



## Policy Statement

on

# DRUGS

Revised:	Annually
Date approved by Governing Body:	July 2022

## **DRUGS POLICY**

### **Purpose**

The school has a whole-school approach to drugs as part of its commitment to being a healthy school. The policy aims to enable students to make informed choices by increasing their knowledge and providing opportunities for them to explore their own and others' attitudes.

Annexes to this policy give procedures agreed by the governing body to be followed when any misuse has been identified and names the relevant drugs. To protect the safety and well-being of all students and staff, drugs and drug paraphernalia must not be possessed or bought, sold, or otherwise obtained on the school premises or during the working day, including when students are on school visits. The policies and procedures apply to all adults working at and for the school. Individual exceptions will be made for students and staff who need to take prescribed medicines.

The school does not operate on the same standard of proof as the Police (i.e. beyond all reasonable doubt). We only have to be satisfied that on the balance of probabilities the student has breached the policy, in order to apply a sanction.

This policy seeks to ensure that:

- Young people in our school receive common messages about the inappropriateness of drug misuse.
- Drug related incidents are addressed throughout the school in a consistent manner.
- The pastoral system seeks to support and protect students who come forward.
- The school staff are equipped to recognise warning signs of substance misuse.
- Drugs are not misused in our school, or in the vicinity of the school, or on the way to and from school, or on school trips and visits

### **Definitions**

The definition of a drug given by the United Nations on Drugs and Crime is:  
"A drug people take to change the way they feel, think or behave".

Drug misuse is defined in this school as the taking of a substance which harms or threatens to harm the physical or mental health or social well-being of an individual or of other individuals or which is illegal.

This includes, but is not limited to the following:

- Solvents/volatile drugs – e.g. industrial glues, petrol, butane gas, some aerosols
- Over-the-counter medicines – e.g. paracetamol, cough medicines
- Prescription medicines – e.g. tranquillisers, Ritalin, anabolic steroids
- Alcohol
- Tobacco/cigarettes/e-cigarettes/vapes
- Other legal drugs e.g. caffeine, Khat and alkyl nitrates
- Illegal drugs (controlled under the 1971 Misuse of Drugs Act) e.g. cannabis, heroin, LSD, ecstasy, mephedrone (added as a result of a change to Government legislation)
- Novel psychoactive substances

### **Student Welfare**

In all cases, the welfare of the young person is paramount. We aim to enable students to:

- stay safe from substance misuse
- have the high self-esteem and interpersonal skills that enable them to be safe and in control
- to receive a curriculum that prepares them at an appropriate age for a 'drug using' world

## Confidentiality

Some students may choose to mention instances of drug use in class or to individual members of the school community. Whilst every effort should be made to help students requiring support, staff need to follow our Child Protection guidelines and clearly state that they may not be able to guarantee confidentiality. If a student admits to using or supplying drugs off the premises, a member of SLT should be informed, who will discuss the matter with the relevant staff and the Principal.

## Roles and Responsibilities

This policy relates to all members of the school community. All staff have a responsibility for drug education and must be fully aware of this policy and its implications for themselves and for others in the community. Whenever adults interact with children, they recognize that they may be influencing attitudes and behaviour.

The **Principal** will ensure that:

- A senior drugs co-coordinator (Assistant Principal DSL – Designated Safeguarding Lead) is appointed to have general responsibilities for handling the daily implementation of this policy
- A planned drug education programme is provided as part of PSHCE and science, that reflects knowledge and understanding, attitudes and personal and social skills
- Teachers are provided with training and guidance so that they are confident and skilled to teach drug education and to respond to drug-related incidents.
- Students are aware of the rules on drugs and of the consequences of breaking them
- Clear procedures are in place for responding to drug-related incidents
- Those students who have a concern about drugs are provided with support
- Sanctions for incidents are consistent with the school's behaviour policy
- The school actively co-operates with other agencies such as community police, social care, the LA and drug related agencies to deliver its commitment to drugs policy

All **staff** are expected to:

- Report incidents of drug misuse to the Principal
- Promote positive attitudes towards healthy lifestyles
- Enable young people to identify sources of appropriate personal support

