

Impington Village College

DRUGS POLICY

1. Principle:

This policy aligns with the IVC mission statement “*IVC is a welcoming place where all can enjoy lifelong learning within a community which builds confidence and promotes a positive set of values and behaviours.*”

Drugs have the potential to harm; the aim of this policy is to minimise the risks posed by drugs and highlight the impact on young people’s lives through breaking the law and gaining a criminal record. For a small number of people, drugs lead to serious and far reaching consequences for themselves, their families, their communities and society in general. Drugs can impact on young people’s education, their relationships with family and friends and prevent them from reaching their full potential. Young people need to be able to make safe, healthy and responsible decisions about drugs. IVC will help young people make such decisions

- by providing education about the risk and effects of drugs;
- by aiming to develop young people’s risk awareness and confidence and skills to ensure their own safety in situations involving drugs;
- by creating a safe and supportive learning environment;
- by ensuring that those for whom drugs are a concern receive appropriate support;
- by aiming to ensure that IVC is free from drugs.

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3. Scope:

This policy defines drugs as “A substance people take to change the way they feel, think or behave” and includes:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat and alkyl nitrites
- all over-the-counter and prescription medicines

This policy applies to all staff, students, adult learners, parents/carers, governors and partner agencies working in IVC. The policy will also include journeys to and from College in College uniform, work experience, residential trips and college courses.

Copies of this policy will be made available to IVC students on the College website and in Imprint. Copies of this policy will be made available to staff in staff room and on the College website. Copies will be made available to parents and community members on the college website and may be supplied on paper on request.

4. Implementing Drugs Education Policy at Impington Village College

All members of the college community have entitlements under the drugs education policy. This section will describe these entitlements and how they are to be delivered in practice.

4.1 Entitlements

Members of the College community are entitled:

- to have access to drug-related information which is accurate, up-to-date and sensitive to cultural, ethnic, religious and gender differences
- to have the opportunity to participate in the forming and evaluation of their Drug Education programme, for example, through consultation or research.

Children and Young people are entitled:

- to have access to information which is appropriate to their age and level of understanding
- to have their confidentiality respected when seeking advice in line with Child Protection and Safeguarding guidelines
- to be treated with respect and sensitivity in a non judgmental manner
- to be allowed to learn from their mistakes and be supported
- to a varied, planned and cohesive education programme
- to be helped to make informed and healthy choices based on the development of appropriate skills and attitudes and time to reflect on their findings
- to have support to develop knowledge and strategies to recognize, and positively handle, peer pressure and exploitation.

Adults working with young people are entitled:

- to opportunities to develop personal skills and confidence in delivering Drug Education and managing drug-related situations and incidents
- to a clear definition of issues concerning boundaries and confidentiality and a sympathetic environment which provides opportunities to express their views and share concerns openly
- to have access to independent advice and support, in both personal and professional capacities
- have access to a named person or organisation, trained and with responsibility to liaise with colleagues in other settings
- to access information on the content of Drug Education received in other settings
- to share models.

Parents, carers and local residents in the community are entitled:

- To have access to drug related information which is accurate, up to date, sensitive to cultural ethos, religion and gender issues
- to expect a safe and secure environment for children and young people
- to opportunities to express their opinions and to be offered time and privacy to share any concerns
- to have access to information on the content of Drug Education received by young people in colleges and other settings
- to be aware of the appeals procedure concerning college exclusions and have information about available support
- Through representatives to be involved in the formulation and or evaluation of drug policies
- To have access to independent advice and support about drugs.

College governors are entitled:

- to a clear explanation of their roles and responsibilities concerning Drug Education
- to appropriate training opportunities
- to the opportunity to observe and discuss curriculum content and classroom practice, in line with existing college policy
- to knowledge of legal, DfES and LEA requirements and support when working with them
- to be informed, through the Head, Principal or named governor of any serious drug-related incident.

4.2. Delivery of Drug Education

Our provision of Drug Education is assisted by our practice in other areas. Therefore, the following policies are relevant to our work in Drug Education:

- Child Protection, Behaviour, PSHE (Personal, Social, Health and Education) and Citizenship, Medicines, Health and Safety, College Visits.

