

Title	Drugs and Alcohol
Associated Policies	<ul style="list-style-type: none"> • Health and Safety (TPO/HS/03) • Supporting Pupils with Medical Needs in School (TPO/STU/09) • Behaviour and Discipline (TPO/STU/03) • Safeguarding and Child Protection (TPO/HS/05) • Disciplinary Procedure (TPO/STA/22)

REVIEWED: AUGUST 2016

NEXT REVIEW: AUGUST 2019

1. Policy Statement

- 1.1 The health and safety of all staff, students, visitors and contractors (Academy Users) is paramount.
- 1.2 Subject to 1.3 and 1.4, the Brooke Weston Trust will not tolerate the presence or misuse of illegal drugs, drugs with no accepted medicinal purpose, new psychoactive substances (legal highs), volatile substances, the improper use or supply of solvents, tobacco, alcohol or other prohibited substances (together referred to as “drugs” in this policy) on its property or on off-site school trips and will act promptly and appropriately on such occasions in accordance with government guidance.
- 1.3 The Brooke Weston Trust adopts a no-smoking policy at all of its sites for staff, visitors and students alike. Staff may bring tobacco onsite, but this should be stored safely away from students.
- 1.4 Prescribed drugs are dealt with according to the Supporting Pupils with Medical Needs in School policy.
- 1.5 This Policy does not form part of any employee’s contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

2. Who does this policy apply to?

- 2.1 This policy applies to all Academy Users and partner agencies working with the Brooke Weston Trust.

3. Who is responsible for reviewing and implementing this policy?

- 3.1 The implementation of this policy will be monitored by the governors of the Academy and remain under review by the Brooke Weston Trust (Safeguarding Review Group).

4. What are the principles behind this policy?

- 4.1 The Brooke Weston Trust recognises that it has a responsibility to its students in educating them on the subject of drugs and the consequences of their misuse. Students at the Academy will be provided with accurate information about the use and misuse of drugs, through an age appropriate drug education programme, delivered by trained staff, following clear guidelines and using professionally recognised materials.

5. Procedures

- 5.1 Staff have the right to carry out a personal search of a student suspected of being in possession of drugs with the student’s consent. The Principal and authorised members of staff have the right to carry out a personal search of a student’s outer clothing, desk, locker or the student’s possessions without the student’s consent where they have reasonable grounds for suspecting that the student may have alcohol or drugs in their possession.
- 5.2 In nearly all circumstances a search must be carried out by a member of staff who is the same sex as the student and with a witness present. The only exception is where a member of staff reasonably believes that there is a risk that **serious harm** will be caused to a person if they do not conduct the search immediately and where it is **not reasonably practicable** to summon another member of staff.
- 5.3 Complaints about searches should be dealt with through the normal school complaints procedure.

- 5.4 If a student is found to be in possession of non-illegal drugs the member of staff has the right to confiscate, dispose or retain the student's property and may hand it over to the police. The student's parents or guardians may also be informed.
- 5.5 It is illegal for any person to be found in possession or to supply Class A, B or C drugs. Should drugs or alcohol be found in the possession of a student or a member of staff a range of sanctions may be applied, including permanent exclusion for students or dismissal for staff in line with the student behaviour/disciplinary policy. In taking temporary possession and disposing of suspected illegal drugs the Academy will endeavour to:
- Ensure that a second adult witness is present throughout;
 - Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
 - Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
 - Normally notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols;
 - Record full details of the incident, including the police incident reference number;
 - Inform parents/guardians, unless this is not in the best interests of the student; and
 - Identify any safeguarding concerns and develop a support and disciplinary response.
- 5.6 All students and staff will be made fully aware that there will be serious consequences if anyone is caught dealing drugs on the Academy's property or on off-site school trips. Such behaviour is highly likely to result in permanent exclusion for students and instant dismissal for staff as well as police involvement.
- 5.7 If a student is involved in a drug related incident outside the Academy site, the Principal will determine what if any sanctions are to be applied with reference to the Academy and wider community.
- 5.8 Any member of staff found to be in possession of, or involved in the supply of drugs on or off the Academy site may face summary dismissal for gross misconduct.

6. Policy Review

- 6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.