All **teachers** are expected to:

- Implement the drug education policy and attend associated training to increase their understanding of the implications and possible consequences of use and misuse
- Enable students to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practicing personal skills to resist peer group pressure and help friends and relatives involved in drug misuse
- Provide accurate information about drugs
- Widen their own and students' understanding of related health and social issues, e.g. sex and sexuality, crime, HIV, AIDS and STI's.
- Consider the impact of students seeing them smoking on the school premises

All **students** are expected to:

- Follow the school rules
- Alert the staff to any drug-related incidents on or around the school site

**Parents** will be encouraged to:

- Endorse the school's approach to drugs education
- Work in partnership with the school to overcome the misuse of drugs

The **governing body** oversee Drugs education and the school's response to drug related incidents.

### **Response to possible drug related incidents**

Hinchingbrooke School will consider each drug incident individually and recognises that a variety of responses will be necessary to deal with incidents. The School will consider very carefully the implications of any action it may take. It seeks to balance the interests of the students involved, the other school members and the local community. Permanent exclusion is seen as an appropriate response to incidents on the school premises involving supplying, intent to supply, or possession of any illegal drug or drug paraphernalia, save in exceptional circumstances – this is because the school has a zero-tolerance attitude to the misuse of drugs in our community.

Following discussions with appropriate pastoral staff, the senior Drugs co-ordinator (or other member of SLT) will inform the parents as soon as possible. The School and the parents can then work together to support the young person involved. The School will automatically inform the police of any incident which involves illegal drugs.

In instances involving drugs misuse, possession of, or supply on the premises, or whilst representing the school of drugs or drug paraphernalia, the following procedures will apply.

### **Response to drug misuse**

1. Unless there are exceptional circumstances, the student will automatically be permanently excluded from school. A fixed term suspension to allow further time for investigation in the first instance is usually used.
2. The police will be contacted at the earliest opportunity.
3. Unless there are exceptional circumstances, we will inform parents or carers at the earliest opportunity so that we can work together to support the student. **Note:** parents do not need to be contacted if the school feels it necessary to search a student suspected of carrying or having drugs in school. The school will not disclose where intelligence has come from.
4. Should a drug or drug paraphernalia be found on the school premises it will be handed to a Senior member of staff and, in the presence of another member of staff stored in a secure place until it can be delivered to or collected by a police officer. S/he will also be involved in advising the school on the most appropriate response to the situation. All incidents must be recorded on MyConcern (safeguarding reporting system).
5. Incidents involving drugs or drug paraphernalia will be investigated using our normal procedures.
6. All staff will be made aware of the legal constraints on gathering evidence and questioning those involved. They will not take action without involving senior staff.

In circumstances where a student is not permanently excluded an EHA will be undertaken. This may lead to an identified support programme which will include a range of professional colleagues who can give/obtain advice, support and information in drug or alcohol related situations. These include:

- Medical Room Manager
- The school Attendance Officer
- Locality Youth Support Worker
- The local police youth Crime reduction officer/Police Community support Officer
- Representatives of the Local youth Offending Team
- CASUS - Cambridgeshire Under 18 Substance Misuse Service

## **Involving parents/carers, searching and dealing with complaints**

The school is not required to inform parents/carers before a search takes place or to seek their consent to search their child, although this would be considered best practice where appropriate.

The school is not legally required to make or keep a record of a search, but it is advisable in order to respond to any future complaint by a student or parent/carer.

The School would normally inform the individual student's parents or carers where alcohol, illegal drugs, drug paraphernalia or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal school complaints procedure.

## **Liaison with the media**

The Principal will take responsibility for liaison with the media. As the issue of drug misuse is an emotive one and may generate interest from the local and national media, the School may also take appropriate advice and guidance from the LA Press Office and Legal Department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the School.