We understand the importance of ensuring that all children in our college and across the community gain similar information and experiences through Drug Education. We will therefore follow the Entitlement Curriculum included in this document. We will ensure that the curriculum is accessible to all, according to their need and ability. The objectives of the Entitlement Curriculum for Drug Education will mainly be delivered in PHSE lessons, extended tutor times and assemblies. Some aspects of Drug Education will be delivered in other subjects, such as SEAL, Science, PE and RE. Some objectives of Drug Education will also be met in enrichment activities, for example as a Health Promoting College.

We will refer to national guidance when planning our Drug Education activities. For example, 'Drugs: Guidance for Colleges' DfES Feb 2004, QCA guidance and materials from National Healthy Colleges.

All staff will primarily use the Cambridgeshire PD Project (secondary) in planning and delivering the Entitlement Curriculum.

Use of Visitors and Outside Expertise

We will make use of the expertise of visitors and experts from outside agencies, but this will be seen as an enrichment of our provision and not a substitute for the effectiveness of education based upon the relationship between teacher and students. Such visitors will be made aware in advance of our policy and will be expected to work within it. They should work in collaboration with appropriate staff to ensure continuity.

Family Drug Use

Many students will have parents, carers or family members who use drugs, including medicine, alcohol and tobacco. Some will experience illegal drug misuse by family members. We will take care to ensure that our Drug Education Programme takes into account possible misuse of drugs by family members. We will work to ensure that the content of our programme does not stigmatise young people or heighten their anxieties about their family members' welfare. It will be a high priority to determine and address the additional needs of young people who experience drug misuse in the home. Any work with children of drug misusing families will be within the context of our Child Protection procedures.

5. Drugs at Impington Village College

The Senior Leadership Team (SLT) will be proactive in attempting to describe the extent of drug use in the college community. The SLT take action to minimise drug use in the college community by referring young people to pastoral support programmes and behaviour support programmes. Where there are reasonable grounds to suspect serious criminal behaviour the SLT will summon the police to resolve matters.

5.1 Identifying the extent of drug use within the college community

The SLT will maintain records that can be used to monitor the extent of drug use in the college. These records will include:

- disclosure by a young person of their own unauthorised drug use
- disclosure by a young person of another's unauthorised drug use
- discovery of unauthorised drugs being possessed on the premises
- discovery of unauthorised drugs being used on the premises
- discovery of supply or intended supply of unauthorised drugs on the premises
- concerns about unauthorised drug use by an adult working with young people expressed by someone from the community
- young people adversely affected by the drug use or misuse of others
- physical evidence of unauthorised drug use being found on or around the premises
- misuse of an authorised drug by any members of the organization
- the intimidation of a young person by peers or others in relation to drug use

Drug reports will be recorded by staff as in line with procedure Recording an Unauthorised Drug Incident (AppendixB5) and these records will be used to monitor changing patterns of drug use among the college community.

The Principal may consider the use of police sniffer dogs on the advice of the police when intelligence on the pattern of drug use in the college community causes concern. The task that the police sniffer dogs will be set will be in accordance with the instructions of the police in the context of any complaint they may have received.

The outcome of the use of police sniffer dogs will be recorded as a drug report. Using dogs will be conducted in such a way as to minimise potential embarrassment or distress.

Involvement of police sniffer dogs purely as a deterrent

The Principal may request the use of police sniffer dogs solely as a deterrent. Where there are no reasonable grounds for suspicion no action will be taken (including record making) based on the dogs' activity in the College.

If police sniffer dogs are used for detection or as a deterrent, they form part of an on-going whole College approach to managing drugs on College premises rather than an isolated action.

5.2 Drug related incidents (Refer to Behaviour and Discipline Policy page 17)

An incident is taken to mean any occasion where any member of staff has reason to believe that:

- Any member of the College community has brought drugs within the College boundaries or it is or has been under the influence of drugs within the College boundaries.
- A student is supplying, selling, has supplied or has sold drugs within the College boundaries.
- Drugs are being sold in the vicinity of the College boundaries.

