

APPENDIX C - PROCEDURES FOR DEALING WITH DRUG RELATED INCIDENTS

GUIDANCE FOR STAFF

- The purpose of this document is to outline to all staff the procedures that should be followed when dealing with a drug related incident.
- It is important that all staff are familiar with the school's Drug Policy as these guidelines cannot be read in isolation. The policy and accompanying appendices provide further information and definitions.
- The School's Drugs Coordinator is Claire Hann-Perkins. In her absence, advice should be sought from the Head Teacher or another member of the SMT.

Important notes:

1. Confidentiality:

- Pupils need to feel able to talk to members of staff about drug related problems without fear of being judged or reprimanded. However, teachers cannot and should not promise total confidentiality and parameters need to be made clear to pupils. A pupil's request for the disclosure of sensitive information should be honoured unless this would prevent a teacher from fulfilling their duty in relation to child protection, co-operating with a policy investigation or referral to external services. You should advise a child that you need to seek advice from the SDC.
- If a pupil chooses to disclose that they are using a drug without medical authorisation, particularly when seeking support, this information should not be used against them. A teacher might point to sources of confidential information and advice and to treatment to help those who are misusing illegal drugs. It would only be in exceptional circumstances that sensitive information is passed on against a child's wishes and then the child should be informed first why this needs to happen. These exceptions would be where there is a child protection issue or where a life is in danger. Staff should be committed to protect a young person's anonymity where their disclosure may implicate others.

2. Drug related incidences:

- Examples of drug related incidences are given in Appendix B and you should be familiar with these.

3. Cause for concern:

- Where you have cause for concern over the behaviour or actions of a member of staff, you need to follow the guidelines as outlined in the school's 'Whistle Blowing Policy' (A9).
- Where you have concerns over the behaviour of a parent/carer or any adult collecting a child from school you should advise a member of the SMT as soon as possible and seek their support. Remember that your prime concern is for the well-being of the child and this might mean that you do not believe that adult collecting the child is in a fit state to take responsibility for them. In such cases we would seek to work with the adult to make alternative arrangements for that child's care. When possible, immediate assistance should be sought when dealing with such incidences.

Procedures to follow when dealing with drug related incidences:

1. Alert the SDC to the incident or, in her absence, the Head Teacher or a member of the SMT.
2. Where the incident involves the disclosure of information that comes under the umbrella of child protection, seek the advice of the Designated Safeguarding Lead for Child Protection or in his absence the Deputy Designated Safeguarding Lead or a member of the SMT. Either write down notes of any conversation which you might have during the incident or as soon as possible afterwards. It is better to write notes during your conversation with the child but ask permission and explain to them that it will help you when deciding on your next steps.

3. Where the incident involves the disclosure of information that does not come under the umbrella of child protection, notes of the conversation still need to be made either during the course of that conversation or immediately afterwards. As in point 2, ask the child if they mind you taking notes and explain that it is to help you remember important information that will help you when deciding what to do next.
4. With any other type of drug related incident, summon the help of the SDC, Head Teacher, or a member of the SMT to assist as soon as possible.
5. Try to establish the nature and seriousness of the incident. Listen carefully to what people have to say and ask open ended questions rather than closed or loaded questions. Make a note of the names of all of those involved in the incident or might have witnessed the incident.
6. If you are dealing with a medical emergency, issue a red card so that a qualified first aider can be brought to the scene as quickly as possible.
7. Where illegal or unauthorised drugs are discovered and subsequently confiscated, this must be done in the presence of another adult. You should make a list of what is taken and ensure that both adults sign and date it. Procedures for dealing with confiscated drugs are detailed below.
8. Head Teachers and staff authorised by them have a statutory power to search pupils or their possessions without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item, which include drugs.¹ This should be done in front of a second adult witness.
9. All drug related incidences must be reported and you will be required to make a contribution towards the completion of the form which will be used (see Appendix E). Make sure that you make comprehensive notes as soon as possible after the incident and that you have the names and details of any witnesses who were also at the scene or any adults who witnessed a search or confiscation of any substances.

Procedures for the searching of pupils, with and without their consent

The procedures that the school must follow when searching a pupil are clearly laid out in the guidance provided by the DfE 'Searching, screening and confiscation, advice for head teachers, school staff and governing bodies (2018), which forms Appendix E of this policy. Staff who agree to carry out searches must be familiar with these procedures.

Procedures for the temporary storage and disposal of drugs:

When the search of a pupil or their possessions results in the discovery of controlled drug, suspected controlled drugs or any substances which the pupil is not permitted to have at school or which the member or staff believes could be harmful or detrimental to good order and discipline, the following procedures should be followed:

- ensure that a second adult witness is present throughout the process
- put the seized item/s in a plastic bag together with details of the date and time of the seizure/find and the name of the witness present and then seal the bag
- store the bag in a secure location such as safe or other lockable container with access limited to senior members of staff
- if you believe it is a controlled substance, notify the police straight away, who will then collect, store and dispose of it in line with locally agreed protocols. The law does not require the school to divulge to the police the name of the pupil from who the drugs were taken but it is advisable to do so
- record full details of the incident, including the police incident reference number
- inform parents/carers unless this is not in the best interests of the pupil

¹Link to searching guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

- identify any safeguarding concerns and develop an appropriate support and disciplinary response

REVIEW COPY 18