## **CURRICULUM DELIVERY OF DRUGS EDUCATION**

### **The delivery is through:**

- planned elements of national curriculum subjects, including Science and RE
- collapsed days/sessions with specialist persons
- discrete PSHE / PD time
- pastoral time
- assemblies
- occasional planned and negotiated visits from Medical Room Manager, police officer or other appropriate people – such as enhancement days
- informal curricular/extra-curricular activities
- CASUS can deliver whole school PSHCE or sessions to individual students and/or groups> They can also deliver training to staff

A wide range of teaching approaches is used and we particularly encourage active learning methods, which involves students' full participation. Guidance will be given on the dangers of handling drugs and the impact of peer pressure. Ground rules will be negotiated where appropriate and the sensitivity of the work will be recognized, safeguarding the interests of the student and everyone. The school will use specialists to deliver on collapsed days and in assemblies.

### *Special Educational Needs*

In planning drug education for students with SEN, our teachers consider a range of responses. For example:

- Additional support given by staff
- Activities may be differentiated or adapted
- Programme aspects may need to be emphasized or expanded
- Revisiting knowledge and skills in different contexts
- Using strategies to increase access to drug education, such as theatre projects, ICT, school visits and specialist equipment

## **The role of outside agencies**

Hinchingsbrooke School actively seeks to cooperate with other agencies such as Community Police, Social Care, LA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of drug use and misuse. Visitors from outside agencies who support the School will be guided as to the values held within this policy and the approach taken by the school. A member of staff is always present when visiting speakers deliver a classroom talk. Parents will be informed when a drugs related talk is taking place.

**An outline of the taught curriculum is given below:**

### **Key Stage 3**

#### **Science Curriculum**

##### Year 7 module – Drugs

Students are required to learn the following over 4 lessons:

- Explain the problems caused by addiction
- Explain the difference between stimulants and depressants
- Evaluate the problems caused by drug taking
- Explain the effect of alcohol on the body
- Evaluate the danger of alcohol
- Give reasoned arguments for and against alcohol being made illegal
- Describe the contents of a cigarette
- Explain how smoking affects the body
- Evaluate models of the effects of smoking
- Explain the effects of cannabis on the body
- Evaluate the evidence for and against the use of cannabis
- Interpret information on the effects of cannabis

#### **P.S.H.E: Delivered through timetabled lessons for years 7, 8, 9 with collapsed days for years 10 and 11**

- Smoking and its effects/passive smoking/why people smoke/no smoking campaign/smoking and the media (Year 7 & 8)
- Drugs - What is a drug?/Effects of drugs of different kinds (Years 7-9)  
Solvents (Years 7 – 9)
- Stimulants, depressants and hallucinogens (Years 8-10)
- Alcohol abuse/alcohol safety/understanding how alcohol changes behaviour/drinking and driving (Years 7 & 8)
- HIV/AIDS infection and drug abuse (Year 9)
- Peer education in drugs: Sixth Form
- The Law: Years 8 - 11

### **Key Stage 4**

#### **Science Curriculum**

The drug related content from the Specifications for AQA Biology 4401 and AQA Science 4405 is listed below:

#### **Unit 1 - Biology 1**

##### **B1.3 The use and abuse of drugs**

Students should use their skills, knowledge and understanding to:

- evaluate different types of drugs and why some people use illegal drugs for recreation
- evaluate claims made about the effect of prescribed and non-prescribed drugs on health
- consider the possible progression from recreational drugs to hard drugs
- evaluate the use of drugs to enhance performance in sport and to consider the ethical implications of their use.

### **B1.3.1 Drugs**

**a)** Scientists are continually developing new drugs.

**b)** When new medical drugs are devised, they have to be extensively tested and trialled before being used. Drugs are tested in a series of stages to find out if they are safe and effective.

New drugs are extensively tested for toxicity, efficacy and dose:

- in the laboratory, using cells, tissues and live animals
- in clinical trials involving healthy volunteers and patients. Very low doses of the drug are given at the start of the clinical trial. If the drug is found to be safe, further clinical trials are carried out to find the optimum dose for the drug. In some double blind trials, some patients are given a placebo, which does not contain the drug. Neither the doctors nor the patients know who has received a placebo and who has received the drug until the trial is complete.

Knowledge and understanding of the specific effects of recreational drugs on the body, except for cannabis are **not** required. The legal classification of specific drugs is **not** discussed.

