



# BYRCHALL HIGH SCHOOL

## Drug Related Incidents Policy

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### **This policy promotes the following:**

- Unauthorised drugs cannot be tolerated in schools
  - The welfare of young people is paramount
  - Young people involved in drugs may require: information, support, counselling and treatment
  - Guidelines for police involvement
  - A consistent approach to the management of drug related incidents
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### **INTRODUCTION**

This policy has been developed with support from both the LA and Greater Manchester Police.

The Government Drug Strategy 'Tackling Drugs to Build a Better Britain' emphasises the importance of drug education and prevention for young people. All schools, including primary schools, should have a policy on the management of drug-related incidents in line with DfES guidance.

This policy will help to:

- Provide a secure framework within which staff can operate with confidants
- Clarify legal responsibilities, entitlement and obligations
- Express and clarify our school's responses for staff, students, parents and governors
- Comply with OFSTED expectations in the event of a school inspection

This policy is in accordance with the new DfES guidance that states:

'It is vital that schools send a clear message to the whole school community that the possession or use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable. (*DfES 2004: 'Drugs: Guidance for Schools'*)

## **THE DEFINITION OF A DRUG**

The following list outlines the categories which could be defined as ‘drugs’:

- Drugs which are controlled/illegal substances (e.g. cannabis, amphetamines, ecstasy, LSD) under the Misuse of Drugs Act 1971;
- Over-the-counter and prescription medicines, including those used improperly, which can include sleeping tablets and slimming tablets – as described by the Medicines Act 1968.
- All legal drugs including alcohol, tobacco, solvents and poppers;
- Drugs which are misused to enhance performance (e.g. steroids)

An outline of the legal categories of drugs is found in Appendix E.

## **DEFINING A DRUG INCIDENT**

A drug incident in school could involve suspicions, observations, disclosures or discoveries of situations involving unauthorized drugs. It could fit into the following categories:

- Drugs or associated paraphernalia are found on school premises;
- A student is found in possession of drugs or associated paraphernalia;
- A student is found to be a supplier of drugs on school premises;
- A student is thought to be under the influence of drugs;
- A student is displaying signs of illness or inappropriate behavior as a result of substance misuse;
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area;
- A student discloses that they are misusing drugs or a family member/friend is misusing drugs;
- A parent/carer is thought to be under the influence of drugs on school premises.

Incidents involving staff would be referred to other policies covering the work place.

## **DEFINING SCHOOL BOUNDARIES**

We determine our school boundary to cover and include:

All areas within the perimeter wall and fencing and the area of the rear playing field deemed to be the responsibility of Byrchall High School

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This policy applies to school trips, unless a specific policy has been created.

## **RESPONSIBILITIES**

Issues relating to the management of drug related incidents in schools are the responsibility of the following post holders:

**Post Holder 1:** Headteacher / Lead Child Protection Officer (Designated teacher)

**Post Holder 2:** Inclusion / Assistant Headteacher

Schools may decide that post titles are identified as opposed to Post Holders, as this will ensure responsibilities are held within school in the event that a Post Holder changes school. *Refer to Appendix H for the role of the School Governing Body.*

## **DRUG RELATED INCIDENTS**

There are two categories of drug related incidents to consider:

- I. Medical emergencies – refer to Appendix C.
- II. Other drug related incidents – refer to Appendix A.

Drug related incidents will be reported to the Drug & Alcohol Team and, if appropriate, to Student Inclusion at the LA.

## **A MEDICAL EMERGENCY**

A medical emergency arises when a person:

- Is unconscious
- Is having trouble breathing
- Is seriously confused or disorientated
- Has taken a harmful toxic substance
- Is otherwise at immediate risk of harm

*(DRUGSCOPE: 'The Right Response')*

Our procedures for an emergency apply when a student or others are at immediate risk of harm. In any incident involving drugs, the most urgent question is always whether medical help is needed.

**Our First Aid procedures are located:** First Aid Room

The school policy that deals with Health & Safety outlines procedures for how to manage medical emergencies and administer First Aid, e.g. placing an unconscious person in the recovery position or dealing with a drug overdose. All staff (including non-teaching and welfare staff) should be aware through this policy, of the importance not to chase or over-excite a person who is intoxicated from inhaling a volatile substance. Strenuous activity can put an intolerable strain on the heart and can increase the risk of sudden death. The person should be kept calm until the effects have worn off.

