



HALEWOOD
ACADEMY

WE SEEK THE BEST

DRUG INCIDENT POLICY 2025 - 2026

Version Number: 01

Ratified by Local Governing Body:

Next Review Date: July 2026

Academy Link: Mrs N Cross

Governor Link: Mrs C Roe

A GREAT
PLACE
**TO BE A
PART OF**

MEMBER OF THE WADE DEACON TRUST



I INTRODUCTION

- 1.1 The involvement of young people in drug misuse has increased in recent years, as a wider range of substances are readily available in the youth culture at prices, which are within the reach of school-age pupils and students. This policy recognises the need to manage drug-related incidents and to provide drug education for all our young people.

2 RATIONALE

- 2.1 This policy is needed so that all who are involved with the education and care of our young people are clear about our approach to drugs education and drug-related incidents.

3 PURPOSE

- 3.1 To define how and in what ways we intend to address the quite complex issues that arise from the use of drugs in our society in a way that reflects and enhances the spirit and ethos of Halewood Academy.

4 BROAD GUIDELINES

- 4.1 Halewood Academy will:
- 4.1.1 Seek to develop a policy, which responds to the needs of its young people as well as to the understanding and expectations of its wider community.
 - 4.1.2 At all times respond to the legal obligations of the Governing Body.
 - 4.1.3 Seek ways in which to help parents to develop their own understanding and awareness of the issues.
 - 4.1.4 Develop and implement appropriate responses to drug-related incidents.
 - 4.1.5 Provide training and support that all staff will need.
 - 4.1.6 Establish links with external agencies.
 - 4.1.7 Ensure that the policy compliments other relevant school policies.

These guidelines refer to pupils throughout, but apply equally to any person who might be working at or visiting the school.



5 STAFF RESPONSIBILITIES:

Executive Principal:	Mr Critchley
Vice Principal:	Mrs Cross (Safeguarding Lead)
Governing Body Representation:	Mrs Roe
Personal Development Co-ordinator:	Mr Harrison
Pupil Support Co-ordinator:	Mrs Roberts

6 THE SCHOOL BOUNDARIES / EDUCATIONAL VISITS

- 6.1 The school defines its boundaries as the school premises and grounds during the school day. Expectations of behaviour are placed on its pupils when engaged on a school visit, leaving the school during school time or during a residential trip including trips abroad.
- 6.2 The school acknowledges its shared responsibility with parents for encouraging appropriate behaviour of pupils when travelling to and from school. We will inform parents of any behaviour which may reflect badly on the pupil and the school's good name which may include drug-related incidents.

7 DEFINING SUBSTANCES

- 7.1 The school will consider its responses to the misuse of illegal drugs (including 'psychoactive substances'), alcohol, tobacco, medicines, solvents, volatile substances, e-cigs or vapes. The term "misuse" is used to refer to illicit drugs and socially acceptable drugs e.g. alcohol and tobacco which may be used in a harmful and/or socially unacceptable way. Some substances where the main aim of use is not for their effect on the body such as solvents in glues and aerosol gases can also be misused like drugs.
- 7.2 For the purpose of this policy the term drugs include 'over-the-counter' medicines, prescribed medication, tobacco, alcohol, solvents and other substances which may have harmful effects on the body and mind as well as illegal drugs if they are misused.
- 7.3 Medicines: Information about young people who have specific medical problems is held on file. Staff will be made aware of the medical history of particular young people to enable them to react in an appropriate manner if the need arises; e.g. asthma, diabetes, epilepsy, heart complaints, etc.
- 7.4 Young people who suffer from asthma are encouraged to carry their inhalers with them at all times. For those young people who require only occasional use of an inhaler these will be kept in the main office.
- 7.5 The school will not administer medicines to young people unless they have parental consent. In such cases an appropriate member of staff will take on this responsibility and a record will be kept.
- 7.6 Any young person who takes medication on a regular basis should be registered with the school First Aider.



