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# Ranvilles Junior School Policy on the Use and Abuse of Drugs and Controlled Substances

## 1. **ACCESSIBILITY**

This policy is available in large print or Braille.  
Please contact the school office who will be happy  
to arrange this for you.

## 2. **PURPOSE OF POLICY**

The purpose of this policy is to set out how we aim for Ranvilles Junior School to remain  
a safe environment, free from the use of illegal drugs and controlled substances.

## 3. **APPROVAL**

Approval date: July 2019

for next review: July 2022



#### **4. INTRODUCTION**

Ranvilles Junior School condones neither the abuse of drugs including alcohol or solvents by members of the school nor the illegal supply of these substances. We are committed to the health and safety of all users of our site and will take action to safeguard their well being.

We acknowledge the importance of our pastoral role in the welfare of young people, and through the general ethos of the school, will seek to persuade pupils in need of support to come forward. We believe and support the following educational objectives in respect of substance use and abuse.

- to provide pupils with accurate information about substances relative to their maturity.
- to widen understanding about related health and social issues
- to increase understanding about the implications and possible consequences of use and abuse
- to encourage pupils to seek help and appropriate support to identify sources of appropriate personal support

Members of the local community, community groups and all others using the campus will be encouraged to take opportunities to reinforce our policy aim

#### **5. REFERENCES**

DfE and ACPO Drug Advice for Schools – September 2012

#### **6. RESPONSIBILITIES**

##### **6.1 Outside Agencies**

Ranvilles Junior School actively co-operates with other agencies such as the Police, Social Services, LA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of drug or substance use and abuse.

##### **6.2 Headteacher**

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, Community groups, parents, LA and appropriate outside agencies.

##### **6.3 Personal and Social Education Manager**

The PSHE manager will have general responsibility for handling the daily implementation of this policy and will ensure that all staff dealing with substance abuse issues are adequately supported and trained.



#### 6.4 Parents

Ranvilles Junior School encourages parental involvement and may periodically provide opportunities to share with parents the philosophy and aims of the drugs and substance policy and to provide up to date information.

#### 6.5 Governors

The Governors will be responsible for ensuring that the policy is reviewed and evaluated annually.

### 7. PROCEDURE

The following procedures apply during the school day and beyond, where pupils are engaged in activities, trips or visits organised by the school, on or off the school premises.

- The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The School will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupils involved, the other school members and the local community.
- **Permanent exclusion is the most likely outcome for any pupils using or supplying controlled substances whilst at school. This is seen as an important statement to the pupils that such behaviour will not be tolerated.**
- Regarding the welfare of staff, the School will follow the County Council Policy on Drug and Alcohol Abuse as published in the Manual of Personnel Practice.
- The Headteacher will take responsibility for liaison with the media. As the issue of substance abuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidance from the LA Press Office and Legal department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school. In such circumstances the LA would be informed as soon as possible.

Procedures may apply to pupils travelling to and from the school in situations where it is appropriate for the school to assume responsibility. Accordingly, where the term 'the school' is used in this policy, it should be taken to include all the circumstances described in this section.

Instances involving the abuse of drugs or controlled substances or their supply on the premises are immediately drawn to the attention of the School Improvement Team.

Parents will be informed by the Headteacher at the earliest opportunity of the incident and action taken to date. The school and the parents can then work together to support the young person(s) involved, whatever the level of the school's disciplinary



response. If the school becomes aware of a young person using or supplying substances off the premises, the Headteacher will inform the parents.

If the school have evidence that controlled substances are being supplied to pupils on the premises details regarding those, together with as much information as possible, will be passed to the Police.

Where a young person discloses drug or substance abuse on the premises, staff will inform a member of the Senior Leadership Team and where appropriate, participate in the planning of subsequent action. Where a young person discloses substance abuse off the premises, the staff member will use his or her discretion to decide on appropriate action, in consultation with the Head.

Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed (from either a place or a person)

**Removal from a place.** If possible, remove the substance from where it was discovered in the presence of an adult witness. If this is not possible, do not leave the substance there while you enlist the support of a colleague or adult as a witness. Continue with the procedure below.

**Removal from a person.** When receiving or retrieving substances from a pupil, do so, if possible in the presence of an adult witness. In the absence of a witness, do not put off receiving substances, or within bounds of your professional discretion, removing a suspicious substance from a pupil's possession.

## 8. **APPENDICES**

Appendix 1: Record of Incident involving unauthorised drug



## Appendix 1: Record of incident involving unauthorised drug

READ BEFORE COMPLETING THE FORM:	
The form must be completed <b>WITHOUT</b> indentifying the pupil involved. Copy the form <b>Send the copy</b> within 24 hours of the incident to the LA. <b>Keep the original. On the original only complete:</b>	
Pupil's name: _____	Age: _____
Pupil's class: _____	Arrange for original to be stored securely

Tick to indicate all relevant categories:	
Drug or paraphernalia found ON school premises	
Emergency/Intoxication	
Pupil in possession of unauthorised drug	
Pupil supplying unauthorised drug on school premises	
Pupil disclosure of drug use	
Disclosure of parent/carer drug misuse	
Parent/carer expresses concern	
Incident occurring OFF school premises	
Is this the second or subsequent incident involving this pupil	

School: Ranvilles Junior School, Oldbury Way, Fareham

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

First Aid given: YES / NO If yes by whom: \_\_\_\_\_

Ambulance / Doctor called: YES / NO Called by: \_\_\_\_\_ Time: \_\_\_\_\_

Drug found / removed: YES / NO

Where found /seized: \_\_\_\_\_

Name and signature of witness to above: \_\_\_\_\_

Drug involved (if known):  
(e.g. Alcohol, paracetamol, ecstasy) \_\_\_\_\_

Disposal arranged police/parents etc: \_\_\_\_\_ Time: \_\_\_\_\_

If police, Incident reference number: \_\_\_\_\_

Senior staff involved: \_\_\_\_\_ Time: \_\_\_\_\_

Brief description of incident (including any physical symptoms)

Name of parent / carer informed: \_\_\_\_\_

Informed by: \_\_\_\_\_ Form completed by: \_\_\_\_\_