for further details.

DRUG-RELATED ACTIVITY

Pupils/students are absolutely forbidden to engage in any drug-related activity while under the jurisdiction of OHC&AT, including when taking part in off-site activities such as school trips.

Any pupil or student who is found in possession of a drug while under OHC&AT jurisdiction will be in breach of this rule, even if they were not intending to consume the drug while under OHC&AT jurisdiction. Any pupil or student who is found or suspected to be under the influence of a drug while under OHC&AT jurisdiction will also be in breach of this rule.

Any medical emergencies will be managed in line with Appendix A.

Sanctions given for involvement in drug-related activity will be determined by individual provisions in line with behaviour policies, the Suspension and Permanent Exclusion Policy and any setting-specific sanctions procedures.

The Designated Safeguarding Lead (DSL) at each provision will be the first point of contact for any drug-related activity or concern within that provision – this may be delegated to other members of the Safeguarding Team where appropriate. The Safeguarding Team will work with staff, parents/carers, local agencies (including the Police where necessary) and pupils/students to investigate the circumstances of any drug-related incident and ensure that all concerns and risks around substance misuse are acted upon swiftly and appropriately.

Illegal drugs

In the event of a pupil or student being found in possession of, using and/or under the influence of illegal drugs or drug paraphernalia, the DSL will be alerted. The DSL will inform parents/carers and the local Safer Schools Police Officer, and medical aid will be sought if necessary. The school or College will convene a meeting involving the pupil/student and other agencies as appropriate, as soon as possible, in order to discuss a suitable way forward. This may include (with parental consent) referral to drug misuse counselling services and/or other safeguarding support as required by the circumstances of the incident.

Search and disposal in the context of drug-related activity

Staff may request a pupil or student to empty their pockets and bag if there is reasonable cause to suspect that the pupil or student is in possession of a banned substance. Staff must always have another adult present as a witness, along with the pupil or student. Should the pupil/student decline, the Police will be called and the pupil/student observed in the meantime to ensure that they do not dispose of any substance.

In the event of a drug-related incident the school or College will contact the Safer Schools Police Officer for immediate advice, and will act upon any guidance given.

It is crucial to retain a focus on safeguarding during any investigation of suspected drug-related activity. Possession of illegal items including drugs or drug paraphernalia can be an indicator that a child or young person is at risk, and OHC&AT staff will follow safeguarding procedures at all times while dealing with an incident. Where the Police attend a suspected drug-related incident, a member of school or College staff will remain with the pupil or student at all times and act in the best interests of the pupil or student. This includes acting as the Appropriate Adult in the event of Police initiating a search procedure.

Any suspect substance found will be confiscated by the member of staff and the second adult witness. All parties involved, including the pupil/student, will sign the appropriate statement witnessing the handover of the substance to the member of staff conducting the initial enquiry.

The Police will be asked to oversee the disposal of any suspected illegal substance.

For further guidance please refer to the DfE publication 'Searching, screening and confiscation: advice for schools'.
https://www.gov.uk/government/publications/searching-screening-and-confiscation

THE ROLE OF THE CURRICULUM

Part of OHC&AT's remit is to educate pupils and students to make healthy choices and live positive lives. In terms of education around drugs and alcohol, the desired outcomes are that pupils and students will:

- Have a greater understanding of the mental and physical health risks associated with substance misuse.
- Have a greater understanding of the legal risks associated with substance misuse.
- Have a greater understanding of the disciplinary implications of involvement in drug-related activity while under the jurisdiction of OHC&AT.
- Have a greater understanding of the social implications of substance misuse.
- Have a greater understanding of how and where to seek support for issues relating to substance misuse.
- Be better able to resist peer pressure and influence relating to substance misuse.

Drug and alcohol education will be delivered primarily through PSHE or equivalent curricula. Other opportunities for pupils and students to discuss the implications of substance misuse may include assemblies, Student Council meetings, specific projects e.g. anti-smoking poster competitions, guest speakers, campaigns around substance misuse, roadshows. Pupils and students are made aware of named school staff they can speak with for support and guidance around substance misuse e.g. DSL, school counsellor, pastoral lead.