Unless they are unconscious, a student may be intoxicated without it being a medical emergency. Students should be continually observed in case of changes in their condition. When necessary, we would make arrangements with a parent/carer, for the child to be collected or escorted home. However, we are aware that the students' safety is the priority in response to any medical emergency, and, if deemed appropriate, alternative arrangements would be made if the school perceived the child to be more at risk at home – *Refer to Child Protection Policy.*

## See Appendix C: Drugs situations – medical emergencies

### **OTHER DRUG RELATED INCIDENTS**

These can be broken down further into the following categories:

- a) Found Substance – This includes actual substances and/or evidence of substance use, i.e. empty aerosols, discarded needles, empty bottles, pipes etc; and/or where a substance or an indication of substance use is found on school grounds;
- b) Possession of Substances – where a young person or groups of young people are found to be in possession. Possession can include: found on the person/people; found within their belongings; found within their control (i.e. school locker);
- c) Supply and Possession with Intent to Supply – if a student is found in possession of a larger amount of any substance, consideration should be given to the possibility of the student supplying to others and information relating to this should be provided on the Drug Related Incident Form. Although there is no legal obligation for the school to report the incident to the Police, we would always consider each case carefully.
- d) Disclosure by a young person – A student discloses own involvement with drugs; student discloses or school discovers a parent/carer/relative/friend using or selling drugs; parent/other person seeks advice from school about (possible) drug use by student.

Repeat offences and/or suspicions will be noted on student files to allow for effective monitoring.

### **RESPONDING TO INCIDENTS**

Each incident will be managed according to individual circumstances. There are a range of responses that we will consider including the following:

- Contacting local Police
- Referral to Young Persons Drug and Alcohol Team / Social Care / School Nurse / PCMHT
- Pastoral Support Programme
- Fixed Term / Permanent exclusion
- Managed move
- Educational support

In the event of any incident, the process outlined on the flow chart (Appendix A) will be used. The DfES offer the following guidance on Excluding students for Drug Related Incidents.

‘... the decision will.. depend on the precise circumstances of the case and the evidence available. In some cases, fixed period exclusion will be more appropriate than permanent exclusion. In more serious cases, as assessment of the incident should be made against criteria set out in the school’s policy. This should be a key factor in determining whether permanent exclusion is an appropriate course of action’

<http://www.dfes.gov.uk/behaviourandattendance/guidance/exclusions/part1.cfm>

## **RECORDING AND MONITORING OF INCIDENTS**

School to internally record and monitor incidents.

## **DEALING WITH DRUG RELATED INCIDENTS**

Please refer to Appendix G – Greater Manchester Police, Wigan Division: Drug Related Incidents in School. This will provide additional guidance for Drug Related Incidents, both in school and the community.

## **CONFISCATION AND DISPOSAL**

‘The Law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug.’ *DfES 2004 Drugs: Guidance for Schools*

In taking temporary possession and disposing of suspected illegal drugs we would:

- Ensure that a second adult witness is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of the seizure and witness present;
- Store it in a secure location, such as the school safe or other lockable container with access limited to Senior members of staff;
- Notify the Police without delay, who will collect it and 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 student from whom the drugs were taken. Where a student is identified, the Police will be required to follow set internal procedures;
- Inform parents/carers, unless this would jeopardise the safety of the student.

School staff should not attempt to analyse or taste unknown substances. We would contact the Police, who can advise on analysis and formal identification, although we accept this is normally carried out only if it will be required as evidence within a prosecution. If formal action is to be taken against a student, the Police should make arrangements for them to attend a local Police Station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty Social Worker.

If we are to contact the Police, we would telephone Leigh Area Operation Control Room (covering the Wigan Borough), telephone number: 0161 872 5050, who will create a computerised incident log and allocated the appropriate resource(s) if required.

## **CONFISCATION OF OTHER UNAUTHORISED DRUGS**

When dealing with confiscations of other unauthorised drugs, such as alcohol, tobacco, solvents and medicines, we will inform parents and given them the opportunity to collect any alcohol or tobacco that has been confiscated. Similarly, parents/carers should be asked to collect and dispose of unused or date expired medicines. Unlike illegal drugs, these do not need to be destroyed or handed to the Police. However, volatile substances such as lighter fuel, glue or aerosols should not normally be returned to a parent because of the level of danger they represent to students and would be disposed of or stored securely.

