Newall Green Primary School
Aiming High To Reach Our Goals
Firbank Road, Newall Green, Wythenshawe, Manchester, M23 2YH
Tel: 0161 437 2872 Fax: 0161 436 2178 www.newallgreen.manchester.sch.uk
Cherry Tree Trust



Drug & Alcohol Policy



Document Control	
Title	Drug & Alcohol Policy
Date	June 2025
Supersedes	Version 2
Amendments	
Related Policies/Guidance All policies can be found on the school web page.	Policy First Aid & Administering Medication Mental Health in School Policy Smoke-free school policy Visitors to school policy PSHE Child Protection Health and Safety Policy
Review	June 2026

Approved by:	Governors	**Date: 10.07.25**
Last reviewed on:	November 26	
Next review due by:	November 27	

Designated Safeguarding Leads-
Tom Rudd t.rudd@newallgreen.manchester.sch.uk
Sarah Rudd s.rudd@newallgreen.manchester.sch.uk
Elizabeth Pattenden E.Pattenden@newallgreen.manchester.sch.uk
Lisa Redford l.redford@newallgreen.manchester.sch.uk
Alec Smith a.smith@newallgreen.manchester.sch.uk
Adam Pattenden a.pattenden@newallgreen.manchester.sch.uk
Sophie Tait s.tait@newallgreen.manchester.sch.uk
Kirsty McKenzie k.mckenzie@newallgreen.manchester.sch.uk
Helen Ackerley h.ackerley@newallgreen.manchester.sch.uk
Cat Campbell c.campbell@newallgreen.manchester.sch.uk
Emma Webb e.webb@newallgreen.manchester.sch.uk

School Nurse: **Sarah Kelly**
Mental Health Leads: Adults - **Alec Smith** (Senior Mental Health Lead and Deputy Head)
Evelyn Uche (Parent Support officer)
Amanda Colllighan (Mental Health Lead)

Drugs Education Coordinator: **Mrs. Cat Campbell and Mr Tom Rudd**

School Governor with lead responsibility for Drug Related Issues/Safeguarding**: Mrs. Pauline Powell**

Important Phone Numbers

- Healthy Schools - Drugs and Alcohol: 0161 946 9403
- Eclypse: 0161 273 6686

Policy Development Process

This policy was developed in consultation with Healthy Schools Team, Greater Manchester Police, teaching staff, governors, parents, school nurse and school health advisor.

The policy is available at *http://newallgreen.manchester.sch.uk/our-school/policies/policies/*

The policy should be considered in conjunction with other written Polices such as PSHE and Citizenship, SRE, Child Protection, Behaviour, Anti-bullying, Health and Safety, Medicines, Child Protection, School visits).

Purpose of the Policy

We are proud to be a Rights Respecting and Healthy school and our aim is for all learners to feel safe and valued as part of a caring community, to be proactive in their responsibilities towards the community, society, the environment and the economy, and to understand and respect diversity. We actively encourage all learners to develop a sense of self-esteem, to be well balanced and healthy individuals. Most pupils are from White British heritages, with a small number of children coming from a range of minority ethnic heritages. A small minority of families in our community are involved in drug misuse. A very small minority of our families have the support of Social Services, some of these circumstances being attributable to the health and mental health needs of the family.
Pupil voice contributes to the development and review of this policy through School Council, Rights Respecting Champions, focus group sessions, wellbeing surveys and PSHE pupil voice activities.

Principles

As a Rights Respecting school, Newall Green Primary School is committed to the Health and Safety of all its members and believes that we have a duty to support and safeguard the well-being of all its pupils and staff. The school is committed to the principles of the National Healthy Schools Programme and this policy is underpinned by the United Nations Convention on the Rights of the Child (UNCRC).

Newall Green Primary School is committed to ensuring that all pupils have equal access to high-quality drugs, alcohol and risk-taking behaviour education regardless of age, sex, disability, race, religion or belief, sexual orientation, gender reassignment, pregnancy or

maternity. Teaching and resources are adapted where necessary to meet the needs of all learners, including pupils with SEND, EAL and vulnerable groups.

