

# Substance Misuse Policy



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## 1. Statement of intent

Lokrum Fields takes a zero-tolerance approach to the misuse of drugs on our premises. We are committed to educating our students about the dangers of substance misuse in a safe and healthy environment which is conducive to achievement.

## 2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.

- 2.4. The Office Manager is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. The Headteacher is responsible for ensuring policies are implemented fairly, effectively and consistently.
- 2.6. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.7. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.8. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.9. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.10. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.11. All references to parents within our policies should be interpreted to include parent carers.

### **3. Definitions of key terminology**

- 3.1. Drug - a substance which has a psychological or physiological effect when introduced into the body. This includes but is not limited to:
  - 3.1.1. Controlled drugs
  - 3.1.2. Medical drugs
  - 3.1.3. Alcohol

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3.1.4. Nicotine products

3.1.5. Solvents

3.1.6. 'Legal highs'

3.2. Substance misuse or drug misuse – the harmful or hazardous use of any drug, including but not limited to:

3.2.1. Use of controlled drugs other than where and how they have been prescribed by a medical professional.

3.2.2. Consumption of alcohol by any person under 18 years old.

3.2.3. Excessive consumption of alcohol by any person.

3.2.4. Use of tobacco or its products by any person under 16 years old.

3.2.5. Use of medical drugs for anything other than their therapeutic purpose.

3.2.6. The supply of any drug to another person for anything other than medical purposes.

3.3. Lokrum Fields premises – any area where a student is in the charge of Lokrum Fields staff, whether within or outside opening hours. For the avoidance of doubt, this extends to any location that students attend as part of offsite visits.

## 4. Roles and responsibilities

4.1. The Headteacher is responsible for:

4.1.1. Providing a safe environment for all staff, students, and visitors.

4.1.2. Working with parents, students, appropriate staff and relevant professionals to ensure that Lokrum Fields' drug and alcohol curriculum is accessible to all students and is up to date with current trends in drug misuse.

4.1.3. Where appropriate, informing the police of incidents of substance misuse.

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- 4.1.4. Informing the governing body, directly or via the designated safeguarding governor, of any incidents, issues, or developments concerning substance misuse at Lokrum Fields.
- 4.1.5. Informing parents of any incidents of substance misuse concerning their child, in line with the Safeguarding Policy.
- 4.2. The Headteacher and/or Designated Safeguarding Lead (DSL) are responsible for:
  - 4.2.1. Ensuring that teaching and support staff have the appropriate skills and training to identify students who are at high risk of harm due to substance misuse and discuss with and educate students on the use and misuse of drugs.
  - 4.2.2. Ensuring that staff and students who are experiencing difficulties related to substance misuse are provided with sufficient internal support and referred to and supported to access external support as appropriate.
  - 4.2.3. Accessing appropriate training to enable them to successfully advise staff, students, and students' families on matters related to substance misuse.
  - 4.2.4. Liaising with external agencies to provide support for students and staff.
  - 4.2.5. Assisting with the monitoring and review of this policy.
- 4.3. All staff are responsible for:
  - 4.3.1. Ensuring that they are not misusing drugs while on or travelling to and from Lokrum Fields premises or acting on behalf of Lokrum Fields.
- 4.4. Students are responsible for:
  - 4.4.1. Ensuring that they are not in possession or under the influence of drugs whilst on the Lokrum Fields premises, travelling to and from Lokrum Fields, or are wearing Lokrum Fields branded clothing, except where they are taking medical drugs in line with the Supporting Students with Medical Conditions Policy.
  - 4.4.2. Contributing to the development of this policy by providing feedback to the governing body, via the student voice governor, on the effectiveness of the

substance misuse curriculum and its delivery, and how incidents of substance misuse are managed.

## **5. Substance misuse education**

5.1. Lokrum Fields provides all students with substance misuse education as part of its duty to promote students' wellbeing. This education will help students to:

5.1.1. Develop positive attitudes and values which influence the way they behave.

5.1.2. Develop the skills needed to make responsible and well-informed decisions about their health and wellbeing.

5.1.3. Understand the risks and consequences of substance misuse.

5.1.4. Understand the laws related to substance misuse

5.1.5. Know how to access information and advice on substance misuse.

5.2. Substance misuse education will be appropriately differentiated according to students' ages and Education, Health and Care Plans.