## SEARCHING

### DETECTION

If a student is suspected of concealing unauthorised drugs, it is not permissible for a member of staff to carry out a physical search. Every effort must be made to persuade the student to voluntarily hand over any drugs, but **if a personal search is needed, we will contact the Police to deal with the situation.**

We cannot search personal property without consent. If consent is refused, we may contact parents to persuade their child to give consent. If we chose to pursue searching, we would proceed along formal lines and call Greater Manchester Police.

We do acknowledge it is acceptable for staff to search school property such as students' lockers or desks, if they believe drugs to be stored there, although we will endeavour to get consent first.

### USE OF POLICE DOGS IN SCHOOLS AND DRUG TESTING

If we believe we have reasonable evidence of possession or supply of suspected illegal drugs, we would consult with the local Police Force. The advice from the Association of Chief Police Officers is that local police, if they are to respond with the use of sniffer dogs, should do so as part of a warrant-led operation, unless evidence may be lost by delaying the search. At this time, Greater Manchester Police have no drug screening or testing service, although this may be reviewed at a later date.

Some schools have adopted further strategies such as urine-testing or requesting police handlers or private companies with sniffer dogs to enter the school in order to detect illegal drug possession or use. It is at the discretion of the Headteacher, with the Chair of Governors, to use such strategies as they are best placed to make decisions on whether such approaches are appropriate.

Our School Policy regarding drug testing is:

.....  
***No drugs testing will take place except those instigated under Police powers. The Governors will monitor annually, or when deemed necessary, the need to review this statement.***

### DRUG USING PARENTS

We are aware of the impact that a parent/carers drug misuse may have on our students' education. Where problems are observed or suspected, or if a student chooses to disclose that there are difficulties at home, the offer of pastoral support may be suggested. If external services are needed, we will liaise with the Connexions Service, School Nursing Service or the LA about possible referral to other agencies. At all times, we will refer to our Confidentiality Policy and Child Protection Policy and keep the student informed at all times.

## **INTOXICATED PARENTS / CARERS ON SCHOOL PREMISES**

When dealing with intoxicated parents/carers, we will attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer, e.g. where an intoxicated parent is intending to drive a child home. We will endeavour to discuss with the parent/carer if alternative arrangements could be made, e.g. asking another parent/carer to accompany the student home. The focus for our staff will always be the maintenance of the students' welfare, as opposed to the moderation of the parent/carer's behavior.

Where the behavior of an intoxicated parent repeatedly places a child at risk, or the parent/carer becomes abusive or violent, we would consider whether the circumstances of the case are so serious as to invoke Child Protection procedures, and the involvement of the Police, if necessary.

### **MEDIA**

If our school were to receive a media enquiry after a Drug Related Incident, the caller should be referred only to the Headteacher or Deputy Headteacher in their absence. In all circumstances, we would seek advice from the Local Authority Press Office on 01942 827164.

This Policy will be reviewed bi-annually:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Chair of Governors)

Date for Review: \_\_\_\_\_

## ***APPENDIX A - Incidents involving unauthorised drugs in Wigan Schools***

### **Drugs or paraphernalia found on school premises**

- remove drug/paraphernalia
- temporarily store drug securely in a designated place. Record the details with a witness present.
- Inform Headteacher or designated member of staff who will begin further investigation
- inform parent/carer, if appropriate, and does not place the child at risk
- If illegal drug: notify the Police without delay, who will arrange for collection or disposal according to locally agreed protocols. There is no legal obligation to divulge a student's name.
- Police Contact Details: **Leigh Area Operations Room – 0161 872 5050**
- If legal: alcohol, tobacco or medicines, can be returned to parent/carer or the drug can be disposed of safely

### **Student in possession of unauthorised drugs**

- remove drug/paraphernalia
- temporarily store drug securely in a designated place. Record the details with a witness present.
- Inform Headteacher or designated member of staff who will begin further investigation
- inform parent/carer, if appropriate, and does not place the child at risk
- If illegal drug: notify the Police without delay, who will arrange for collection or disposal according to locally agreed protocols. There is no legal obligation to divulge a student's name.
- Police Contact Details: **Leigh Area Operations Room – 0161 872 5050**
- If legal: alcohol, tobacco or medicines, can be returned to parent/carer or the drug can be disposed of safely
- Identify the needs of those involved, making careful assessment of all the circumstances. Decide upon appropriate response – curriculum, pastoral, disciplinary or referral to other services. Provide parents and students with access to further sources of information/support.
- seek outside support/advice if appropriate. Those who may be involved are: LA, School Health Team, Child Protection Officer, EWO, Police, YOT, Connexions, BEST, Youth & Community Services, specialist agencies.
- **Young Person's Drug and Alcohol Team 01942 777720 and 01942 487979**
- Record all decision and monitor the outcome for the student and school community. Review effectiveness of Policy and Practice.