The management of drug related incidents will have two aims

- The first concern in dealing with a drug incident is the health and safety of the College community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.
- The second concern is our aspiration to maintain IVC as a drug free environment. IVC will not tolerate the use or supply of illegal and other unauthorised drugs within the College boundaries and will take disciplinary action against individuals who infringe against this

5.3 Responding to drug incidents (Refer to Behaviour and Discipline Policy page 17 and (Appendix B7)

In the case of a drugs related incident

- Staff will contact The Principal or the Vice Principals if their initial suspicion is confirmed in any way and/or they feel the need for assistance for any reason. If these people are not available the incident must still be reported in writing to the relevant Learning Manager and the Vice Principal as soon as possible.
- If they suspect that a student is in possession of drugs then any member of staff can request that this substance be handed to them. The details of the incident including the time and names of people present will be recorded in line with procedure Recording an Unauthorised Drug Incident (Appendix B5). Whenever possible the drug will be confiscated in the presence of an adult witness and the incident reported in writing and sent to the Vice Principal Student Services.
- No member of staff may conduct a personal search of a student. A member of SLT may request the student to empty the contents of bags, pockets and possessions. However, where there is reasonable cause to believe a student has drugs on their person; a police officer will be called to undertake this search.
- Possessions including lockers, bags and coats may be searched by a member of SLT provided they have informed the student, they have reasonable reason for suspicion and there is another adult witness present. Ideally the Vice Principal, Student Services or Principal should be informed first. Following the search, parents or carers should be informed. However, this decision shall be made by the Principal or the Vice Principal, Student Services.

Searches

The College will inform the parent and ensure that a second adult witness is present. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

When a person is suspected of concealing illegal or other unauthorised drugs staff will not carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the College wishes to proceed along formal lines, then the police will be called.

Searches of College property

Staff may search College property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the College may proceed with a search. Where consent is refused, the College will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The College will not search personal property without consent. If the College wishes to search personal property, including students' property stored within College property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving students, parents/carers will normally be contacted by the College, regardless of whether the result of the search is positive or negative.

5.4 Seizure

The law permits College staff to take temporary possession of a substance suspected of being an illegal drug for the purposes 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. Protocols for Drugs, Crime and Incident Reporting (see pages 12-14)

In taking temporary possession and disposing of suspected illegal drugs staff will:

- 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 College Finance Office safe
- **without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a College to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures

- record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at College. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

- It is the College's policy to build positive open relationships with both the police and with parents and carers. Where there is evidence of possession of illegal substances, this will be reported to the police. In the case of intruders on site being suspected on site being suspected of possessing illegal substances, the police will be informed.
- Responsibility for liaising with all individuals outside the College community and all external agencies in relation to any aspect of this policy resides with the Principal and the Vice Principal. This includes the decision whether to call the police following an incident.
- Responsibility for liaising with the College governors resides with the Principal.
- If the Principal believes a serious offence has been committed by staff or students, he will consider informing the police.
- Should the press contact the college regarding a drug-related incident or situation, a press release will be issued in collaboration with the County Press Office. The Chair of Governors is the main contact for the press.

Drugs: guidance for schools (February 2004, ref DFES/0092/2004)

Recommends actions by headteachers, chairs of governors and LA's and says that while schools have no legal obligation to report an incident involving illegal drugs to the police, not informing the police may prove to be counter-productive for a school and its wider community. The police should be involved in the disposal of suspected illegal drugs, and schools should liaise closely with their local police to agree a policy for dealing with the range of incidents that might arise. The guidance recommends criteria to agree with the police for a school drugs policy, and when in a very few cases the police may decide to act regardless of a schools preferences.

<http://www.teachernet.gov.uk/wholeschool/behaviour/drugs>

5.5 Resolving drug incidents within the Student Behaviour and Discipline Policy

The Student Behaviour and Discipline policy expects staff to exercise their professional judgement. The Principal will make a decision on an appropriate sanction and parents/carers will be informed.

6. Pastoral care and support for young people with concerns over drugs

The College supports students who are identified as needing support or who ask for support. They are signposted to appropriate agencies through the pastoral management referral system using the Single Agency Referral Form.

7. Reporting, target setting and monitoring

An annual report will be made to the Student Services Committee. The report will give details of the drug education programme, intelligence regarding the incidence of drug use and drug incidents during the year. The report will summarise measures taken to resolve individuals' drug use, either through student care and guidance programme or through the Sanctions of the Discipline Policy.

