



Joseph Leckie Academy

Drugs, Alcohol and Tobacco Policy

This policy is reviewed annually

History of Document

Approved by Governors: December 2020
Review date for Document: December 2021

Joseph Leckie Academy aims to provide a positive and healthy environment, free from the misuse of drugs, legal highs, alcohol and tobacco.

This policy covers the possession, use or supply of banned items.

This policy links to the Academy Searching, Screening and Confiscation policy.

1. Aims

1.1 We aim to:

- Protect the safety and wellbeing of all members of the Academy community
- Enable all members of the Academy community to make informed decisions on their own and others' attitudes to drugs, alcohol and tobacco by increasing knowledge, challenging attitudes and developing and practising skills
- Provide a safe and healthy environment which is conducive to the education of the students in the Academy
- Widen understanding about related health and social issues
- Ensure that adequate support mechanisms and sanctions are in place where required
- Give guidance in terms of possible or expected sanctions
- Educate students around safe choices and rules and laws related to substance and drug abuse
- Look inwards in relation to county lines and local and regional issues
- Look outwards for support and advice, in order to engage students and prevent issues from arising
- To enable students to explore their own attitudes towards drugs
- To support CPD of staff in order to support and look for tell-tale signs
- To guide students to support e.g. Frank, Beacon Recovery Service, NHS Smoking Cessation, Drinkline, etc.

2. What is a Drug?

2.1 A drug is a substance that affects the way in which the body functions physically, emotionally and mentally. For the purposes of this policy, by 'drugs', we are referring to illegal substances (Class A, B and C drugs) and also legal substances such as:

- Alcohol
- Tobacco
- Over the counter prescription medicines
- Psychoactive substances (substances that cause hallucinations, drowsiness or changes in alertness, perception of time and space, mood or empathy with others, eg. nitrous oxide, etc.)
- 'Legal Highs' (e.g. volatile substances (those which give off gas or vapour which can be inhaled) such as: ketamine, khat, alkyl nitrates (poppers)

2.2 By 'drug paraphernalia', we mean items such as: cannabis grinders, rolling papers, filters, matches, lighters, shisha pens, e-cigarettes, 'flavour' and any other means of supporting the smoking, inhalation or ingestion of substances. All such drugs and items are banned from the Academy site at all times.

3. Academy Stance

3.1 Any drug or drug paraphernalia that could lead to physical or mental harm of self or others, or be to the detriment of good discipline, will be taken seriously and incur a sanction that may include permanent exclusion and Police involvement. Students, parents and carers must inform staff wherever and whenever they are aware that any form of drug or drug paraphernalia are being carried or supplied on Academy site.

For illegal substances, as well as if found to be supplying any drug, the Police will almost always be contacted.

The Academy may send or test a substance for testing to establish what it contains. This is not a legal obligation, but is an option the Academy reserves, in order to establish what the substance discovered contains.

3.2 The situation and circumstances around any individual incident will be considered following investigation. Sanctions will be proportionate, reflecting the nature of any incident and any drug or drug paraphernalia involved.

Students must therefore not bring, carry, pass, sell, pick up or use any drug or drug paraphernalia whilst on Academy premises at any time. They must report, at the very first instance, where they are aware that either they or others are in possession of any drug or drug paraphernalia, using or if any items have been observed by the student, or are known to be on site.

Claims made by a student(s) that they did “not know,” what a drug or drug paraphernalia was, will be dealt with in the same way as a student who states that they are/were aware. Ignorance is not an excuse.

3.3 This policy applies to Academy activities including those which occur outside of normal hours and when travelling to and from Academy premises, as well as when on any external visit or residential trip. This includes activities run by non-Academy staff or adults other than teachers as a part of our enrichment programme or extra-curricular activities. This policy also applies to students that are away from the Academy premises but still in uniform.

The Academy will draw conclusion based upon the agreed proposal of ‘on the balance of probability’, rather than the legal standard of ‘beyond reasonable doubt’ when investigating/sanctioning students in incidents of any kind.

