



Wakefield Grammar School Foundation

Document Reference	WGSF Drugs and Substance Abuse Policy
Version Number	V1.05
Author/Lead Job Title	Jim Palin, QEGS Deputy Head James Harris, WGHS Deputy Head Emma Gill, WGPPS Head
Checker Person Name Quality Assurance	Penny Plumpton, Safeguarding Governor
Consultation	
Name of Ratifying Committee Date Ratified	GEC Chairs 08.05.2024
Date of Next Review (2 yearly)	May 2026

VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD 2 YEARS

Version	Date	Change details
V1.02	Sept 2014	Updated, J Palin/S Loftus/L Perry
V1.03	Oct 2018	Updated, R Edwards/FLaG
V1.04	Jan 2022	Updated, L Ladds/J Palin
V1.05	March 2024	Updated DSLs

To be published on the following:

Staff shared	X	School website	X
---------------------	----------	-----------------------	----------

WGSF Drugs and Substance Abuse Policy

1. Introduction

The Foundation and governors believe that pupils are entitled to a school environment free of drugs and free from the pressure to take drugs. These pressures and influences are all around us.

The schools in the Foundation must be drug-free zones and parents are entitled to assume that the schools in the Foundation will not be an arena for offering or dealing in drugs.

The Foundation's aims are to:

- educate pupils on the dangers of the illicit use of drugs
- develop the self-confidence, knowledge and awareness to say "no" to drugs
- make the Foundation community an environment that is free from illegal drugs
- reflect the Foundation's commitment to responsible citizenship and good health.

This policy provides a framework to realise the Foundation's aims. This policy applies at all times when pupils are:

- on school premises
- off school premises while on school activities, such as school trips
- on work experience
- on the way to or from school.

This policy was written in accordance with [DFE \(Department for Education\) and ACPO \(Association of Chief Policy Officers\) Drug Advice for Schools](#) (September 2012).

2. Definition

Where this policy refers to "drugs", this includes alcohol, tobacco, vaping, illegal drugs, medicines, new psychoactive substances ("legal highs"), drug paraphernalia and volatile substances unless otherwise stated.

3. Foundation Approach

The use or supply of drugs is strictly prohibited. At all times, the first concern for the Foundation in managing drugs is the health and safety of the school community, and meeting the pastoral needs of pupils as a whole.

4. Roles and Responsibilities

(a) Governing Body

Governors have a key role in the development of the Foundation's policy on drugs. As a matter of law, they are responsible for the safety of pupils while on school premises or engaged in school activities. The Governing Body will ensure that:

- the Deputy Head (Pastoral), has the appropriate time and expertise to fulfil the responsibilities expected of them regarding investigating incidents;
- the individual member of staff, or team, responsible for the planning and delivery of PSHE has the appropriate time and expertise to fulfil the responsibilities expected of them regarding drugs education;

- guidance is available to inform the Foundation's policy, practices and procedures relating to drugs and education and the management of drugs;
- both drugs education and the management of drugs in the school community is well planned in advance and undertaken in a professional manner;
- drug incidents and education are reported to governors at Governor Education Committee meetings.

(b) Head

While the Head has an important role in being the focal point of the school, some of their responsibilities will be delegated to the Deputy Head (Pastoral) who will be responsible for investigating drug incidents. The individual member of staff, or team, responsible for the planning and delivery of PSHE will be responsible for drugs education and training.

The Head will ensure:

- that the Governing Body is kept aware of drug education provided and the management of drugs in the school community;
- that those involved in drug incidents and drug education are suitably trained and competent to discharge those responsibilities;
- that those involved in drug incidents and drugs education competently discharge their responsibilities, particularly dealing with the provision of drugs education and the management/training of staff.
- any incidents are reported to the Chair of GEC and/or Chair of Governors.