### **Student supplying an unauthorised drug**

- remove drug/paraphernalia
- temporarily store drug securely in a designated place. Record the details with a witness present.
- Inform Headteacher or designated member of staff who will begin further investigation
- inform parent/carer, if appropriate, and does not place the child at risk
- If illegal drug: notify the Police without delay, who will arrange for collection or disposal according to locally agreed protocols. There is no legal obligation to divulge a student's name.
- Police Contact Details: **Leigh Area Operations Room – 0161 872 5050**
- If legal: alcohol, tobacco or medicines, can be returned to parent/carer or the drug can be disposed of safely
- Identify the needs of those involved, making careful assessment of all the circumstances. Decide upon appropriate response – curriculum, pastoral, disciplinary or referral to other services. Provide parents and students with access to further sources of information/support.
- seek outside support/advice if appropriate. Those who may be involved are: LA, School Health Team, Child Protection Officer, EWO, Police, YOT, Connexions, BEST, Youth & Community Services, specialist agencies.
- Local agency contact details: **01942 487979 or 0800 3894463 (24 hours)**
- Record all decision and monitor the outcome for the student and school community. Review effectiveness of Policy and Practice.



### **Student under the influence of a drug (including misuse of a medicine)**

- Medical emergency – call for help/ambulance; follow First Aid procedures until help arrives
- No medical emergency – keep student calm and under observation; if intoxicated, consider asking parent/carer to collect child
- Ensure safety and well-being of other students e.g. onlookers
- remove drug/paraphernalia
- temporarily store drug securely in a designated place. Record the details with a witness present.
- Inform Headteacher or designated member of staff who will begin further investigation
- inform parent/carer, if appropriate, and does not place the child at risk
- If illegal drug: notify the Police without delay, who will arrange for collection or disposal according to locally agreed protocols. There is no legal obligation to divulge a student's name.
- Police Contact Details: **Leigh Area Operations Room – 0161 872 5050**
- If legal: alcohol, tobacco or medicines, can be returned to parent/carer or the drug can be disposed of safely
- Identify the needs of those involved, making careful assessment of all the circumstances. Decide upon appropriate response – curriculum, pastoral, disciplinary or referral to other services. Provide parents and students with access to further sources of information/support.
- seek outside support/advice if appropriate. Those who may be involved are: LA, School Health Team, Child Protection Officer, EWO, Police, YOT, Connexions, BEST, Youth & Community Services, specialist agencies.
- Local agency contact details: **01942 487979 or 0800 3894463 (24 hours)**
- Record all decision and monitor the outcome for the student and school community. Review effectiveness of Policy and Practice.

### **Disclosure of drug use: pupils, parents or carers; parents of carers concern about their child's drug use**

- Offer further advice/information. Further action may not be necessary for all disclosures e.g. smoking. Consider whether drug use could be problematic or indicate other problems requiring further action.
- Consider issues of confidentiality and explain issues to students/parents involved
- Inform Headteacher or designated member of staff who will begin further investigation
- inform parent/carer, if appropriate, and does not place the child at risk
- Identify the needs of those involved, making careful assessment of all the circumstances. Decide upon appropriate response – curriculum, pastoral, disciplinary or referral to other services. Provide parents and students with access to further sources of information/support.
- seek outside support/advice if appropriate. Those who may be involved are: LA, School Health Team, Child Protection Officer, EWO, Police, YOT, Connexions, BEST, Youth & Community Services, specialist agencies.
- Local agency contact details: **01942 487979 or 0800 3894463 (24 hours)**
- Record all decision and monitor the outcome for the student and school community. Review effectiveness of Policy and Practice.