SAFEGUARDING

OHC&AT recognises its safeguarding responsibilities to pupils and students in respect of substance misuse. Any and all suspected or actual drug-related activity will be treated as a safeguarding concern and procedures followed as set out in the Child Protection Adult Protection & Safeguarding Policy. Where a pupil or student discloses to a member of staff that they have been using drugs or are concerned about someone else's drug use, staff will respond in a non-judgemental manner and show concern for the pupil/student while making it clear that they cannot promise total confidentiality. The DSL and Safeguarding Team must be informed as soon as possible in order to determine appropriate support and next steps.

Staff must not assume substance misuse on the basis of rumours or behaviour alone; where there are concerns, evidence will be collected over a period of time before any next steps are decided. Staff receive regular safeguarding updates and training that includes identifying the signs that a pupil/student may be at risk, experiencing harm or struggling.

We are sensitive to the needs of pupils/students who live within families where there is evidence of substance misuse. Where problems are observed or suspected or if a pupil/student discloses, the school or College will assess their welfare and support needs and involve external support for the pupil/student and the family as appropriate.

OHC&AT provisions will take all appropriate steps to ensure that pupils/students do not have access to drugs or hazardous substances while they are under OHC&AT jurisdiction. Hazardous chemicals will be safely and securely stored and access strictly controlled, as set out in the Health & Safety Policy and Statement of Arrangements; where it is necessary that pupils/students come into contact with these in the course of their work (e.g. during science lessons), they will be supervised by properly trained staff at all times. All medicines will be safely and securely stored and access strictly controlled, as set out in the Supporting Students with Medical Conditions in Education Policy.

USEFUL ORGANISATIONS

CGL, Turning Point and With You are some of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. Website: https://www.wearewithyou.org.uk/

ADFAM offers information and support to people affected by someone else's drinking, drug use or gambling, and the website has a database of local family support services. Website: www.adfam.org.uk Tel: 020 7553 7640 Email: admin@adfam.org.uk

Alcohol Change UK works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems. Website: https://alcoholchange.org.uk/ Email: contact@alcoholchange.org.uk

Childline – Free 24 hour helpline for children or young people in trouble or danger. Tel: 0800 11 11 11

Drinkaware – An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Website: www.drinkaware.co.uk/

Drinkline – A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0300 123 1110 (lines are open 24 hours a day)

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0300 123 6600 Text: 82111 Email: frank@talktofrank.com Website: www.talktofrank.com

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives – A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0808 800 2222 Website: http://familylives.org.uk/ Email: askus@familylives.org.uk

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Email: info@re-solv.org Website: www.re-solv.org

NHS Better Health Quit Smoking Advice and resources from the NHS to help stop smoking and stay smoke-free. https://www.nhs.uk/better-health/quit-smoking/

RELATED POLICIES AND PROCEDURES

Child Protection, Adult Protection & Safeguarding Policy and Procedure
Suspension and Permanent Exclusion Policy (Academies)
Families & Visitors Code of Conduct
First Aid Policy
Behaviour policies (Academies/OHC)

Relationships and Sex Education policies (Academies/OHC)
Staff Code of Conduct
Staff Mental Wealth, Health & Wellbeing Policy
Student Mental Wealth, Health & Wellbeing Policy
Supporting Students with Medical Conditions in Education Policy

APPENDIX A: Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken any harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the person at immediate risk, but you also need to ensure the wellbeing and safety of others. Put into practice the school's first-aid procedures. If in any doubt, call medical help.

Always:

- Assess the situation
- If a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- Ask them what has happened and to identify any drug used
- Listen non-judgmentally
- Collect any drug sample and vomit for medical analysis
- Do not induce vomiting
- Do not chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- Ensure that they can breathe and place in the recovery position
- Do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- Do not give them anything by mouth
- Do not attempt to make them sit or stand
- Do not leave them unattended or in charge of another pupil
- Notify parents/carers

For needle stick (sharps) injuries:

- Encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing ensuring full PPE is worn whilst administering first aid
- If used/dirty needle seek advice from a doctor – ensure the needle is disposed of correctly unless needed for investigation