4. Banned Items

4.1 Items banned from the Academy include, but are not limited to:

- All illegal substances (including drug related paraphernalia i.e. needles, smoking devices, pens, e-devices, shisha pens, vaporisers, any form of smoking device, flavour etc.)
- Legal and Illegal highs (psychoactive drugs)
- Controlled Substances (Class A, B and C drugs)
- Alcohol
- Tobacco (including smoking related paraphernalia i.e. matches, lighters, papers, filters etc.)
- E-cigarettes/vaporisers

- Solvents (including but not limited to, aerosol deodorant, compressed air, and aerosol hairspray)
- Medicines (both prescription and non-prescription, where they do not fall under medical needs)

If in doubt, the Academy will treat any suspicious substance as illegal, unless there is evidence to suggest otherwise.

4.2 All students, no matter what their age, must comply with the principles in this policy.

4.3 Members of staff and visitors will be obligated to comply with all of the principles of the policy with the exception of the possession of e-cigarettes, tobacco and smoking paraphernalia (matches, lighters etc.) The Academy is a No Smoking Site. Staff should avoid smoking in sight of students beyond the Academy grounds to avoid encouraging students to smoke.

5. Education

5.1 Students

Joseph Leckie Academy promotes a positive ethos that helps students feel valued as part of the wider community, fostering a positive self-image, whilst enabling students to develop resilience and form educated opinions on drug, alcohol and tobacco use.

A strong emphasis will be placed on the development of responsible attitudes, informed decision making, health and legal aspects of substances, as well as support and resources available.

The Academy has a proactive approach to drug education. We believe that drugs, alcohol and tobacco education should not be delivered in isolation, but instead, be firmly rooted in the Academy curriculum.

The Academy therefore provides education within the appropriate curriculum areas and use of assemblies, guest speakers, productions for access by all or groups of students to educate and inform.

In addition, one to one or small group workshops and programmes may be delivered to students who are at risk or identified in need of additional support, or students maybe guided towards appropriate support systems, websites, etc. (see Appendix 1).

The Principal, Designated Safeguarding Lead (DSL) and members of the Leadership Team (LT) will work with the Police and other outside agencies to supplement the education provision or all students and targeted individuals.

5.2 Academy staff

Staff will receive training on this policy and the signs and symptoms of drug or substance abuse and how to make a referral to the DSL. All staff can access the sites and guidance in the Appendix 1 to expand their knowledge of issues that students and young people face in terms of substance abuse.

The DSL will regularly update Academy staff with bulletins related to safeguarding matters, including information related to substance abuse and involvement in county lines. This forms part of the Academy's annual safeguarding training procedures.

6. Academy Procedures

Any person on Academy premises or engaging in Academy activities off site that is found to be in possession, under the influence of or supplying any substance outlined in this policy will be subject to disciplinary action. This will be managed either as an Academy disciplinary matter and/or by the local Police, depending on the severity of the incident. Searching and screening will be conducted in line with Academy policy procedures. CCTV footage may be used to support evidence gathering.

6.1 Reporting

All members of the Academy community have the duty to report any person that is believed to be contravening any of the principles in this policy. All reports of all incidents should be made to the Principal, or a designated person. Reports will be taken seriously and investigated. The Academy will act if there is evidence or serious suspicions of a breach of the policy rules and sanctions may include up to permanent exclusion, even for first offences, given the nature and seriousness of each individual case.

6.2 Anonymous Reporting Procedure

Staff and students can raise a concern through the SHARP system which is linked from the Academy website. Alternatively, an anonymous note can be passed to the DSL or any member of the leadership team. The Principal, DSL, Deputy Designate Safeguarding Lead (DDSL) and LT will monitor any reports which are made.

6.3 Investigating

Staff members have a professional duty to investigate and take appropriate action, either individually or by referral, if they have reason to believe that any student is at risk. An initial investigation will be led by a senior member of staff who will facilitate an assessment of how best to manage the situation, inform the Principal. The Academy will decide whether the Police should be involved and, if so, in what capacity. A written report will be kept detailing any incident.