Effective drug education is an essential contributor to ensuring that all children and young people are able to reach their full potential. Education about drugs is also crucial for the school to achieve and maintain Healthy Schools status.

The school values the importance of its pastoral role in the welfare of its pupils, and through the general ethos of the school, we seek to encourage and develop young people's learning and ensure that support appropriate to their needs is accessible.

Education about drugs is not concerned merely with substance, but with people in their social and community settings. Therefore, drugs education should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

Drug issues and concerns extend across socio-economic and ethnic boundaries, and pupils of all ages and abilities will encounter both the positive and negative effects of drugs, whether used legally or illegally. Many pupils have some knowledge about illegal drugs through the media, "street talk", and personal experience. The school welcomes and encourages parent/carer and community involvement in the development of school policy and curriculum delivery.

School Context

Newall Green Primary School is a large primary school situated in Wythenshawe. We serve one of the largest areas of social housing in Europe. Locally, there are significant amounts of social and economic deprivation that is almost double the national figure and in the top quintile of schools. National IDACI data identifies that almost half of our children live in the country's 5% most deprived areas, with 75% in the lowest 10% and almost all in the lowest 20%. As well as family incomes being low, we serve an area of low employment prospects and poor health outcomes. As a result, the proportion of children eligible for Pupil Premium support is 66% and in the top 10% of schools nationally.
We are proud to be a Silver Rights Respecting School with a vibrant community and we want our pupils to be happy, healthy, have high aspirations and fulfil their ambitions. Some of the challenges that face them are: -

- The infant mortality rate is worse in Manchester (6.9) than England (4.1) with an average of 47 infants dying before age 1 each year.
- The MMR immunisation level does not meet recommended coverage. By age 2, 83.2% of children have had one dose compared to 88.9% for England.
- Dental health is worse than England. 38.2% of 5 year olds have experience of dental decay compared to 22.4% for England.
- Levels of child obesity are worse than England. 10.4% of children in Reception and 28.3% of children in year 6 are obese in Manchester compared to 9.6% of 5 year olds in England and 22.1% of year 6 pupils in England.
- The hospital admission rate for injury in children (aged 0-14) is 87.8% compared to 72.7% for England.

(Data Office for Health improvement & Disparities: Child Health Profile 2023)

Ofsted
Inspected October 2023

Newall Green Primary School continues to be a good school.
*"*Newall Green is a place where everyone feels welcome and included. Most pupils enjoy coming to school and they are happy to attend. They described the school as inspirational. Pupils show kindness and understanding to each other. Relationships between pupils and staff are polite and respectful."

"The school has high expectations of what pupils, including pupils with special educational needs and/or disabilities (SEND), can achieve. Most pupils achieve well across the curriculum."

"Pupils are aware of how they are expected to behave. They move calmly and sensibly around school. They understand that actions have consequences. Pupils enjoy the recognition that they receive for good behaviour such as golden time and 'star of the week'."

*"*There is a well-structured programme to support pupils' personal development. Pupils are proud of the positions of responsibility that they can hold in school, for example acting as members of the school council and prefects. Pupils learn about different faiths and cultures. Their learning is enriched by the many new international pupils that the school has welcomed in recent times. This prepares pupils well for life in modern Britain."

3. Definitions and Terminology

Definition of a Drug
We define a drug as a substance people take to change the way they feel, think or behave. This term encompasses all prescribed and over-the-counter medicines, all legal drugs such as alcohol, tobacco, volatile (sniffable) substances e.g. solvents, drugs known as New Psychoactive Substances (NPS) (formerly known as ''Legal Highs'') and all illegal drugs covered by the Misuse of Drugs Act (1971).

A Drug Incident
A drug incident is the suspicion or evidence of any situation or specific event involving a drug. This could relate to a pupil, parent/carer or member of staff.