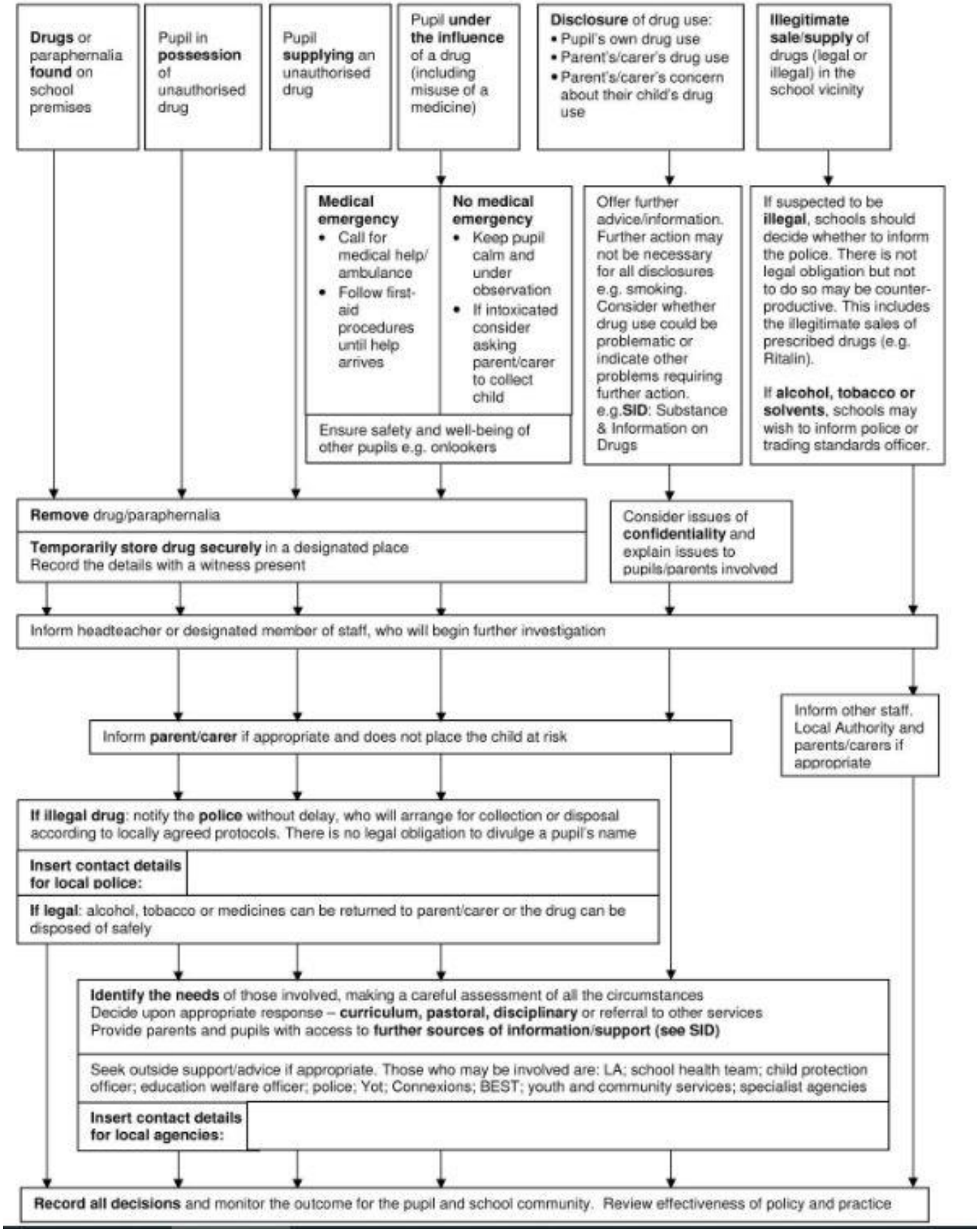
When medical help arrives

- Pass on any information available, including vomit and any drug samples
- Complete a medical record form as soon as you have dealt with the emergency.

Post-incident

- If student-related, record and refer as per a safeguarding incident.

- If staff-related, record and refer as per a safeguarding incident.
- Follow the Child Protection, Adult Protection & Safeguarding Policy.

This form is based on Appendix 9 of “Drugs: guidance for schools”. “Drugs” refers to all drugs including medicines (prescription and “over the counter”), volatile substances, alcohol, tobacco, novel psychoactives and illegal drugs.

APPENDIX B: Responding to incidents involving substances