Appendices:

The Cambridgeshire PSHE Citizenship Frameworks are National documents and examples of good practice. The appendices below support the 'Cambridgeshire Community Drug Policy' which guides schools and others in a wide range of drug-related issues.

- A6 Summary of Drug-related law (ID 2209)
- A7 Drug Use and Child Protection
- A9 Considering Drug Issues and Educational Visits (ID 2205)
- A12 Sources of Support (ID 2235)
- A13 Identification, Screening and Referral (ID 2234)
- A14 Confidentiality and Information Sharing (ID 2233)
- B5 Recording an unauthorised Drug Incident (D2193)
- B6 Responding to Drug-related Situations and Incidents in the Primary College (ID 2192)
- B7 Responding to Drug-related Situations and Incidents in the Secondary College (ID 2191)
- B8 Local Police/Colleges Protocols (ID 2190)
- B11 Considering the Award of Alcohol as a Prize in Colleges (ID 2202)
- B13 Medication in Colleges (ID 2200)

Protocol for Drugs, Crime and Incident Reporting.

Impington Village College Protocols have been agreed in line with the following documents:

- Crime Recording by Police Officers Working in Colleges. Feb 2004.
- Police/Colleges Protocol- Cambridgeshire and Peterborough Guidance for College Staff and Police Officers, Drug Related Incidents, 2005.
- Impington Village College, Policy for Drugs Related Incidents March 2009-10.
- Formal warnings for Cannabis- Street possession: Cambridgeshire Constabulary guidelines 2006.

Incident Reporting

Impington Village College has a statutory obligation to ensure that there are proper recording procedures set in place. This will assist both Education and Police officers in responding to incidents. Further guidance is attached as per Appendix (A).

The following procedure will be implemented:

- An occurrence register will be kept in Sue Childerley's office. Information will include:
- Incident Number. Date/Time. Person Recording, Incident, Title. Police informed, and any remarks.
- For each incident, a separate report will be compiled and cross-referred to the occurrence register. A copy of this report is attached as per Appendix (B) (Incident Report).
- Both the Occurrence book and report form will be kept secure.
- Both the occurrence book and incident forms can be disclosed to the Police.

Seizure

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- Responsibility for liaising with all individuals outside the College community and all external agencies in relation to any aspect of this policy resides with the Principal and the Vice Principal. This includes the decision whether to call the police following an incident.
- Responsibility for liaising with the College governors resides with the Principal.
- If the Principal believes a serious offence has been committed by staff or students, he will consider informing the police.
- Should the press contact the College regarding a drug-related incident or situation, a press release will be issued in collaboration with the County Press Office. The Chair of Governors is the main contact for the press. We will refer to 'Responding to Critical Incidents' Cambridgeshire CC 2004.

Police involvement

All incidents involving drugs will be reported to the police.

There are a number of options available to the Police and College. These include:

- In conjunction with the Neighbourhood Policing Team (NPT), manage the incident internally.
- Request active involvement from the police. This may take the form of arrangements being made for the offender and appropriate adult to attend Histon or Parkside Police Station for interview.
- Arrest. This is not the first course of action and should only be taken in cases of being involved in the supply of controlled substances or the possession of class A and B substances.

Crime Recording

All offences committed on College grounds should be recorded as an incident with details entered as per the Incident Reporting protocol.

In line with the agreed policy 'Crime Recording by Police Officers working in Colleges', Impington Village College will be the lead agency in dealing with crimes committed within their jurisdiction. Should a crime be reported to the police, then that crime number shall be entered in the occurrence book.

Police officers who witness or who have reported to them an incident which took place on College premises and which they would normally record as a notifiable

offence, will in the first instance not create a crime record for such an incident unless:

- The incident is judged to be a serious incident. This may include instances where, in the view of the young person parent or guardian, or the young person's representative, any incident that has led or is intended to, or is likely to or threatened to lead to serious harm or loss to any young person.
- That having brought the matter to the attention of the College in line with good practice, they receive a formal request from the College to create a crime record or;
- The young person, parent or guardian or the young person's representative asks the police to create a crime record.