4. The school's stance towards drugs, health and the needs of pupils

The first concern in managing drugs is the health and safety of the school community and meeting the pastoral needs of pupils.
Newall Green Primary School recognises that drug and alcohol misuse may be linked to wider safeguarding concerns, including neglect, domestic abuse, criminal exploitation, county lines activity, mental health difficulties and parental substance misuse. The school recognises that

the impact of substance misuse can affect not only the individual concerned but also children and families.
Any concerns relating to drug or alcohol misuse will be managed in accordance with the school's Child Protection and Safeguarding Policy, Behaviour Policy and the statutory guidance *Keeping Children Safe in Education (KCSIE)*. Where there are concerns that a child may be at risk of harm, these will be referred to the Designated Safeguarding Lead and dealt with through appropriate safeguarding procedures.
The school is committed to working in partnership with families and external agencies to provide early help and support where concerns about substance misuse are identified.

Newall Green Primary School is committed to preventing substance misuse through a broad and balanced curriculum, positive relationships, effective safeguarding practices and strong partnerships with families.
Through PSHE, Science, assemblies and wider curriculum opportunities, pupils are taught how to make safe and healthy choices, understand risk, build resilience and seek support when needed.
Where concerns are identified, the school will work with pupils, families and external agencies to provide appropriate support and early help, enabling children to achieve the best possible outcomes.

Newall Green Primary School is committed to promoting healthy lifestyles and preventing substance misuse through a proactive and preventative approach.
Through Relationships, Sex and Health Education (RSHE), PSHE, Science, assemblies and wider curriculum opportunities, pupils develop the knowledge, skills and confidence to make informed and safe choices, manage risk, build resilience and seek support when needed.
The school recognises the importance of early identification of emerging concerns and will work collaboratively with pupils, families and relevant external agencies to provide timely support. Where appropriate, early help interventions will be implemented to promote positive outcomes and reduce the likelihood of future difficulties.
Through positive relationships, effective safeguarding practices and partnership working, the school aims to support all pupils to make healthy choices and achieve their full potential.

This school informs parents about all aspects of its policies via a newsletter, parent and carer workshops and via the school website. A proactive approach is used. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and pupils' safety issues are paramount. The school is not able to divulge any information about individual pupils. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school and pupils. The school informs parents/carers of any local concerns/issues.

- This school aims to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

- Where the help of external services might be needed, and the child's safety is not considered at risk, we will liaise with Manchester Healthy Schools Team and Eclypse (free and confidential service for young people aged 25 and under) about possible referral to other agencies. The school policy on confidentiality will be carefully followed and the pupil informed at every step. All external contributors will follow the school's safeguarding, confidentiality and visitor procedures. A member of school staff will remain present throughout sessions.

- When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's/carer's behaviour.

- Where the behaviour of an intoxicated parent/carer repeatedly places a pupil at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the Police, if necessary.

- All of the above will be monitored by the Safeguarding Team, led by Mr Tom Rudd, and the Healthy Schools Team, led by Mrs Cat Campbell, in consultation with the Headteacher and Governors.

5. Drug Education - Aims and Objectives

Aims of Drug Education

- To minimise the number of young people engaging in drug use; prevent the onset of first use; reduce the harm caused by drugs; and enable those who have concerns about drugs to seek help.
- To provide a safe, healthy environment in which pupils and staff can learn and develop.
- To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- To promote clarity about the management of drug related incidents in the school.
- To encourage and enable pupils to appreciate the benefits of a healthy lifestyle now, and in the future.
- To enable pupils to make reasoned, informed choices.
- To minimise pupils' experimentation with illegal or harm causing substances.
- To address and take account of local community needs, including the differences and diversity within the school community.
- To support and engage parents/carers and pupils in their own personal learning and responsibilities.
- To enable young people and staff to access support structures (including the voluntary sector), e.g. Eclipse Service, counselling, and treatment.

- To monitor, evaluate and review learning outcomes for pupils/students.
- To work with GMC and outside agencies, including the voluntary sector, to secure and support a balanced delivery of a drugs education programme, e.g. School Drug Education Advisers, Advisory Service Manchester, other schools, the Healthy Schools Programme, Health Promotion, Health Care professionals, Manchester Police and Youth Service.