ILLEGAL DRUGS

- 7.7 The school does not support the misuse of drugs or the illegal supply of these substances and will take appropriate action when dealing with situations which may arise from their misuse. Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where the member of staff believes them to be harmful or detrimental to good order and discipline. This would include novel new psychoactive substances or 'new psychoactive substances'. If school staff is unable to identify the legal status of a drug, it will be treated as a controlled drug.

8 CONFIDENTIALITY AND DISCLOSURE

- 8.1 Where a young person discloses to a member of staff that they are taking drugs, the member of staff must make clear to the young person that he or she can offer no guarantee of confidentiality given the serious nature of drug misuse. The young person should always be told what information is going to be passed on and to whom. Efforts should be made to explain to them that whoever is told will be on the basis of 'need to know' and within this that the young person's welfare is paramount.
- 8.2 The school will seek to inform young people through its drug education programme of the agencies that are available to help with drug-related problems and ensure that young people know which services give confidential advice.

9 DEALING WITH A DRUG-RELATED INCIDENT.

- 9.1 Search for drugs, involving parents and dealing with complaints.
- 9.1.1 The school is not required to inform parents before a search takes place or to seek their consent to search their child. There is no legal requirement to make or keep a record of a search, but is advisable in order to respond to any future complaint by a pupil or parent. (DfE Searching Screening & Confiscation, Feb 2022)
- 9.1.2 The school would normally inform the individual pupil's parents or carers where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so. Complaints about searching will be dealt with through the normal school complaints procedure.



10 ACTION TO BE TAKEN IN TAKING POSSESSION OF SUSPECTED DRUGS

- 10.1 The individual and the substance should be taken to the Executive Principal or Safeguarding Lead as soon as possible. If this is not possible then-
 - 10.1.1 ensure that a second adult witness is present throughout;
 - 10.1.2 seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
 - 10.1.3 store it in a secure location, such as the school safe or other lockable container with access limited to senior members of staff;
 - 10.1.4 notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
 - 10.1.5 record full details of the incident, including the police incident reference number;
 - 10.1.6 inform parents/carers, unless this is not in the best interests of the pupil;
 - 10.1.7 identify any safeguarding concerns and develop a support and disciplinary response.
 - 10.1.8 Complete 'Recording of Incident Form/ CPOMS.

Under no circumstances should staff try to identify the substance by sniffing or tasting it. A label should be fixed in position over the seal of the envelope. An incident report will need to be completed and the Executive Principal informed.

11 CRITICAL INCIDENTS

- 11.1 The school will follow the LA guidelines 'Managing Critical Incidents' in the event of a serious injury or death arising from a drug-related incident.

12 DRUG CO-ORDINATOR GUIDANCE

- 12.1 The Safeguarding Lead will take responsibility along with the Executive Principal to follow up any drug/substance misuse incidents which are reported to them. The action will depend upon: -
 - 12.1.1 The physical state of the individual
 - 12.1.2 The substance used and its legal status
 - 12.1.3 The stage of use
 - 12.1.4 If the young person is using the substance or is dealing

I3 THE STAGE OF USE/REASONS FOR USE

- I3.1 The Safeguarding Lead will ascertain through sensitive questioning which of the following stages of use the young person is at to determine what help if any is needed from outside agencies: -
 - I3.1.1 Experimental Use – trying a substance once
 - I3.1.2 Recreational use – use substance only at certain times
 - I3.1.3 Habitual Use – the substance has become addictive
- I3.2 To assess the stage of use the following questions may be appropriate to ask: -
 - I3.2.1 What is being used?
 - I3.2.2 How frequently?
 - I3.2.3 How is it being obtained?
 - I3.2.4 Where is the money coming from?
- I3.3 Establishing why a substance is being used may help to identify alternative coping strategies.
 - I3.3.1 Is there any relationship difficulties?
 - I3.3.2 Is the substance taken for enjoyment?
 - I3.3.3 What interests do they have?
 - I3.3.4 Do they have friends/family to talk to?
- I3.4 Depending upon the nature/seriousness of the incident some or all of the above questions may need to be addressed by a professional counsellor.