In most circumstances, parents will be informed about the situation and invited to the Academy to discuss it (unless doing so would put the child at risk or harm and where this is the case, the reasons will be logged). Contact with parents will be maintained throughout the management of the incident. Governors and external bodies will be notified where appropriate.

Following this initial investigation, a decision will be made about whether any immediate actions should be taken. However, most incidents will benefit from a further period of investigation.

6.4 Right to Search and Confiscation

Please refer to the Academy Searching, Screening and Confiscation policy.

6.5 Storage and Disposal

For drugs or unknown substances, the substance will be handled by an authorised staff member. It will be placed in a lockable, secure location and the Police notified in order for them to collect it.

Alcohol and tobacco products and drug/tobacco paraphernalia will be confiscated and disposed of by the Academy and will not be returned to the student. Items that are returned to parents/carers should only be done so if it is clear that the substance/item is not illegal.

Hazardous substances and equipment (for example solvents) may have a legitimate use on Academy site for a variety of reasons, these will only be used with the approval of the Principal. Where this is the case, the prohibited item will be stored securely and safely and any students that come into contact with it will be adequately supervised.

6.6 Support

All members of staff have a duty to support students who approach them with problems related to substance use/abuse. Whenever this is the case an internal referral should be made to the DSL via MyConcern. Prior to any further investigation any approach should always be considered as a request for help rather than a disciplinary matter.

6.7 Confidentiality

Information relating to any student or students involved in drug use or misuse will follow the same procedure as for other sensitive information. The Principal will be informed of all incidents and confidentiality will be maintained where possible at all times. Students in the Academy should feel able to talk in confidence to a member of staff about any drug related problem without the fear of being judged and every effort should be made to establish a meaningful dialogue, however, no member of staff can agree to offer complete confidentiality.

Staff members that are aware that a student might be about to disclose drug involvement should warn the student that the information given may not remain confidential and that parents, the Police and other relevant agencies may have to be involved. The student should be assured that the information will not become generally known amongst the Academy staff and students but that those people who 'need to know' should be informed so they are able to provide appropriate support and guidance.

Where a student refuses or does not wish to talk, refer to LT, DSL or the DDSL.

6.8 Information Sharing

The DSL will be informed and in some circumstances the DSL (as outlined in this policy) will inform the Local Authority and/or Police. Where appropriate we will involve partner agencies, with whom we have very positive working relationships. This will be done on a case by case basis and only in the interests of the individual concerned. When an external agency becomes involved we will share information that is relevant to the situation only.

6.9 Contacting the Police/Local Authority

Whilst we have no legal obligation to report the finding of any suspected illegal substance to the Police and/or Local Authority, we will adhere to local guidance. The Police will, in general, be called into the Academy when a drug related incident occurs, or if the individual concerned starts behaving in an abusive or threatening way. In most cases the Academy will attempt to use the Academy's Police Liaison Officer. However, local Police may be called to attend the Academy.

Only the Principal or the DSL or in their absence a DDSL may take the decision to call in the Police and/or Local Authority. In making this decision, all of the circumstances of the incident will be taken into account.

If the Police are called in to interview students, the Academy will aim to inform parents prior to the interview taking place. A parent or responsible adult must be present with the Police at the interview. Parents have the right to refuse to allow their child to be interviewed.

Any decision to request a Police investigation will be informed by the findings of the investigation undertaken by the Academy and will take account of whether the substance was brought onto site by the student, carried, held or hidden on site, what class the substance is (e.g Class A, B or C) and whether for personal use or to supply others.

If supply of any drug or substance is suspected the names of students may be passed to the Police together with a full report detailing the incident and we will co-operate fully with the Police investigation. Sanctions may include the full range up to and including permanent exclusion for supply of substances/drugs on Academy site. For example, any penalties that might involve imprisonment and/or fines or both, may equate to permanent exclusion.