## **Illegitimate sale/supply of drugs (legal or illegal) in the school vicinity**

→ If suspected to be illegal, decide whether to inform the Police. There is no legal obligation but not to do so may be counterproductive. This includes the illegitimate sale of prescribed medicines (e.g. Ritalin). If alcohol, tobacco or solvents, school may wish to inform Police or Trading Standards Officer.

→ Record all decision and monitor the outcome for the student and school community. Review effectiveness of Policy and Practice.

**Refer to Appendix D for additional guidance.**

**Use Appendix F to record any action taken.**

## **APPENDIX C - 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 a harmful toxic substance, should be responded to as an emergency.

**Your main responsibility is for any student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your 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 the person what has happened and to identify any drug used;
- Collect any drug sample and any vomit for medical analysis;
- **Do not** induce vomiting;
- **Do not** chase or over-excite person if intoxicated from inhaling a volatile substance;
- Keep the person under observation, warm and quiet.

#### **If the person is unconscious:**

- Ensure that the person can breathe and place in the recovery position;
- **Do not** move the person if a fall is likely to have led to spinal or other serious injury which may not be obvious;
- **Do not** give anything by mouth;
- **Do not** attempt to make the person sit or stand;
- **Do not** leave the person unattended or in the charge of another student;
- Inform parent/carer.

#### **For needle stick (sharps) injuries: Refer to Health & Safety Policy**

- Wear protective gloves, encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing;
- If used/dirty needle, seek medical advice.

### **WHEN MEDICAL HELP ARRIVES:**

- Pass on any information available, including vomit (using gloves) and any drug samples.

*(adapted from Drugscope: The Right Response 1999)*

## ***APPENDIX D - Additional Guidance for Incidents Involving Unauthorised Drugs***

### **Legal Responsibility**

All staff should be made aware of the following:

‘It is an offence under Section 8 of the Misuse of Drugs Act 1971, for the management of establishments (including schools), to knowingly permit or suffer the supply and production of any illegal drugs on their premises. It is also an offence to allow or suffer the premises to be used for the smoking of cannabis or opium’

*(DfES: Drugs Guidance for Schools)*

### **Assessment of Incidents**

When responding to any incident, the school must fully consider the following issues:

- What is the drug?
- Quantity of drug?
- Legal Status – is it a controlled substance under the Medicines Act or Misuse of Drugs Act?
- Risk if any, and to whom?
- Age of Pupil?
- Motive: *medicinal purpose, anxiety, depression, rebellion, curiosity, excitement, bravado, open challenge to school discipline, recklessness, financial/status gain?*
- Level of use?
- Intent: *personal use, brag, tempt, supply, bribe, corrupt?*
- Past school drug record?
- Needs of the pupil?
- Pupil’s knowledge of school rules, drug policy and sanctions?
- The consideration should be in relation to a model of care and welfare rather than punishment.

## ***APPENDIX E - Legal Categories of Drugs***

The Law puts illegal drugs into one of three categories – A, B and C – according to the harm they can do to you. Class A is the most harmful.

Dealing in drugs and possession with intent to supply is a more serious offence in the eyes of the law than possession for personal use.

<b>CLASS ‘A’ DRUGS</b>  These include cocaine, crack, ecstasy, heroin, LSD and magic mushrooms (when they are prepared). They are the most harmful drugs and carry the heaviest penalties. It is illegal to have, give away or deal in Class ‘A’ drugs.	<b>MAXIMUM PENALTIES</b>  <b>Possession:</b> 7 years in jail plus an unlimited fine. <b>Supplying/Dealing:</b> Life imprisonment plus an unlimited fine. <b>Possession with intent to supply:</b> Life imprisonment plus an unlimited fine.
<b>CLASS ‘B’ DRUGS</b>  Barbiturates These include cannabis, speed (amphetamines). Any Class ‘B’ drug prepared for injection will be treated as Class ‘A’. It is illegal to have, give away or deal in Class ‘B’ drugs.	<b>MAXIMUM PENALTIES</b>  <b>Possession:</b> 5 years in jail plus an unlimited fine. <b>Supplying/Dealing:</b> 14 years in jail plus an unlimited fine. <b>Possession with intent to supply:</b> 14 years in jail plus an unlimited fine.
<b>CLASS ‘C’ DRUGS</b>  These include GHB, anabolic steroids and tranquillisers such as valium. It is illegal to have, give away or deal in Class ‘C’ drugs, and to grow cannabis plants.	<b>MAXIMUM PENALTIES</b>  <b>Possession:</b> 2 years in jail plus an unlimited fine. <b>Supplying/Dealing:</b> 14 years in jail plus an unlimited fine. <b>Possession with intent to supply:</b> 14 years in jail plus an unlimited fine.