I4 DISCIPLINE AND SANCTIONS

- I4.1 The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school's response will include both sanctions and counselling to reflect the individual nature and/or level of the offence and consider carefully the implications of any action it may take. Action will be at the discretion of the Executive Principal or as appropriate the Safeguarding Lead in consultation with parents. This may involve support from outside agencies if appropriate. The school seeks to balance the interests of the young person involved, the other pupils and the local community.
- I4.2 Possible sanctions may include: -
 - I4.2.1 Involving parents at an appropriate stage.



- I4.2.2 Isolating pupils from their peer group and offering specialist taught programmes dealing with personal and social skills and relationships training.
- I4.2.3 Using monitoring programmes.
- I4.2.4 In-school counselling services.
- I4.2.5 Establishing a behavioural contract.
- I4.2.6 Enlisting help and guidance from outside agencies
- I4.2.7 Inter-agency programmes.
- I4.2.8 Establishing a Pastoral Support Programme
- I4.2.9 Suspension or Permanent exclusion (see Behaviour for Learning Policy)

15 PARENTAL INVOLVEMENT

- I5.1 This policy will be available for inspection by parents on request with other school policies.
- I5.2 The school will seek to inform parents further to enable them to have a greater understanding of the work of the school when dealing with these issues.
- I5.3 The school seeks to support parents when young people become involved in drug misuse and will keep them appropriately informed of any action it may take.
- I5.4 If the police or medical professionals are informed, parents will be informed immediately.
- I5.5 If a young person is excluded from school for his/her part in drug misuse, parents will be informed of the exclusion and the reason for it.

16 THE USE OF OUTSIDE AGENCIES/PASTORAL CARE AND SUPPORT FOR PUPILS AT RISK

- I6.1 Depending on the seriousness and nature of the incident, help may be needed from outside agencies. Details of organisations/agencies are listed on the attached sheet.
- I6.2 The school wishes to support the individual alongside parents and other professionals from outside agencies. The nature of this support will be specific to the individual and will be negotiated between the young person, school, parents and outside agencies. The school will balance the interests of the young person involved, the other pupils and the local community.



17 HEALTH AND SAFETY OF PUPILS

17.1 The school acknowledges that we have a duty to ensure that we reduce the opportunity for substance misuse within the school.

17.2 We aim to do this by: -

17.2.1 Active supervision of young people

17.2.2 Placing a responsibility on each department to ensure that chemicals and substances are securely locked away and their use by pupils in the learning environment is carefully supervised.

17.2.3 Provision of trained First Aiders.

18 EMERGENCY ACTION

18.1 Whenever possible a member of staff dealing with an emergency situation should enlist the help of a qualified First Aider and call for professional medical help.

18.2 All qualified First Aiders have access to a First Aid box.

18.3 School procedures for responding to an incident requiring First Aid will be undertaken.

19 ROLES OF THE EXECUTIVE PRINCIPAL AND GOVERNING BODY

19.1 The Executive Principal takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents and the LA and appropriate outside agencies. The Executive Principal will ensure that all staff dealing with substance issues are adequately supported and trained.

19.2 The Governing Body will be involved in substance education and substance related incidents in the same manner as any other matter concerning the direction of the school.

20 CONTACTING THE POLICE

20.1 The school will always have due regard to its legal obligations and will inform the police of any illegal drug dealing which it either has evidence of or suspects is taking place on its premises. The school will also inform the police if they discover illegal drugs on the premises being taken by a pupil.



21 MONITORING PUPILS WHERE PARENT ARE SUBSTANCE MISUSERS

- 21.1 School will be alert to behaviour which might indicate that the pupil is experiencing difficult home circumstances. Where problems are observed or suspected, or if a pupil chooses to disclose that there are difficulties at home and it is not deemed a safeguarding issue, the school will follow the procedures set out in its drug policy. This should include protocols for assessing the pupil's welfare and support needs and when and how to involve other sources of support for the child such as Children's Services, services commissioned by the Drug and Alcohol Action Teams (DAAT) programmes and, where appropriate, the family.