Awareness of the benefits of medical drugs, the impact of non-medical drugs such as alcohol and the possible misuse of legal drugs should be considered.

Knowledge of the mode of action of steroids and other performance-enhancing drugs is **not** discussed.

**e)** Candidates should be aware of the effects of misuse of the legal recreational drugs, alcohol and nicotine.

Candidates should understand that the misuse of the illegal recreational drugs ecstasy, cannabis and heroin may have adverse effects on the heart and circulatory system.

**f)** Cannabis is an illegal drug. Cannabis smoke contains chemicals which may cause mental illness in some people.

**g)** The overall impact of legal drugs (prescribed and non-prescribed) on health is much greater than the impact of illegal drugs because far more people use them.

**h)** Drugs change the chemical processes in peoples' bodies so that they may become dependent or addicted to the drug and suffer withdrawal symptoms without them. Heroin and cocaine are very addictive.

**i)** There are several types of drug that an athlete can use to enhance performance. Some of these drugs are banned by law and some are legally available on prescription, but all are prohibited by sporting regulations. Examples include stimulants that boost bodily functions such as heart rate; and anabolic steroids which stimulate muscle growth.

## **Key Stage 5**

### **KS5 AS/A2 Biology**

The drug related content from the Specifications for OCR Biology H021 and H421 is listed below:

### **Module F212: 2.2.2 Health and Disease**

Candidates should be able to:

**(c)** describe the causes and means of transmission of malaria, AIDS/HIV and TB (knowledge of the symptoms of these diseases is not required);

**(d)** discuss the global impact of malaria, AIDS/HIV and TB

**(p)** describe the effects of smoking on the mammalian gas exchange system, with reference to the symptoms of chronic bronchitis, emphysema (chronic obstructive pulmonary disease) and lung cancer;

**(q)** describe the effects of nicotine and carbon monoxide in tobacco smoke on the cardiovascular system with reference to the course of events that lead to atherosclerosis, coronary heart disease and stroke;

**(r)** evaluate the epidemiological and experimental evidence linking cigarette smoking to disease and early death

#### **Key Stage 5 PSHCE (all students)**

- Alcohol and drug abuse
- Signposting support
- Planning a night out activity

#### **Key Stage 5 – Enrichment activities**

Wednesday afternoon enrichment programme includes;

- Driver education addressing impact of drugs include alcohol
- MIND – emotional and mental health
- Sexual health talks
- Signposting to support groups via the Student Support Officer
- Ensuring all Sixth Form students are aware of this Policy



## APPENDIX 1: GUIDANCE FOR STAFF

### Warning Signs

1. Early detection of drugs misuse is extremely important. If a young person's drug misuse is identified at an early stage, it is easier for action to be taken to prevent his or her further misuse of drugs. Therefore teachers need to be vigilant, particularly when they are in charge of activities which take groups of young people away from the school premises. Research has shown that first experiments with drugs by young people almost always involve a substance provided by a friend.
2. The signs listed in Tables 1 and 2 may indicate that individuals or groups of young people are misusing drugs. **Their presence alone is not conclusive proof of drug or solvent misuse: many of them are a normal part of adolescence**, but the presence of several signs together may point to a need for greater vigilance. Table 3 lists equipment which, if found in certain circumstances, might also give grounds for concern.

#### Table 1 Warning Signs in Individuals:

- Changes in attendance, and being unwilling to take part in school activities
- Decline in performance in school work
- Unusual outbreaks of temper, marked swings of mood, restlessness or irritability
- Reports from parents that more time is being spent away from home, possibly with new friends, or with friends in older age groups.
- Excessive spending or borrowing of money
- Stealing money or goods
- Excessive tiredness without obvious cause
- No interest in physical appearance
- Sores or rashes especially on the mouth or nose
- Lack of appetite
- Heavy use of scents, colognes etc. to disguise the smell of drugs
- Wearing sunglasses at inappropriate times (to hide dilated or constricted pupils)

