



400 YEARS OF EXCELLENCE

Illegal Substances Policy

Policy approval date	March 2023
Policy review date	March 2024
Policy Lead	Ian Hawkins (Headteacher)
Governor or SLT approval	SLT Approval
Governor committee responsible for policy	Pastoral

This policy was adapted from the model policy from Herts for Learning. The model policy was negotiated with the relevant professional associations and trade unions and is recommended for adoption.

Richard Hale School is committed to the health and safety of its students and staff and will take action to safeguard their well-being. The school therefore totally opposes the misuse or supply of illegal substances by members of the school. The school operates a zero tolerance to all illegal substances.

Richard Hale School acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the school will seek to persuade pupils in need of support to come forward.

This policy, incorporating national and county guidelines for drugs and health, has been written by governors, parents and teachers with consideration for the expressed views of students.

We believe and support the following educational aims in respect of substance use and misuse:

- To provide accurate information about substances
- To increase understanding about the implications and possible consequences of use and misuse
- To encourage an understanding for those experiencing or likely to experience substance use
- To widen understanding about related health and social issues eg sex and STIs, crime, HIV and AIDS
- To seek to minimise the risks that users and potential users face
- To enable young people to identify sources of appropriate personal support
- To provide pastoral support

These aims will be fulfilled through aspects of the pupils' experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. Information and understanding will be conveyed in the taught curriculum mainly through Active Tutorial work, enrichment days, Science, English and Citizenship, but other opportunities to reinforce learning will occur in other parts of the teaching programme.

The school actively co-operates with other agencies such as the police, social services, Local Authority and other health and drug agencies to deliver its commitment to drugs education and to deal with incidents of substance use and misuse.

The Headteacher, will take overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents, LA and appropriate outside agencies. He will ensure that all staff dealing with illegal substance abuse issues are adequately supported and trained. Guidelines are provided for all staff on how to deal with illegal substance related incidents. These were drawn up in consultation with other local Headteachers.

The Headteacher and members of the Senior Leadership Team regularly reinforce the policy in assemblies and in visits to form periods, referring to prohibitions and possible sanctions. The chain of events following the discovery of illegal substances is fully explained to students. Reference is made to specific prohibitions in the School Rules, which are published for all students in their Planners and in their form rooms.

The policy will be reviewed and evaluated periodically to identify whether or not the aims are being met. The Pastoral Committee of the Governors will be responsible for this review.

Action to be taken in the event of incidents involving substance misuse or supply on the premises

If a pupil admits to using or supplying illegal substances off the premises, the teacher will inform a Deputy Head or Assistant Head who will inform the Headteacher, and the pupil's parents will be informed. There is no legal obligation to inform the police, though they may be able to give relevant support and advice.

However, a school cannot knowingly allow its premises to be used for the production or supply of any controlled drug. Where it is suspected that illegal substances are being sold on the premises, details regarding those involved and all relevant information known to the school will be passed to the Police. In such circumstances the pupils concerned may be arrested and taken to the police station, in which case parents will be contacted by the police.

The school will consider each substance incident individually and it recognises that a variety of responses will be necessary, incorporating both sanctions and counselling, reflecting the different kinds of illegal substance related

offences. Following discussion between staff members who know the pupil well, the school and the parents can then work together to support the young person involved.

The following sanctions will apply for Class B or C substances:

- For possession on school property or whilst travelling between home and school:
 - fixed term or permanent exclusion.
- For using illegal substances in school:
 - fixed term or permanent exclusion.
- For dealing or providing illegal substances on school property or whilst travelling between home and school or whilst on a school trip:
 - permanent exclusion.

The following sanction will apply for Class A substances:

- For all activities outlined above:
 - permanent exclusion.

The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupils involved, the other members of the school, and the local community.

Regarding the welfare of staff, the school will follow the County Council Policy on Drug and Alcohol Misuse as part of its Health and Safety Policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees, students, and the environment.