## ***APPENDIX F - Record of decisions made in response to a drug related incident***

This form is to be completed as a record of steps taken in response to a drug related incident. Reasons for decisions made, need to be recorded at each stage. The details recorded here will demonstrate schools adherence to drug policy and offer support in the event of any future litigation.

<b>Type of Incident</b> e.g. possession/disclosure	
<b>Pupil Details</b> Name / form etc.	
<b>Full details of incident</b> e.g. where, when, who involved. Legal status of substance, if known	
<b>Immediate Action Taken</b> e.g. substance confiscated, first aid given. If involved, confiscation, please state where stored, witnesses. Give reasons for immediate action taken.	
<b>Headteacher / Parent / Carer informed (yes/no)</b> Give details if called, not available. If no contact made, please state reasons.	
<b>Police contacted</b> Give details including Incident Reference Number.	
<b>Action Taken</b> Disciplinary, pastoral support, referral to other service etc. Give reasons for action taken.	
<b>Outside support sought – agency name, contact details;</b> <b>Agreed support – e.g. verbal advice, educational visit, other support.</b>	

***This form should be attached with a completed final incident monitoring form (Appendix B) and stored securely.***

## ***APPENDIX G***

### **Greater Manchester Police – Wigan Division**

#### **Drug Related Incidents in Schools – Guidance for School Staff**

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Greater Manchester Police offer the following guidance to assist schools in dealing with drug related incidents and advice on when it would be appropriate for the school to request Police intervention or assistance.

The current legislation for England and Wales states that school do not have a statutory obligation to automatically inform the Police of a drug related incident and realizes an underlining need for confidentiality when dealing with incidents. Although not statutory, the DfES recommend that all schools have in place an agreed drug policy.

The Wigan School Based Police Officers have the ability to offer confidential advice in connection with drug related incidents, however, it is expected in all cases, that the appropriate Local Authority representative be informed.

Section 5 of the Misuse of Drugs Act 1971, allows for staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of protecting a pupil from harm and to prevent an offence being committed in relation to that drug. School, in line with their agreed drugs policy, should seize drugs and any paraphernalia they suspect to be illegal, store them securely and arrange for their destruction or hand it to the Police without delay.

When schools do contact the Police, they should telephone Leigh Area Operation Control Room: telephone number: **0161 872 5050**, who will create a computerized incident log and allocate the appropriate resource(s) if required. This will provide the school with additional protection under Section 5 of the Misuse of Drugs Act 1971, actively informing the Police of the possession and intended method of disposal.

#### **Substances Found on School Premises**

Where a suspected controlled drug or drug paraphernalia is found on or near school premises, and staff cannot identify the owner, the schools should contact the Police Operation Control Room (Leigh), informing them of the find and their intention of disposal. The Wigan School Based Police Officers will provide advice, on request, and will deal with the matter if available. The local Sharps Disposal Service is equipped to deal with found or seized needles – telephone **01942 404364**.

#### **Possession for Personal Use**

Schools are expected to deal with the students under the agreed drug policy by the School drug co-ordinator, designated person or Headteacher who is satisfied that:

- The child has told the staff what the substance is believed to be;
- The child admits it is for their own use;
- Supply or possession with intent to supply is not suspected;
- It is a small amount;
- This is the first time the child has been involved;
- The parent/guardian is present or being contacted.

In any case, the School Liaison Officers can be contacted for advice.

### **Possession with an element of Doubt**

Where the school is not satisfied that they can internally deal with the incident, the Police would expect the school to contact Leigh Area Operation Control Room requesting Police involvement.

The designated officer will assess the information and make the necessary arrangements appropriate to the circumstances. It would be expected that the parents be contacted to act as the appropriate adult.

Any decision regarding the appropriate Police action will be taken jointly.

### **Reducing Harm to the Community**

It would not be appropriate for the following types of incident to be exclusively handled by schools:

- Possession of large amounts of controlled drugs;
- Suspicion of controlled drugs being brought into or near school with the intention of supplying;
- Where a student is arranging to supply on or off the premises;
- Where there is information about the supply to young people, which requires investigation.