(c) Deputy Head (Pastoral)

The Deputy Head (Pastoral) will be responsible for:

- ensuring that pupils and parents are aware of the school's strict approach and its rationale for drugs education;
- making sure that, wherever necessary, the DSL is involved and aware of any investigations or drugs related issues if there are safeguarding concerns. (The DSL will attend appropriate training and meetings to have an overview of the local context)
- investigating drug related issues or allegations
- ensuring records of any drugs incidents are maintained;
- reporting further to police/ social services any incidents, as and when, necessary
- ensuring this policy is reviewed at least every two years and after any drugs incident and, if necessary, updated.

(d) The individual member or team of staff, responsible for the planning and delivery of PSHE

The individual member, or team of staff, responsible for the planning and delivery of PSHE is responsible for:

- developing age appropriate drugs education as part of a coherent and progressive programme within the curriculum;
- ensuring that drugs education is delivered by people or organisations with the necessary subject knowledge;
- ensuring that teachers involved in drugs education receive sufficient training to develop skills, knowledge and confidence, in providing drugs education;
- assessing the elements of drugs education in the curriculum to include assessment of the learning by pupils and feedback from pupils about what they have learned;

- monitoring, evaluating and reviewing the provision of drugs education.

(e) Staff

All staff must:

- be vigilant at all times about the possible use or supply of drugs in the school community or otherwise in accordance with this policy;
- report any suspicions about drug use or supply to the Deputy Head immediately;
- attend such training sessions on the provision of drugs education or the management of drugs in the school community as they are reasonably required to attend from time to time;
- support this policy and the approach taken by the school towards the provision of drugs education and management of drugs in the school community.

5. Drugs Education

The individual member, or team of staff, responsible for the planning and delivery of PSHE will be responsible for devising a programme of drugs education within the curriculum. Issues to take into account when planning a programme include:

- pupils' age and stage in education
- pupils' existing knowledge and understanding
- trends and local drug use
- pupils' diversity
- delivery to pupils with special educational needs
- pupils who require regular medication
- pupils whose parents/carers or relatives use or misuse drugs
- pupils who have missed substantial amounts of schooling
- pupils who are vulnerable to drug misuse
- the curriculum organisation

In discharging their responsibilities, the individual member of staff, or team of staff, responsible for the planning and delivery of PSHE will have regard for the published [DfE and ACPO drug advice for schools \(September 2012\)](#) together with any learning materials issued by the DfE, or other educational bodies. The individual member, or team of staff, responsible for the planning and delivery of PSHE will endeavour to provide an interesting and varied teaching approach to the use of drugs, which may include pupil discussion, real life stories, drama, peer education or the use of external contributors such as the police liaison officer.

The individual member, or team of staff, responsible for the planning and delivery of PSHE will ensure that the teaching is provided by teachers who have the necessary subject knowledge and are able to employ appropriate teaching methods. This will inevitably require both in-school and external training.

Drugs education will primarily be provided through the PSHE programme; for example, drugs education and refusal skills currently form part of the school's programme of education in personal relationships.

The individual member, or team of staff, responsible for the planning and delivery of PSHE will be responsible for the assessment, monitoring, evaluation, and review of drug education provision. This may include the use of:

- pupil self-assessment, peer group assessment and teacher assessment;

- lesson observations, looking at a sample of pupils' work and/or including drugs education as an agenda item in staff meetings;
- receiving completed questionnaires from pupils and teachers about particular aspects of the drugs education programme which they found useful and interesting.

The school recognises that parental input has a crucial role in preventing drug use. The school will therefore ensure that parents are aware of the school's approach and rationale for drug education and are given information about their child's drug education and the school rules in relation to drugs. In this regard, it is essential that all parents appreciate the seriousness of any drug incident.

6. Alcohol

Schools have a duty to discourage and deter unhealthy and immoderate patterns of drinking, while helping to educate pupils in the balanced, limited social use of alcohol, if and when appropriate.

All pupils are forbidden to bring alcohol onto school premises or take it with them on school outings, trips, fixtures, etc. Breaking this rule will be treated as a major disciplinary offence.

The school must never be in the position of tolerating or conniving in the illegal purchase or consumption of alcohol. It is an offence for a person under the age of 18 to buy or attempt to buy alcohol or to consume alcohol in a bar. Under-age drinking is forbidden and will be treated as a serious breach of school discipline.