Objectives:

Increase pupils' knowledge and understanding, and clarify misconceptions about:

- the short and long term effects and risks of drugs
- the rules and laws relating to drugs
- the impact of drugs on individuals, families and communities
- the prevalence and acceptability of drug use among peers
- the complex moral, social, emotional and political issues surrounding drugs

Develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- assessing, avoiding and managing risk
- communicating effectively
- resisting pressures
- finding information, help and advice
- devising problem-solving and coping strategies
- developing self-awareness and self-esteem

Enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Knowledge and Understanding

Pupils are taught within the guidance of the National Curriculum (science programme of study, and the guidance for PSHE and RSE). See PSHE curriculum and policy for content.

Keeping Safe					
Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**
Emotional help – how and who to ask for help.	How do medicines help us when we are unwell?	What happens when I breathe smoke in the air?	How do I manage risks in my life?	How do I respond to dares?	How do drugs affect the mind and body?
Internet safety – staying safe online.	How do I keep safe at home?	How do I recognise risks in my life?	Online privacy – staying safe online.	What are habits?	Vaping and peer pressure.
Sun safety	Taking responsibility for our actions and the impact this has on others.	First aid - - what is an emergency?	Online – risks of excessive time online and positives/negatives of content.	Facts about legal and illegal harmful substances.	How do I manage peer pressure?
Road safety – Green X code	What is my responsibility for keeping myself and others safe?	What to do in an emergency?	Understand why social media and online games are age restricted.	Facts about alcohol use.	What are basic emergency first aid skills?
What are the rules for keeping me safe at school and outside?		First aid – emergency calls.	What is self-control?	Facts about smoking and tobacco related products .	What are the risks out and about in my local area?
What are the rules about household substances?			What is the difference between legal and illegal drugs? Are all drugs harmful?	Who or what influences me?	
What is an emergency and what do I do?				Substance abuse – peer pressure.	
				Basic first aid.	

Implementation

School staff are best placed to decide on the most appropriate response to tackling drugs within school. This is most effective when:

- it is supported by the whole school community;
- drug education is part of a well-planned programme of PSHE education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary;
- staff have access to high quality training and support.

Drug education should be delivered through well-planned PSHE education and citizenship provision. PSHE and citizenship provide an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

Methodology and Resources

Pupils are taught:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.

- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- That communication and problem-solving skills are central to bringing about a positive change in attitudes and actions.

In teaching drug education, teachers use a range of teaching strategies, including role-play, discussion group work, draw and write, debate and PSHE time. The use of PSHE is a key strategy for developing life skills.

To support the delivery of drug education, the School works closely with our Neighbourhood Policing team, School Nurse, Children's Services and Healthy Schools Team

Differentiation and Additional Educational Needs (SEN)

The needs of pupils with SEN will be considered by the teacher who may need to provide adaptations with adapted resources, activities or specific support for pupils who need it.

Staff Development

This school has an ongoing programme for professional development. Support and Continuing Professional Development (CPD) opportunities, for all school staff will be made available through training strategies provided by Advisory Service Manchester and Healthy Schools Team.

Relevant training may include the following:

Healthy Schools Training
Good practice in Drugs Education

Manchester Safeguarding Children's Board
MSCB Level 2 Working with families affected by substance misuse

Training may also be provided through:
- Induction
- Team Teaching
- Observations

Assessment, monitoring, evaluation and reviewing (Drugs Guidelines for Schools, section 3.9 – 3.11).

The effectiveness of this policy will be reviewed regularly through:

- Analysis of drug and alcohol related incidents.
- Safeguarding records and trends.
- Behaviour and attendance information.
- Pupil voice activities and feedback.
- Monitoring of PSHE and health education provision.
- Feedback from staff, parents/carers and external agencies.
- Healthy Schools and wider wellbeing reviews.

Information gathered through monitoring activities will be used to evaluate the effectiveness of preventative work, identify emerging needs and inform future curriculum development and support for pupils and families.

- Learning opportunities and experiences are identified by keeping up to date with current practices working closely with the Healthy Schools Team in Manchester and also the current needs of the school and pupils
- Learning outcomes of the drug education programme are evaluated (including strategies for gaining feedback from pupils about what they have learned, how useful they consider it to be, and what needs they still have) through the PSHE programme).