#### Table 2 Warning Signs in Groups:

- Regular absence on certain days
- Keeping at a distance from other students, away from supervision points (E.g. groups who frequently gather near the gate of a school playground or sports field)
- Being the subject of rumours about drug taking
- Talking to strangers on or near the premises
- Stealing which appears to be the work of several individuals rather than one person (e.g. perhaps to shoplift solvents)
- Use of drug takers' slang
- Exchanging money or other objects in unusual circumstances
- Associating briefly with one person who is much older and not normally part of the peer group

#### Table 3 Objects that may indicate Drug Misuse:

- Foil containers or cup shapes made from silver foil, perhaps discoloured by heat
- Metal tins
- Spoons discoloured by heat
- Pill boxes
- Plastic, cellophane or metal foil wrappers
- Small plastic or glass phials or bottles

- Twists of paper
- Straws
- Sugar lumps
- Syringes and needles
- Cigarette papers and lighters
- Spent matches
- Plastic bags or butane gas containers (solvent abuse)
- Cardboard or other tubes (heroin)
- Stamps, stickers, transfers or similar items
- Shredded cigarettes, home-rolled cigarettes and pipes (cannabis)
- Papers (about 2 inches square) folded to form an envelope (heroin)

(Tables 1, 2 and 3 are adapted from Liverpool Education Authority and TACADE materials)

**If you are concerned that a student may be having problems due to drug use:**

- Observe the student's behaviour. Symptoms include:

<i>Solvent abuse:</i>	Rash around nose and mouth; stomach cramps; uncoordinated movements and slurred speech; drunken behaviour; inflamed eyes
<i>Cannabis:</i>	Lack of co-ordination; red eyes, dilated pupils; increase in heart rate; irrelevant giggling; paranoia
<i>Heroin:</i>	Drowsiness; small pupils; needle marks
<i>Ecstasy:</i>	Increased energy; thirst; sleeplessness; depression; paranoia
<i>LSD:</i>	Perceptual changes, especially to sight and sound; illusions and hallucinations; delusions of a paranoid nature; pupil dilatation
<i>Tranquillisers:</i>	Sedation; uncoordinated movements; sleepiness
<i>Amphetamines:</i>	
<i>(Speed):</i>	Alternating moods; aggressive behaviour; increased energy; dry mouth; no appetite; inability to sleep; exhaustion; toxic psychosis
<i>Cocaine:</i>	As for Amphetamines. Increased alertness; excitation; increased pulse rate and blood pressure; dilated pupils and eyes light-sensitive; depression; sleeplessness
<i>Crack:</i>	As for cocaine. More addictive when smoked. Agitation; aggressive behaviour; toxic psychosis; eyes light-sensitive

- Share your concerns with the Year Achievement Co-ordinator concerned or one of the Vice Principals
- Record your concerns and observations in writing and pass to a Head of Year, Head of School or Vice Principal

If your suspicions are confirmed, consult:

The appropriate Head of Year, the Head of School, the drugs co-ordinator or a member of SLT, who will then involve parents.

*Alcohol:*

If you are concerned that a student may have consumed or is under the influence of alcohol:

- Alert the Medical Room Manager immediately. The student will be taken to the Medical Room and then parents informed.
- Record your concerns and observations in writing and pass them to the Year Head

Symptoms may include:

- Slurred speech
- Dilated students
- Erratic behaviour
- Inability to follow instructions
- Vomiting
- Strong smell of alcohol
- Unsteady gait
- Lack of consciousness

## **PROCEDURES FOR DEALING WITH DRUG-RELATED INCIDENTS**

### **First Principles**

- A young person thought to have misused any substance by intent or accident will be treated as a medical emergency and referred to the Medical Room and/or emergency services.
- The use of recreational drugs (including alcohol) or the bringing of such drugs onto school premises will not be tolerated. The same principle will apply to school trips.
- Hinchingsbrooke School is at all times a “No Smoking” establishment.

### **The following guidelines should be observed at all times:**

Do not attempt to search the student yourself. When in doubt summon a senior colleague.

Remove the drug/drug paraphernalia and record the time, place and circumstance when the drug came into your possession.

Do not investigate the nature of the drug/drug paraphernalia, but do record its approximate size and appearance.

When possible, have the recordings countersigned by a witness.