6.10 Medical emergencies

Any student thought to have misused any substance by intent or accident will always be treated as a serious medical emergency and medical advice and treatment will be swiftly sought. Parents will be informed at the earliest opportunity. In order to ensure the safety of students and others, first aid will be administered by a trained first aider or an ambulance called for where necessary.

Other students will be removed from the immediate area as soon as is reasonably practicable. A staff member will remain with the individual until medical assistance has arrived.

6.11 Threatening Behaviour

Aggressive and threatening behaviour by anyone suspected of being under the influence of drugs or alcohol will be taken very seriously.

Where aggressive and/or threatening behaviour is displayed, the Academy will not hesitate to contact the Police if necessary. Any person displaying aggressive and/or threatening behaviour will be removed from the premises and this will also be taken into account when considering the sanction. In the case of students, parents will be contacted.

6.12 Visitors

Any individual causing or permitting nuisance or disturbance on site will be asked to leave and Police assistance will be called for if necessary. This includes those displaying signs of intoxication.

Visitors to the Academy found to be under the influence of drugs and/or alcohol on Academy premises will be escorted from the premises. The Principal has the authority to ban persistent offenders from the premises.

6.13 Monitoring and Recording

All incidents relating to the principles in this policy will be recorded and kept in a confidential place. No entry will be made to any student's record until all evidence is gathered and corroborated.

The Academy will follow up incidents to monitor progress. The record will contain details of the incident and any outcomes such as support and sanctions given. It will also include any evidence obtained and communications with parents and external agencies.

7. What is a Drug Related Incident?

Examples of Drug-related incidents include but are not limited to:

- Sale, supply, sharing, dealing in relation to drugs/alcohol/smoking on site or in the vicinity of the Academy.
- Students in possession of illegal or banned items, substances, legal highs or any drug.
- Students under the influence of banned substances: drug, alcohol, tobacco, vape, flavour etc.
- Drugs or paraphernalia found on, or believed to be in the possession of a student or on the Academy site.
- Disclosure of drug use, possession or supply.
- Involvement in gangs, county lines, or association with known offenders/users
- Information gathering that might suggest the above

7.1 Management of Drug Related Issues

When dealing with any incident or suspicion of drug use, staff should consider:

- Medical support – immediate first aid if required. Is an ambulance required if an emergency?
- Inform the Principal, LT, DSL or other designated person as soon as possible
- Give immediate safety/welfare support and ascertain if the student is at risk from own or others' behaviour?
- Communication with parents if there is a serious medical issue, involve them as soon as is practicable if the student is unwell.
- A statement will be taken from the student by the Principal, or member of LT to determine the facts. The statement will be taken with open, rather than closed questions.
- Consideration will be given to separating students and ensuring a second witness is present
- Ensure confidentiality, keep details to those who need to know
- Where there is suspicion that a student is in possession of an illegal or unauthorised substance or item, they will be asked to hand it over, voluntarily
- If the student refuses, the Principal or designated staff may exercise their statutory power to search, in line with the Academy Searching, Screening and Confiscation policy
- Parents will usually be informed if there is found to be any substance or item that is banned and may be asked to attend the Academy either prior to, during, or post interview/search of a student
- Items will be locked in cupboard/safe until such time as to hand to the Police
- If an illegal drug, the Police will be informed immediately
- A record of the incident will be thoroughly investigated and records handed to the Principal's PA

Where problems with family substance misuse are identified, the Academy will work with the family and appropriate agencies including Social Services, the Family Substance Misuse Service, and Young Carers as appropriate to ensure that the family and therefore the student has support.

8. Sanctions

A range of sanctions for drug, substance, alcohol or related paraphernalia may be applied (up to and including permanent exclusion).

It is never possible to cite precisely which substances will lead to which sanction. There are often mitigating circumstances and the nature and speed of the changing landscape in terms of substance abuse, means that an exhaustive and “up to date” list is not always possible for schools.