7. Smoking including the use of E-cigarettes and vaping

Pupils are forbidden to bring or use tobacco or E cigarettes on school premises or on school outings. To do so is to commit a serious disciplinary offence.

Pupils under the age of 16 are prohibited from purchasing tobacco or E cigarettes. This is both a criminal and disciplinary offence.

Part of the school's drug education will include education about the dangers of tobacco.

The school has achieved a smoke-free status and will give appropriate guidance for those pupils who wish counselling or have expressed a desire to stop smoking.

8. Volatile Substances

The school takes great care in the use, security and management of solvents or hazardous chemicals. Such arrangements are set out in the [WGSF Health and Safety Policy](#). The personal use of solvents by pupils is strictly prohibited.

9. Medicines

Some pupils may require medicines during the school day which have been prescribed for their medical condition. The administration of medicines will only be administered in accordance with the [WGSF First Aid policy](#).

10. Drugs

This policy refers to illegal drugs (such as cannabis, ecstasy, heroin, crack/cocaine, LSD and mephedrone), the abuse of solvents, other substances taken specifically to change mood and/or behaviour (including so called 'legal highs' and the use of nitrous oxide) and the inappropriate

use of prescribed drugs. It also includes the modification of vaping devices to use illegal drugs or derivatives and the use of illegally manufactured vaping fluids containing drugs in conventional vaping devices.

Pupils are not permitted to be involved with these drugs in any way. It may also apply to involvement with drugs outside school, for example where the reputation of the school may be affected, pupils have supplied drugs, or where the Head is satisfied that drug abuse away from school is having an effect on the pupil or others in school. This policy does not apply to prescribed medicines that are used in accordance with medical guidance.

Procedure

10.1 Management of a Drug Incident

It is the policy of the Foundation that any pupils involved in the illegal possession of drugs or in drug transactions, whether on school premises, during organised school activities or on the way to or from school, are liable to permanent exclusion although the severity of the offence will be taken into account in determining the eventual sanction. In line with UK law, the school is likely to consider any distribution and sale of drugs to other pupils, in addition to individual possession, as an aggravating factor when reaching their conclusion. The [Schools' Behaviour Policies](#) and the [WGSF Exclusion Policy](#) outline sanctions available.

Involvement in drug-related activities out of the school context may also have implications for the welfare of other pupils in the school, together with the good name, ethos and discipline of the school. Where external agencies such as the police or the courts are involved, the school will normally seek to act fairly and follow the principles of natural justice, particularly where the school has not been able to investigate the allegations.

The Foundation has a duty to protect its pupils from such harmful influences and therefore, drug taking in the home environment may be construed as prejudicial to the interests of the school or Foundation and the welfare of its pupils, and become grounds for permanent exclusion.

Drug incidents could fit into the following categories:

- a pupil is found in possession of drugs or associated paraphernalia.
- a pupil is found to be involved in the trade or supply of drugs on school premises, during organised school activities or on the way to or from school.
- a pupil is thought to be under the influence of drugs.
- a pupil has knowledge or suspicion about drugs generally on school premises.

The management of drug-related incidents will have the following considerations:

Any member of staff who becomes aware of drug misuse by pupils, or has good reason to suspect it, must inform the Deputy Head (Pastoral) who will investigate. The Deputy Head will inform the Head.

All investigations must observe principles of natural justice. These are observed if the pupil is not pre-judged, if the procedures are fair and impartial, if there is proper care for the well-being of the pupils being questioned, and if the pupil and parents are given a proper opportunity to be heard.

The pupil's parents will be informed of the investigation and offered the opportunity to be present as long as, in the opinion of the Head, that does not delay the process unnecessarily.

It may be necessary before or during an investigation of a drug related incident to confiscate the mobile telephone or other mobile communication device belonging to a pupil who is suspected of involvement. A decision to confiscate may only be taken by the Head or Deputy Head. Confiscation is permitted under [Section 91 of the Education and Inspections Act 2006](#).