Drug education should be delivered through well-planned PSHE education and citizenship provision. PSHE and citizenship provide an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

Informing Parents/Carers

In cases of substance-related incidents, the school will inform parents or appropriate responsible adult about the incident. In instances involving substance misuse or supply on the premises, parents will be informed at the earliest opportunity. The school and the parents/carers can then work together to support the child involved. Parents are encouraged to approach the school if they are concerned about any issue related to drugs and their child. However, the following points will be taken into consideration:

If a child is on a child protection order and the Headteacher or DSL feel that that the child could be at risk by informing parents, advice from Children's Services would need to be sought.

Guidance will be available, on how to access appropriate external support e.g. Eclypse (specialist drugs service for young people in Manchester). Parents/carers will be encouraged to maintain contact with the school after an incident, to ensure that all parties are working together to support the young person.

Managing Specific Drug Incidents

A drugs incident can involve suspicions, observations, disclosures or discoveries of situations involving illegal or other unauthorised drugs.

The principle concerns in the management of all incidents are the preservation of health and safety of all pupils and the school community.

If any drug related incident should occur, the safety and well-being of the child or young person will always be the overriding concern. Each incident will be considered taking in to account the circumstances of the individual and the family. Police and other appropriate agencies will be informed according to the needs of the individual concerned. There may be interest in drug related incidents by the media. Confidentiality of pupils will be a priority and the headteacher will respond to media questions.

The school treats all drug related incidents very seriously. They will be dealt with on an individual basis which is in line with our pastoral support system and behavioural policy.

The following guidance is based upon DfES Drugs: Guidance for Schools September 2012 and local best practice. These complement the school's health and safety policy.

Safety within school and school premises

- Site manager to check the grounds regularly.
- All staff to be vigilant for evidence of drug use.

If someone reports finding a syringe or needle

- Ask informer to show where or give exact location.
- Ensure that students do not have access to the location until the area has been cleared.
- Inform appropriate person who has the correct equipment for removing dangerous items.
- If there are more than isolated incidents, seek advice from the Public Health Development Advisor(s) at Healthy Schools.

If a teacher/parent/carer suspects that a child has been in contact with a syringe

- Seek immediate medical advice.
- Reassure parent/carer to keep calm and prevent fear in the child.

If substances are found on the premises

- If a suspicious substance is found and you think that it may be illegal, then it should be treated as such.
- Inform the Drug Incident Co-ordinator and the Headteacher to begin further investigation.
- The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug, providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.
- Make a record of actions taken with description, location and date (e.g. one white tablet found in cloakroom).
- If there are particular concerns contact the Healthy Schools (Drugs and Alcohol) Specialist for advice and guidance and/or the Police Safer Schools Partnership team/Integrated Neighbourhood Policing Team.

School events: sale/supply of alcohol to parents

The school is aware of the need to first assess whether it is appropriate and necessary to sell or supply alcohol to parents at social events. This may include offering alcohol to attract parents to open evenings, parent/teacher events, school fairs and festivals, or as prizes within school raffles and tombolas.

It is recommended that organisers consider the role of the school in promoting the health and well-being of a multi-cultural school community as well as the value of showing that social events can be attended and enjoyed without alcohol. The school is aware of the way in which children draw their understanding of social norms from observing adult behaviour from a young age and that events on school grounds need to be consistent with the messages given in alcohol education. Further consideration should also be given to parents who may be driving to and from school events.

If there are occasions where the school considers that it is appropriate and necessary to offer parents alcohol, the school is aware of and follows the Licensing Act 2003. For guidance on types of licence, the school may contact the Manchester City Council Licensing Unit on 0161 234 4512. For advice on risk assessing the sale/supply of alcohol at school events, the school may contact the licensing representative for MSCB on 0161 234 3330 or Public Health Development on 0161 248 1763.

Reporting concerns about illegal sales/supply

The school has the right to inform the licensing unit, Police or trading standards if they have witnessed or have heard reports of illegitimate sale/supply of age restricted products (e.g. alcohol, tobacco or solvents) in the school vicinity. They have also the right to inform the licensing unit or Police if they have sufficient evidence or have witnessed crime and disorder (including illicit drug activity), noise nuisance, threats to public safety and threats to the protection of children from harm as a result of the operations of a licensed venue in the school's vicinity. This may include concerns around alcohol promotions that are attractive to children as well as street drinking in the area.