Schools should contact Leigh Area Operations Control Room, requesting police assistance and advice. The School Liaison Officer should be contacted by the Area Operations Room and, if available, will deal with the incident. If a School Based Police Officer is unavailable, the matter will be allocated and dealt with by an officer designated by the Operations Room.

Any decision for investigation and action should be discussed jointly. The police will receive information from and give advice to schools in confidence. In these cases, it may be advisable to have a copy of the drugs policy and any protocol available so the officer's act in a consistent way.



## ***APPENDIX H - School Governors***

### **Role of the Governing Body**

The governing body, in association with the Headteacher and school staff, has overall responsibility for the strategic direction of the school.

Under the Education Act 1996, governing bodies are required to ensure that schools provide a balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of the students at the school and of society;
- Prepares students at the school for the opportunities, responsibilities and experiences of adult life.

As part of their general responsibility for the strategic direction of the school and ensuring that the school meets its statutory obligations in respect of the curriculum, governing bodies and Pupil Referral Unit Management Committees have a key role in the development of their schools/units policy on drugs.

The governing body should ensure that the school has a policy which sets out its role in relation to all drug related matters.

### **The Governing Body should approve this Policy**

### **Policy Development**

In developing the policy, the Governing Body should ensure that:

- The policy is developed in line with the DfES guidance and statutory requirements;
- A whole school approach is adopted;
- It reflects the school's ethos and values;
- It emphasizes the importance of staff training and development;
- Students, staff, parents/carers, governors, partner agencies and the wider community, are involved and their views are taken into account.

The Governing Body should also ensure that the policy:

- Sets out the school's role in relation to all drug related matters;
- Includes procedures for responding to and making referrals in respect of broad range of potential situations involving illegal and other unauthorised drugs;
- Clearly defines how, when and in what circumstances the policy will be applied and what constitutes a drug related incident.

## **Policy Implementation**

The Governing Body should ensure that the school:

- Provides adequate staff support and training in respect of drugs education;
- Makes available appropriate resources to support the drugs policy;
- Makes adequate provision for drugs education within the curriculum;
- Makes all staff fully aware of the procedures for managing drug related incidents including who they should inform, and who has authority regarding issues such as the searching of property and involving the police;
- Provides parents and carers with information about their child' drug education and provides opportunities for them to become involved in the planning and development of the drugs policy and education programme;
- Enables parents and carers to fully understand their roles and responsibilities and have ownership and a commitment to the policy;
- Makes details of the policy available to students, staff, governors, parents and carers;
- Informs staff, students, parents and carers and governors about the policy as part of any induction procedures;
- Includes information on the policy in any staff handbook, parent/carer booklet and the prospectus;
- Has a designated senior member of staff with responsibility for the management of drug related incidents;
- Maintains appropriate records.

## **Policy Monitoring**

The Governing Body should ensure that it receives, either at a Full Governing Body Meeting, or through an appropriate Committee Report, on the implementation and impact of the policy.

Governing Bodies can appoint a governor with a specific responsibility for drug education but this is not a statutory requirement.

## **Policy Review**

Governors should ensure that the policy is reviewed every two years and that the views of students, staff, parents, carers, governors and the wider community are taken into account as part of the review.

## ***APPENDIX I - Useful Contacts***

Gateway Locality 3 also Restorative Solutions and YPD&A		01942 487979
Young People's Drug & Alcohol Team  Restorative Solutions	20-28 Plane Avenue Worsley Hall Wigan WN5 9PT	01942 487979
Greater Manchester Police (main contact number)	24 hour service	0161 872 5050
Wigan Police – Schools Liaison Officer	Wigan Police Station Harrogate Street Wigan	0161 856 7146
Sharps Disposal Service  Environmental Services Helpline	24 hour answerphone	01942 518000
National Youth Advocacy Service (NYAS)	Head Office 99-105 Argyle Street Birkenhead Wirral CH41 6AD	Freephone 0800 616 101
National Treatment Agency	5 <sup>th</sup> Floor Hannibal House Elephant and Castle London SE1 6TE	020 7972 2214
NUT Regional Office	25 Chorley New Road Bolton Greater Manchester BL1 4QR	01204 521434
NASUWT Regional Office	North Quarry Business Village Skull House Lane Appley Bridge WN6 9DL	01257 256800
ATL Head Office	7 Northumberland Street London WC2N 5RD	020 7930 6441