During questioning by the Deputy Head, a second member of staff should, wherever possible and practical, be present and keep a record. At the end, the pupil should be asked to initial the notes (with date and time) or to write out their own account

Witnesses should be interviewed in such a way as to preserve confidentiality. They should be asked to make a written statement, with name, date and time. Hearsay should be discounted.

Witnesses must not be promised confidentiality although confidentiality will be maintained if possible.

If it is concluded that a serious breach has occurred that is likely to lead to supervision or permanent exclusion, the pupil should be segregated and, unless there are fears for the pupil's safety, the parents/guardian will then be informed. The pupil will be removed from school pending the outcome of an investigation.

Parents will be informed of what is alleged, the evidence, and the disciplinary decisions made (temporary or permanent exclusion pending further investigation). They will also be informed of the Foundation's complaints procedure, and the expulsion review procedure (see the [WGSE Exclusions Policy](#)).

The Deputy Head (Pastoral) will ensure that a record of the incident is made, and that all paperwork is collated and stored safely. They will also evaluate the effectiveness of the procedures followed and whether any lessons can be learnt from the incident.

The Head or Deputy Head will liaise with the police as appropriate.

The Head will be responsible for ensuring that a full report of the incident is provided to the Chair of Governors.

10.2 Action to be taken upon the discovery of a drugs incident

If a pupil is found in possession of drugs or associated paraphernalia, the member of staff who has discovered the possession or suspects the possession should immediately escort the pupil to the Deputy Head (or failing to find them, another member of the Schools Senior Leadership Team).

On reasonable suspicion, searches of a pupil's desk or locker may be made. Searches must, when possible, be made in the presence of a second adult witness. Pupils may be asked to turn out their pockets or bags, although they cannot be compelled to do so. If a pupil refuses to turn out his/her pockets, DfE advice is to call in the Police who are empowered to conduct a personal search. Physical searches of pupils by staff are not allowed by law. However, refusal to cooperate in a search may later influence the process of forming an opinion about events that may need to be based on the "balance of probability".

If a pupil is thought to be under the influence of drugs, this should be treated in the same way as any cause for concern about the wellbeing of a student. The student should be referred to the School Nurse.

Although the circumstances of any particular situation causing concern may differ, drawing attention to the student and the nature of the suspicion is a delicate matter.

One way forward might be:

- Wait until the end of the lesson.
- Inform the pupil that there are concerns that they don't look very well and that it would be advisable that they visit the School Nurse.
- Escort the pupil to the School Nurse and (away from the pupil) inform them of your concerns.
- Inform the Deputy Head of the incident (or failing this, any SLT member)
- No further mention should be made of the suspicions. Certainly no allegations should be made.
- Any general gossip about drugs amongst the pupils should be noted by the teacher and brought to the attention of the Deputy Head who could then be in a position to monitor the overall status of any rumours and any patterns emerging.

Staff should also react to any rumour by quelling any gossip about drugs amongst the pupils by reminding them that it is inappropriate behaviour and also that the school's drugs policy outlines severe consequences for any pupils involved with drugs. If there is any suspicion of drug or substance association by a pupil, the school will contact and advise the parents of the concerns and offer appropriate advice.

Should parents try to discuss drug related issues with staff about pupils other than their own child, or make allegations about other pupils and drug use, then staff should decline to comment but ask the parents to write down any of their concerns and forward them to the Head. Staff should not engage in conversations concerning drugs with parents of other pupils.

In any circumstance the Deputy Head, or any other member of SLT, are always available for guidance and advice with regard to any drugs issues within school and staff should not hesitate to seek their help.

10.3 Action to be taken if a referral to the School Nurse has been made

The School Nurse will examine the pupil for any symptoms consistent with a pupil being under the influence of drugs.

If symptoms are not indicative of drug use, the School Nurse will treat the student as any other student who does not seem well. No reference will be made to the suspicion of drug use.

If symptoms indicate the suspicion of drug use, the Head and Deputy Head will be informed by the School Nurse.

The Head or Deputy Head will contact the parents of the pupil and inform them of the concerns. If it is proven that the pupil has taken drugs then the school's normal disciplinary procedures will apply and the police may be informed. A decision to inform the police will only be taken by the Head or Deputy Head.