Take the drug/drug paraphernalia immediately to the senior Drugs co-ordinator (or other member of SLT). Do not keep the drug/drug paraphernalia on your person or in a place of safe keeping. To do so may place you at risk.

In the presence of a witness, the senior Drugs co-ordinator (or other member of SLT) should place the drug/drug paraphernalia in a suitable sealed container. The Vice Principal and the witness, should sign and date the package. An official report should be completed, detailing the time, date and circumstances of the findings.

The school will contact the police and follow their guidance.

In the event of a discovery of any equipment associated with drug use, especially needles and syringes, students should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The Vice Principal must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

### **Procedures**

When dealing with any incident staff should

- a) consider medical support
- b) swiftly inform the Head of Year or member of SLT.

Any use of illegal drugs, actual supply or offer to supply on school premises or on school trips will be reported to the police.

Parents/Carers will always be notified of the school's concern over a drug-related incident. (The only exception to this is when it is felt that the student would be placed in greater jeopardy by this action, in which case the Child Protection Team will be consulted.)

The school has a legal duty to ensure that illegal drug use or the making or supply of such drugs does not take place on school premises or school trips. School staff should immediately take possession of an unknown substance.

The law provides that:

“if a person took possession of a drug to prevent another committing an offence or continuing to commit an offence and then took speedy action to destroy the drug or hand it to an authorised person, this shall be a defence to the charge.” *Section 5, Misuse of Drugs Act 1971*

### **Dealing with Individual Incidents**

#### *1. Drugs or equipment are discovered on school premises*

Staff are required to:

- take possession and store securely;
- inform a Vice or Assistant Principal as soon as possible;
- The Vice or Assistant Principal will seek police advice re identification of substance and safe disposal;

In the event of a syringe being found it will be placed in a safe container (screw top coffee jar) and placed in a safe location prior to safe disposal – under no circumstances will a used syringe be placed in a waste bin. The Vice / Assistant Principal or senior staff nominated by the Vice / Assistant Principal will record the incident.

#### *2. A student is found in possession of drugs/drug paraphernalia*

Staff are required to:

- take possession of the substance/item in the presence of another staff witness and store securely; preferably the school safe.
- isolate the student under the supervision of another member of staff
- inform the Vice/Assistant Principal, who will take responsibility for:
  - seeking advice from police re identification of substance/item and safe disposal/other legal actions.
  - informing the parents or carers

#### *3. A student thought to be in possession of a drug/drug paraphernalia*

Staff are required to:

- isolate the student from peers and supervise at all times
- inform the Vice / Assistant Principal
- The Vice / Assistant Principal to inform the police if deemed appropriate
- Vice / Assistant Principal to inform parents or carers

The school reserves the right to search the bag and locker of any student suspected of being in possession of drugs/drug paraphernalia; to ask a young person to empty their pockets. This should be done in the presence of another staff witness.

If the young person refuses, under no circumstances will any member of staff attempt to physically search a young person.

*4. A member of staff suspects a student is under the influence of a drug*

Staff will never treat intoxication lightly. The effect of any drug (including alcohol) on a young person can be highly unpredictable. Intoxication or a suspected overdose (even if the young person appears fit and well) will always be deemed a medical emergency.

Under no circumstances should an intoxicated young person be disciplined until medical advice has been sought. Intoxication from solvents can be lethal if the young person is suddenly shocked and the unpleasant (even horrific) effects of psychedelic drugs can be exacerbated by discipline with potentially catastrophic results.

Staff are required to:

- seek medical advice (999 – if urgent);
- perform appropriate first aid measures;
- keep the young person as calm as possible;
- inform the Vice / Assistant Principal, who will:
  - ensure no other students are at risk (if appropriate call an emergency whole-school registration;)
  - inform parents and carers;
  - inform child protection, if the child is 'at risk'.
  - inform police, if appropriate.