22 STAFF WELFARE

- 22.1 Regarding the welfare of staff the school will follow the LA 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, the young people, other employees and the environment.

23 DEALING WITH THE MEDIA

- 23.1 The Executive Principal will take responsibility for liaison with the media with appropriate guidance from the LA to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school.

24 AIMS OF DRUG EDUCATION

- 24.1 To enable young people to make healthy, informed choices and decisions by increasing challenging attitudes and developing and practising skills.
- 24.2 To increase understanding about the implications and possible consequences of use and misuse and to develop a sense of responsibility for themselves and others.
- 24.3 To encourage an understanding for those experiencing or likely to experience substance misuse.
- 24.4 To develop and awareness of the influence of the media on behaviour.
- 24.5 To seek to minimise the risks that users and potential users face.
- 24.6 To enable young people to identify sources of appropriate personal support.
- 24.7 To develop confidence and self-esteem to enable young people to cope with pressures and influences that may lead to the misuse of drugs.
- 24.8 To maintain and develop relationships.
- 24.9 To develop the motivation to succeed.



24.10 To inform parents of the work of the school in drug education and to help parents to develop their own understanding of the issues.

24.11 To provide training and support that all staff will need.

25 CURRICULUM CONTENT AND ORGANISATION

26.1 Drug education is delivered through the Personal Development Programme.

26 TEACHING AND LEARNING STYLES

27.1 To enable young people to talk openly about drugs the school will use a wide range of teaching and learning styles to provide opportunities for active participation. We recognise the need for sensitive teaching matched to the needs and maturity of our young people.

27 THE USE OF OUTSIDE VISITORS

28.1 The school actively co-operates with outside agencies to support and enhance its teaching programme. Advice and support given by outside agencies is carefully planned to integrate with the school's programme.

28 CONFIDENTIALITY AND DISCLOSURE

28.1 Where a young person discloses to a member of staff that they are taking drugs the member of staff must make clear to the young person that they can offer no guarantee of confidentiality given the seriousness of drug misuse. The young person should always be told what information is going to be passed on and to whom. Efforts should be made to explain to them that whoever is told will be told on a need to know basis and within this that the young person's welfare is paramount.

28.2 Members of staff are encouraged to set ground rules when dealing with drug education issues in the classroom and to ensure a safe classroom environment for pupils to be able to discuss and share ideas and opinions.

29 CURRICULUM EVALUATION

30.1 Drugs education delivered through specific curriculum areas will be evaluated as part of the monitoring and evaluation cycle.

30 STAFFING AND VISITORS ON SCHOOL PREMISES

Smoking/Vaping

30.1 Smoking/vaping is not permitted on the school site or in school grounds. This rule applies equally to staff, parents, students, volunteers, and visitors.



Alcohol

- 30.2 If a member of staff or student arrives at school clearly under the influence of alcohol then consideration will be given to disciplinary procedures, this may include contacting the Local Area Designated Officer for safeguarding (LADO). If a member of staff had good reason to believe that a parent is under the influence of alcohol when they drop off or collect their child/ren they have a duty to advise the Designated Safeguarding Officer or a Deputy Designated Safeguarding Officer.

Drugs

- 30.3 If a member of staff arrives at school clearly under the influence of drugs they should be asked to leave immediately and consideration will be given to disciplinary procedures for staff. This may include contacting the Local Area Designated Officer for safeguarding (LADO).
- 30.4 Staff taking medication that they believe may affect their ability to care for children should seek medical advice. They should only work directly with children if the advice is that the medication is unlikely to impair their ability to look after children.
- 30.5 If a member of staff has good reason to believe that a parent is under the influence of drugs when they drop off or collect their child/ren then they have a duty to advise the Designated Safeguarding Officer or a Deputy Designated Safeguarding Officer.