5.3. Where appropriate, external speakers will be invited to deliver substance misuse education.

## **6. Smoking**

6.1. Smoking and the use of e-cigarettes or 'vapes' are prohibited on and within sight of Lokrum Fields premises.

6.2. Students are not permitted to be in possession of e-cigarettes or 'vapes' whilst on Lokrum Fields premises, travelling to and from Lokrum Fields premises, or wearing Lokrum Fields branded clothing.

6.3. Staff, students, parents, and visitors will be asked not to smell of smoke or e-cigarette or 'vape' residue whilst on Lokrum Fields premises.

## **7. Persons found to be misusing drugs**

7.1. Staff members found to be misusing drugs whilst on Lokrum Fields premises will be asked to leave the premises, and action will be taken in line with the Staff Disciplinary policy. The Headteacher will arrange for another member of staff to provide cover for the offender's duties.

- 7.2. Visitors found to be misusing drugs whilst on Lokrum Fields premises will be escorted from the premises by Lokrum Fields staff unless they are displaying threatening behaviour (see section 9). Persistent or aggressive offenders will be reported to the Director. The Director and Headteacher have the authority to ban visitors from the site.
- 7.3. Unless it is a medical emergency, or they are displaying threatening behaviour, students found to be misusing drugs whilst on Lokrum Fields premises will be escorted by staff to a space away from other students and the Headteacher informed.
- 7.4. The student's parent will be contacted and asked to collect the student immediately.
- 7.5. The student will remain under the supervision of a member of staff until their parent arrives.
- 7.6. Any student found to be misusing drugs whilst on or travelling to and from Lokrum Fields premises or wearing Lokrum Fields branded clothing will be managed in line with the Behaviour Pathway Policy.
- 7.7. Any event of a person misusing drugs on Lokrum Fields premises will be recorded on ScholarPack.

## **8. Medical emergencies**

- 8.1. In the event of a drug related medical emergency, a trained first aider will be summoned, and the emergency services contacted in line with section 5 of the First Aid Policy.
- 8.2. If the patient is a student, their parents will be telephoned and informed of the incident, unless contra-indicated by the Safeguarding Policy.
- 8.3. All incidents or near misses will be reported to the Health and Safety Executive as soon as possible, in line with the Health and Safety Policy.

## **9. Threatening behaviour**

- 9.1. Lokrum Fields recognises that the misuse of some substances can result in displays of threatening behaviour.
- 9.2. In the event of any person displaying threatening behaviour, all students present will be removed from the area.

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9.3. Where a student is displaying threatening behaviour, they will be managed in line with the Behaviour Policy and the Restrictive Physical Intervention Policy.

9.4. Where a staff member or visitor is displaying threatening behaviour, they will be asked to leave the premises.

9.5. Where staff deem that they or another person is at serious risk of harm as a result of a person displaying threatening behaviour related to substance misuse, they will contact the police. This does not preclude students or visitors from contacting the police if they feel it is necessary.

## 10. Searching

10.1. Staff members may search students for any item with their consent.

10.2. Staff members may ask students to empty their pockets.

10.3. The Headteacher may authorise staff to search a student for any prohibited item without the consent of the student if they have reasonable grounds for suspecting that the student is in possession of a prohibited item. This should only be done as a last resort when all alternative appropriate ways to manage the situation have been explored.

10.4. Staff members may search any student's backpack or locker.

10.5. Staff members may require any student to remove outer clothing and shoes for the purposes of a search.

10.6. Student's possessions will only be searched in their presence unless there is a risk that this would cause serious harm to any person.

10.7. As far as possible, student's possessions will only be searched by a same sex member of staff with another same sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.

10.8. Any staff member may refuse to complete a search.

10.9. Staff may use reasonable force as outlined in the Restrictive Physical Intervention Policy when conducting a search for prohibited item.

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- 10.10. Staff may confiscate anything which they have reasonable grounds for suspecting is a prohibited item.

## 11. Controlled substances

- 11.1. Following the confiscation of suspected controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness/witnesses present.
- 11.2. The staff member will store the sample in a secure location.
- 11.3. The incident will be investigated, and appropriate action taken. This may mean that the matter is reported to the police.
- 11.4. Details of the incident will be recorded on ScholarPack
- 11.5. Any further measures will be undertaken in line with the Safeguarding Policy.

## 12. Support

- 12.1. Lokrum Fields understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the DSL, staff and students experiencing difficulties with substance misuse will be provided with appropriate internal support and referred to, and supported to access external support agencies as appropriate.

## 13. Medical drugs

- 13.1. Lokrum Fields understands that some students may require medical drugs for therapeutic purposes. These are managed in line with the Supporting Students with Medical Conditions Policy