

SAINT CHRISTINA'S SCHOOL: DRUGS AND SUBSTANCE ABUSE POLICY

<i>Review Initiated by</i>	<i>Headteacher</i>
<i>Last Review</i>	<i>Spring 2024</i>
<i>Next Review</i>	<i>Spring 2025</i>

This can be found in the Policy Library and remains confidential to Teaching Staff.

- 1.1 Any member of staff who acquires information concerning suspected, alleged or actual substance misuse or supply, either on or off school premises, should inform the Headteacher or most senior member of staff available immediately.
- 1.2 Any member of staff who discovers substances which are suspected to be harmful or deserving of investigation, should follow the procedure outlined below. The procedure applies whether the substance is removed from a place or a pupil.
 - a) Remove the substance and record the time, place and circumstances in which the substance came into your possession.
 - b) If a search of a pupil or his/her possessions is deemed to be necessary, whether that is 'with consent' or 'without consent', such a search may only be conducted in line with the *Pupil Search Policy*.
 - c) Try to isolate any pupil(s) suspected of substance misuse. Where appropriate, this would include asking the pupil(s) to hand over their mobile phone(s), so as to ensure that procedures in any investigation are as fair and manageable as possible.
 - d) A pupil suspected of being in possession of drugs, but who fails to co-operate despite having being advised of the importance of co-operating, should be kept under observation by a member of staff while the Headteacher is contacted in order to decide whether the police should be called.
 - e) If possible act in the presence of a witness. But do not put off removing or receiving the substance because no witness is present.
 - f) Do not investigate the nature of the substance, but do record its approximate size and appearance. If there is uncertainty about what the substance is, it should be treated as a controlled drug.
 - g) When possible have the recordings countersigned by a witness.
 - h) Take the substance immediately to the Headteacher. **Do not** keep the substance on your person or in a place of safe-keeping; to do so may put you at risk.
 - i) In the presence of the Headteacher place the substance in a suitable sealed container that should be labelled, signed by the Headteacher or most senior member of staff available, dated and placed in the school safe or a similar lockable and secure location. Any such material should be disposed of in line with the *Pupil Search Policy*.
 - j) In the event of discovering equipment associated with substance misuse e.g. needles and syringes, pupils should not be permitted to handle such equipment.

It is the responsibility of the member of staff to remove the items with the utmost care. The Headteacher will ensure that they are collected by the appropriate service.

- 1.3 Any member of staff receiving information from a pupil concerning suspected, alleged or actual substance misuse or supply, must inform the pupil that such information cannot be kept confidential. The member of staff should make an accurate note of what was said and contact the Headteacher at the earliest opportunity.