If incidents occur on school trips

- Complete a risk assessment before a school trip. This should include procedures for dealing with medical emergencies e.g. staff access to mobile phone and emergency numbers.
- The lead member of staff should deal with incidents, making contact with the Headteacher where appropriate.
- Where possible, incidents should be dealt with in line with standard school policy or in line with the policy of the centre being visited. It is recognised that the timescale for dealing with incidents on a trip may be longer than in school e.g. being able to meet with parents.
- The school is aware that laws on drugs and policing vary between countries. The school will ensure that they (and all participants on the trip) are aware of these differences.
- Consider informing local authorities or venue staff. For in-country advice the school will contact the British embassy or consulate.

- Where appropriate, a clause will be inserted in consent forms; that if a pupil breaches the rules and is returned home, the parents/carers will meet the cost of such arrangements.

If a parent/carer is under the influence of drugs on school premises

- Assess whether there is a medical or safety issue for the individual or others.
- Consider calling for medical help or the Police if appropriate.
- Stay calm and try to reassure the parent/carer and the child.
- Discuss alternative arrangements if there are concerns about discharging the pupil into the care of the adult e.g. another parent/carer could take the pupil home.
- If appropriate, follow school procedures in relation to child protection.
- The focus for staff will always be the maintenance of the child's welfare.
- Inform the Drug Incident Co-ordinator and Headteacher to begin further investigation.
- Consider offering parents/carers appropriate support e.g. preventative health promotion advice/ awareness sessions or responsive treatment advice offering referral to appropriate agencies e.g. Eclypse.

If a member of staff is under the influence of drugs on school premises or on a school trip

- Assess whether there is a medical or safety issue for the individual or others.
- The school has clear expectations for staff conduct. All staff are made aware of these expectations which should refer to issues such as alcohol on site, being at work under the influence of alcohol and alcohol consumption on trips. Staff are made aware of the school's No Smoking policy.
- The school has a staff disciplinary procedure which may be used if staff are not seen to be fulfilling their duty of care to pupils entrusted to the school (including when on trips).
- Consider offering staff appropriate support e.g. preventative health promotion advice/awareness sessions in staff areas or responsive treatment advice offering referral to appropriate agencies.

If the Police are involved in dealing with a drug incident

- The Police work in partnership with the school, in relation to specific input into the curriculum and in dealing with incidents. Local Police do not wish to criminalise children and young people.
- Legal Drugs: Police do not need to be involved. The school may inform the Police about inappropriate sale or supply of tobacco, alcohol or volatile substances.
- Illegal Drugs: The school has no legal obligation to report drug related incidents to the Police. Nevertheless, not informing the Police may prove to be counter-productive for the school and the wider community. The Headteacher may inform the Police if they consider it appropriate, bearing in mind: the quantities involved, the vulnerability of those concerned and the possible impact on the school and the community or where local intelligence may be of help.
- The school supports local protocols agreed by Healthy Schools and the Police. Once the Police are formally involved in dealing with a drug related incident it may lead to a criminal investigation and prosecutions.
- The Police should be involved in the disposal of suspected illegal drugs.

- For supply (or suspected supply) of illegal substances by pupils or adults the school will inform the Police directly.

<u>If a person is suspected of concealing illegal or unauthorised drugs</u>

Schools and their staff are an important part of the wider safeguarding system for children. This system is described in the statutory guidance Working together to safeguard children. Keeping children safe in education makes clear that all school staff have a responsibility to provide a safe environment in which pupils can learn.
Before screening or conducting a search of a pupil, it is vital that schools consider their obligations under the European Convention on Human Rights. Under Article 8, pupils have a right to respect for their private life. In the context of these rights and obligations, this means that pupils have the right to expect a reasonable level of personal privacy.
The right under Article 8 is not absolute; it can be interfered with, but any interference with this right by a school (or any public body) must be justified and proportionate.
The powers to search in the Education Act 1996 are compatible with Article 8. A school exercising those powers lawfully should have no difficulty in demonstrating that it has also acted in accordance with Article 8. This advice will assist schools in deciding how to exercise their searching powers in a lawful way.

- Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item listed below or any other item that the school rules identify as an item which may be searched for.
  The list of prohibited items is:
    - knives and weapons;
    - alcohol;
    - illegal drugs;
    - stolen items;
    - any article that the member of staff reasonably suspects has been, or is likely to be used:
    - to commit an offence, or
    - to cause personal injury to, or damage to property of; any person (including the pupil).
    - an article specified in regulations:3
    - tobacco and cigarette papers;4
    - fireworks; and
    - pornographic images.
- Under common law, school staff have the power to search a pupil for any item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

- An appropriate location for the search should be found. Where possible, this should be away from other pupils. The search must only take place on the school premises or where the member of staff has lawful control or charge of the pupil, for example on a school trip.

- A member of staff may search a pupil's outer clothing, pockets, possessions,

desks or lockers. The person conducting the search must not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.

- A strip search is a search involving the removal of more than outer clothing. Strip searches on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.

- An authorised staff member carrying out a search can confiscate any item that they have reasonable grounds for suspecting:
  • poses a risk to staff or pupils;
  • is prohibited, or identified in the school rules for which a search can be made; or
  • is evidence in relation to an offence.

- Controlled drugs must be delivered to the police as soon as possible unless there is a good reason not to do so.19 In these cases, the member of staff must safely dispose of the drugs.

- The member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of the controlled drug. When staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug, they should treat it as such. If the member of staff is in doubt about the safe disposal of controlled drugs, they should deliver them to the police.

-

Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. For more information please see the DfE guidance: Screening, searching and confiscation, 2022.

<u>If a substance has been confiscated or found</u>

- DfE: Guidance for Schools 0092/2004 states that schools may temporarily store illegal substances in a secure designated place e.g. school safe. This storage should be recorded with an adult witness present, but this storage *must* be short term. To dispose of an illegal substance the school may notify the Police who will arrange for collection or disposal. If the Police are involved the law does not require the school to divulge the name of the pupil from whom the drugs were taken. The DfE guidance also states that locally agreed protocols may be followed for disposal of illegal substances. In Manchester, the Police have agreed that schools may dispose of substances safely e.g. flush down the toilet, as soon as possible after initial investigations in the presence of an adult witness. Any disposal should be recorded as a drug incident.

<u>If a referral needs to be made</u>

- The school is aware of a range of agencies (not solely drug specific ones) which complement the pastoral role of the school. Schools have a role to play in identifying pupils who have drug related concerns. The school recognises that early intervention can prevent more problematic use. In Manchester, Eclypse (0161 273 6686) is recognised by Manchester Healthy Schools as offering targeted group work and individual support for young people who are using or thinking about using drugs. Referrals can be made by the school, but this should be discussed with the young person. Students may also refer themselves. Eclypse provide appropriate support to more vulnerable young people with specific needs. Permission will be sought from parents/carers for individual work with young people, but not for group education work. Training is offered by Healthy Schools for pastoral staff to be able to identify and refer appropriately to Eclypse and support young people who may present as misusing substances.

<u>Confidentiality, Safeguarding and Disclosures</u>

The school will handle information relating to drug and alcohol incidents sensitively and in accordance with safeguarding and data protection requirements.

Staff cannot guarantee confidentiality where there are concerns that a child may be at risk of harm. Any disclosures relating to substance misuse will be shared with the Designated Safeguarding Lead and managed in line with the school's safeguarding procedures.

Where appropriate, pupils will be informed when information needs to be shared and will be supported throughout the process. Information will only be shared with those who need to know in order to safeguard and support the child.

- staff cannot promise confidentiality
- disclosures are passed to DSLs
- safeguarding procedures take precedence
- pupils informed when information must be shared

<u>If a drug incident occurs it needs recording</u>

- Staff will record drug related incidents and these will be monitored by the Drug Incidents Co-Ordinator for the school. Staff should record facts on CPOMS, not opinions e.g. time, date, place and people present and what was said. Storage of sensitive information is secure and accords with the Data Protection Act 1998. The school is aware that records may be used in subsequent court proceedings.

<u>If the media are involved</u>

- In the first instance members of the school community should refer enquiries from the press to the Headteacher.