The Academy considers prior to any decisions or sanctions for substance abuse incidents, by reference to: <https://www.gov.uk/penalties-drug-possession-dealing>

8.1 Sanctions Include, but are not limited to:

- **Permanent Exclusion**
- **Police Involvement**
- **Governors Disciplinary Hearing**
- **Leadership Disciplinary Hearing**
- **Managed Move** to another school for a fresh start
- **Fixed Term Exclusion** usually 1- 5 days but in exceptional circumstances this may be longer pending further investigation and to establish mitigating circumstances. This may still lead to a Permanent Exclusion.
- **Internal Exclusion** used pending further investigation to establish the facts and any mitigating circumstances prior to deciding on an appropriate sanction.
- **Reintegration With Conditions** where a student returns from a Fixed term or the Principal decides not to Permanently exclude following a student being found in possession and/or producing an offensive weapon a Risk Assessment and conditions may be put in place, to safeguard the student and other members of the Academy. This might include agreement to search randomly, isolations within a school day or other loss of privileges.
- **Detention**
- **Parental Contact** (at all stages above)
- **Confiscation** (in all cases)

At the Academy any form of selling, dealing, sharing, supplying, and or use of a controlled substance will usually incur the most serious sanction available to the Academy, a permanent exclusion and also the Police involvement. The Police will probably charge someone they suspect of supplying drugs.

The severity of the sanction will depend on the class of substance, whether the student was in possession, or was supplying, and whether the student has any prior behaviour or substance related issues.

8.2 Support offered where a student is not permanently excluded:

- Referral to DSL
- Referral to drugs/substance abuse programme or G.P
- Referral to workshops (internal/external)
- Counselling support
- Mentoring
- Educational support

8.3 Permanent Exclusion

A decision to exclude a student permanently may be taken:

- in response to a serious or persistent breaches of this policy
- where allowing the student to remain in Academy would seriously harm the education or welfare of the student or others in the Academy.

The Principal will make the judgement where appropriate to permanently exclude a child for a first or 'one-off' offence, such as dealing/supply or for possession/use.

The Principal will give the student and their parents/carers the opportunity to present their case before making the decision to permanently exclude.

8.4 Pre-Permanent Exclusion Meeting

Before the Principal makes the decision whether or not to move to permanent exclusion, parents and the student will be invited into the Academy to meet and discuss the incident, to offer their side of the incident (as statement may not have been possible at the time).

This meeting may be to inform parents of the possible decision to move to permanent exclusion and the student and parents will be asked if there are any mitigating factors, or facts that the Principal should know, prior to making the decision to move to permanent exclusion.

Following the meeting, the Principal will make a decision as to whether the Academy will pursue a permanent exclusion for the incident. This will take into account:

- All evidence gathered
- The item in question
- The events around the incident
- The severity of threat
- The statements gained from witnesses, staff, and students
- The points made in the parental meeting above.

All statements will be handed to the Principal's PA.

Where a student is not permanently excluded, the incident will be recorded on the student's file and will be part of future referrals and evidence towards subsequent permanent exclusion decisions.

Appendix 1: Useful Organisations

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 Tel: 020 3907 8480 Email: contact@alcoholchange.org.uk
Website: 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 7404 0242 Email: enquiries@ash.org.uk
Website: <http://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 714 650 (general queries only) Email: info@coramclc.org.uk
Website: 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 Website: 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 minimise alcohol related harm.
Tel: 020 7766 9900 Website: www.drinkaware.co.uk

Drugwise is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550
Email: info@drugscope.org.uk Website: www.drugwise.org.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; Website: www.talktofrank.com

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: 020 963 2751. Email admin@mentoruk.org
Website: <https://mentoruk.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. Text: 07496 959930 Information line: 01785 810762. Email: info@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0300 123 1044;

Website: <https://www.nhs.uk/smokefree>

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

Website: www.childrenssociety.org.uk

DfE and ACPO Drug Advice for Schools Guidance (2012)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf

County Lines Guidance: Criminal Exploitation of Children and Vulnerable Adults (2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/626770/6_3505_HO_Child_exploitation_FINAL_web_2_.pdf