*5. A student discloses that they are using drugs*

Staff are required to:

- inform the Vice / Assistant Principal; who will
  - inform child protection team, if the child is 'at risk';
  - inform parents/carers; where appropriate (in cases where parents/carers are not informed a programme of action involving appropriate support will be agreed with the student. This should be monitored by the Vice/Assistant Principal.)
- seek advice from Community Drug and Alcohol Team and, if appropriate, Social Services

*6. Student discloses parents or carers misuse/supply drugs*

Staff are required to:

- inform the Vice / Assistant Principal; who will:
  - inform child protection team, if the child is 'at risk'
  - retain the child and if a parent collecting a child from school (especially by car) appears intoxicated, (if unable to retain the child – telephone 999 and inform police);
  - inform the child protection team.

*7. The school discovers that a student is 'dealing drugs' in the school*  
(see 3. above on "a student thought to be in possession of drugs")

Staff are required to:

- inform the Vice/Assistant Principal; who will:
  - inform police;
  - secure as much evidence as possible;
  - work with police to construct an action plan.

Dealing with investigations of incidents by senior staff

- The Principal should be informed before any such investigation takes place.
- Students should be interviewed separately.
- At least two members of staff should be present, one of whom should be Vice/Assistant Principal or a senior member of staff nominated by the Vice/Assistant Principal
- As far as possible, the same persons should interview all students.
- Any search of a student's bag or locker or request to empty pockets should be done in the presence of a staff witness.
- If the student is suspected of concealing a substance on their person and is unwilling to turn out their pockets, they should be detained, supervised and the police informed.
- The results of all interviews should be recorded; this may involve the student writing their own statement and signing it or a member of staff recording the interview, reading it to the student and requesting the student to sign it as a true record.
- Any substance that is removed should be signed, dated and placed in the school safe until it can be handed to the police or destroyed as soon as possible thereafter.
- All interviews should be witnessed.
- Parents/Carers should be informed as soon as possible.

## **Sanctions**

**These sanctions apply both on the school premises and on school visits and residential trips.**

### **Smoking/Vaping**

Hinchingbrooke is a no-smoking site for all staff, students and visitors. Smoking/Vaping is expressly forbidden on the way to and from school. There is a clear system which operates for students caught smoking/vaping and those associating with smokers/vapers, which escalates to suspension for repeat offenders.

### **Alcohol and solvents**

Any student intoxicated or found to be using alcohol or solvents on school premises will normally be given a fixed-term suspension, the length depending on individual circumstances. Repeated offences will lead to permanent exclusion.

### **Drugs identified which may lead to permanent exclusion:**

- Illegal drugs (controlled under the 1971 Misuse of Drugs Act) e.g. cannabis, heroin, LSD, ecstasy, mephedrone (added as a result of a change to Government legislation)
- New psychoactive substances, previously described as 'legal highs'. All of these are now illegal. Khatm alkyl nitrates, "Poppers" do not fall under the new Psychoactive Substances Act.
- petrol, butane gas
- Drug paraphernalia

## APPENDIX 2: Useful Organisations

**CASUS** (Cambridgeshire Child and Adolescent Substance Use Service) offers specialist treatment, interventions, support and information for all types of substance use. They provide support for the families and carers of substance misusing young people and see young people who are affected by the substance misuse of someone close to them.

Tel: 01480 415278

Website: [www.CASUS.cpft.nhs.uk](http://www.CASUS.cpft.nhs.uk)

**INCLUSION** Drug and alcohol support and advice for adults over 18.

Tel: 0300 555 0101

Website: [www.inclusion-cambridgeshire.org.uk](http://www.inclusion-cambridgeshire.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)

Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** 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.

Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk)

Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk)

Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimize alcohol related harm.

Tel: 020 7307 7450 Website: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum (DEF)** - A forum of national organisations in England which provide drug education to children and young people or offer a service to those who do.

Tel: 020 7739 8494 Website: [www.drugeducationforum.co.uk](http://www.drugeducationforum.co.uk)

**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

Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Schools can receive free FRANK resource materials**, updates and newsletters by registering at <http://ddshl.broadssystem.com/freeleaflets.aspx>

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org)

Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**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](http://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: 0800 800 2222 Website: <http://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 Information line: 01785 810762

Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169

Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

[www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Directgov Young People** can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and learning options, money, as well as helping young people find out about activities they can get involved in.

<http://www.direct.gov.uk/en/YoungPeople/index.htm>

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

<http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm>