



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

Substance Misuse Policy

Coordinator	Sarah Garvin
Review Frequency	Every 3 years
Policy First Issued	September 1996
Last Reviewed	December 2023
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by LT on	12 th December 2023
Does this policy need to be agreed by Trustees? If yes, which committee?	N/A
Agreed by Trustees on	N/A
This policy will be shared with stakeholders via:	
Trustees	Trustees consultation by e-mail when policy reviewed and agreed
Staff	Via Policy folders on staff SharePoint and Staff Training
Parents	Academy website
Students	Student Planner, PSHCE & assemblies

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1. Statement of Policy

Clapton Girls' Academy is committed to the health and safety of its members and will take action to safeguard their wellbeing. It is our aim to help students to be able to take their place safely in a world where a range of drugs¹ exists. We recognise that some drugs have beneficial medicinal effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to make informed choices, staff and students need to understand the nature of drugs, their social and legal status, their uses and effects.

Clapton Girls' Academy is committed to ensuring that its buildings and grounds are smoke free and prohibits its members and visitors from smoking tobacco (legal requirement) or related products such as e-cigarettes, vapes and shisha pens on site or in sight of the academy.

- At no time will the academy knowingly permit or tolerate possession, consumption or supply of any unauthorised drugs² on the academy premises. If any breaches of this policy are committed they will be fully investigated and dealt with in accordance with the Detention Policy (08). This will ensure that unauthorised drug use/misuse is challenged using a range of sanctions whilst also offering support. Any mitigating factors or complexities could also be taken into account where applicable.
- All of the unauthorised drugs² covered by this policy are not permitted to be brought to, possessed, sold, used/ consumed, passed-on on, or obtained on academy premises apart from in relation to alcohol at official academy social events by adults only.
- Any student known or believed to be involved³ with alcohol, tobacco or any other unauthorised drugs , including the supplying of all such substances to others whether on site or outside of the academy is likely to be suspended where there is sufficient evidence to suggest this following investigation. This includes possible permanent exclusion from the academy. Where necessary, external agencies will be used to investigate incidents, including the police.
- Alongside any necessary sanctions for the safety of the academy community, the academy will signpost individuals to appropriate support to address the causes of any substance misuse.
- The academy recognises that some parents⁴ may struggle with substance misuse and is able to signpost adults to appropriate services for support. This includes support for students whose parents need help to address substance misuse.

¹ A drug is a substance that alters the way the mind or body works; this may be physically, mentally or emotionally.

² For the purposes of the policy these are drugs which are legal but are nonetheless restricted in ways which they can be purchased and consumed, such as alcohol, tobacco, e-cigarettes, vapes, Shisha pens and solvents and so-called "legal highs", as well as illegal drugs as defined by the misuse of drugs legislation and Home Office guidance [here](#).

³ i.e. bringing, possessing, selling, using/ consuming, passing-on on or obtaining on academy premises.

⁴ 'Parent' throughout this policy refers to any person with parental responsibility for a child, is a biological parent, or who has day to day care of a child.



2. Responsibility for implementation of this policy

The Headteacher takes overall responsibility for this policy and its implementation and will ensure that all staff dealing with substance misuse issues are adequately supported and trained. In the rare event that a substance misuse incident connected with the academy reaches the media, the Headteacher only will liaise with the media.

The Leadership Team, the safeguarding team and Heads of Progress/Heads of Year have the responsibility for the daily implementation of this policy.

3. Academy responsibility

The academy will respond to and/or investigate any incident related to unauthorised drugs whether onsite or off site (where in some way they can be related to or linked with the school, for example whilst in uniform) which is illegal and/or places a Clapton Girls' Academy student at risk, involving external agencies such as the police and Children's Social Care where this is deemed necessary. Parents will be contacted where their child is found to have been involved in a unauthorised drugs-related incident.

4. Medical drug use

For procedures relating to medical drug use, please see our Medical Illness Procedure/Managing Medicines Policy number 4.

5. Confidentiality

Students need to feel able to talk in confidence to a member of staff about either their own substance related problems or those of family or friends without fear of being judged or reprimanded. However, staff will not be able to promise confidentiality in order to seek specialist help/advice where the student or someone else is at risk. Information concerning these cases will be dealt with following the usual academy safeguarding procedures which would be to inform the safeguarding team. If it becomes necessary to forward information to safeguard the student or others, every effort will be made to secure the student's involvement in decisions that affect them or their family and/or friends.

6. Drugs Education

The academy provides a comprehensive and planned Substance Abuse Education curriculum for all students, as part of Personal, Social, Health, Citizenship and Education (PSHCE). It aims to provide students with knowledge, attitude and skills to be able to make informed decisions about drugs and other substances. In addition, the academy works closely with the Safer Schools Police Team and Young Hackney's Substance Misuse Service in the delivery of education around substance misuse which assists young people's understanding of the role of the police in these matters.

Any drug education programme at the academy is intended to be developmental and appropriate to the age, maturity and ability of our students. Drugs and substance misuse education should cover all drugs and, when appropriate, should focus on drugs and substances of particular significance to students such as alcohol, tobacco, cannabis, volatile substances, vapes/e-cigarettes and Class A drugs.

The academy aims to base any drugs education on students' views and build on their existing knowledge and understanding.

Parents can also refer to our PSHCE curriculum overview for more information.



7. Record keeping

Records will be kept using a Unauthorised Drug-Related Incident Record Form (see Appendix C for all drug related incidents). These will be kept securely in keeping with GDPR regulations.



Appendix A – Guidance for Staff (Managing the Situation)

Where a student discloses misuse of an unauthorised drug either on site or off site, the member of staff receiving the disclosure must inform the academy safeguarding team using the academy's usual safeguarding procedures.

The member of the academy safeguarding team handling the disclosure must inform the Headteacher or Deputy headteacher in the Headteacher's absence.

Where staff discover substances, which are suspected to be harmful, illegal or deserving of investigation, they can remove substances from a place or a person.

Do not leave the substance or the person in possession of the substance unattended but arrange for someone to join you at the location of the substance or with the person in possession of the substance so that you can remove it in the presence of a witness.

Students must not be allowed to handle substances or any substance related equipment in keeping with academy Health and Safety regulations.

The following steps must be observed at all times:

1. Remove the substance and record the time, place and circumstances when the substance came into your possession on the Drug Incident Form (see Appendix C)
2. Do not investigate the nature of the substance, but record its approximate size and appearance.
3. The witness must countersign the Drugs Record Form.
4. Take the substance immediately to the Headteacher or the Deputy Headteacher in their absence. You must not keep the substance on your person or in a place for safekeeping as to do so may place you at risk of committing a criminal offence.
5. The Headteacher, or Deputy headteacher in their absence, must place the substance in a suitable sealed container in the presence of a witness and sign and date the package.
6. The Headteacher must liaise with the police about removal of the substance from the premises.



Appendix B – Guidance for staff when dealing with unauthorised drugs-related incidents

Situations which constitute a drugs-related incidents include the following:

- **Emergencies** – where a student is drowsy, has lost consciousness or gone into a coma
- **Intoxication** – being affected by alcohol or drugs especially to the point where physical and mental control is markedly diminished. This may manifest itself as the person being emotionally excited, elated, or exhilarated and/or may result in the person vomiting or feeling nauseous amongst other symptoms.
- **Discovery/observation** – where a young person is discovered using, holding, supplying or offering to supply a substance or drugs-related equipment not permitted on the academy premises, or in a state of being intoxicated
- **Disclosure** – where a student discloses to a member of staff that he/she has been using drugs, or that they are concerned about someone else's drug use (friend, parent or sibling)
- **Suspicion or rumour** – where a person is suspected to be involved in a drugs-related incident but there is no evidence of this

First Aid in an emergency

First aid intervention must take priority over any other action.

Take the following action:

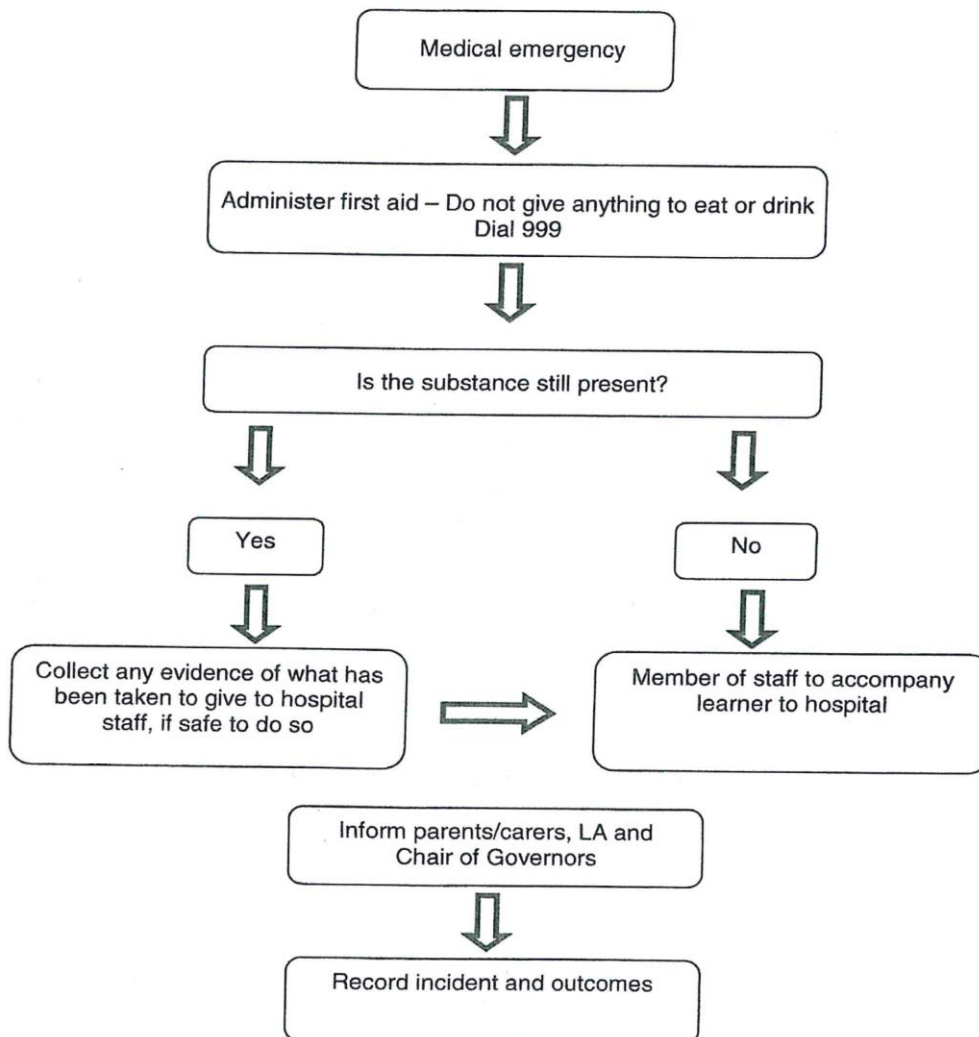
- Keep calm and stay with the person.
- Radio main or student reception for First Aid support or ask someone else to do so.
- If the person is unresponsive, ask main or student reception to call an ambulance or the person contacting main or student reception to ask them to do so.
- Whoever calls the ambulance should inform the Headteacher or the Deputy headteacher in their absence.
- If the person is unresponsive ask for the defibrillator to be delivered to where you are giving clear instructions of your location.
- While you are waiting for assistance to arrive you can do the following:
 - Check the person is breathing and that their airway is clear by tilting their head backwards slightly away from their chest
 - Check the person's pulse.
 - If there is no pulse or the person is not breathing, attempt appropriate resuscitation if you know how to.
 - If the person is breathing, loosen their clothing and place them in the recovery position if you know how to.
 - Continue to check breathing and pulse.
 - Keep the person warm and offer reassurance.
 - Keep any evidence of what has been consumed, including vomit.

Intoxication

If a person is intoxicated, it is unlikely to be the best time to question them but it helps to ask them what they have taken in case they enter a state of emergency where they are no longer able to communicate.



- Ensure the person is not left alone.
- Sit them in a quiet, well-ventilated room. Remain calm and contact a first aider, as required.
- It is important to contact parents or family members as soon as possible.
- A report of the incident must be recorded on the Drug Incident Form (see Appendix C and relevant staff informed for appropriate follow up.



Dealing with intoxicated adults

- Staff should attempt to maintain a calm atmosphere and ask the adult to leave the premises.
- If the adult becomes aggressive, abusive or refuses to leave, the member of staff handling the situation should discreetly enlist the support of other staff and call the police using 999.
- If a member of staff has reason to believe that a parent's substance misuse places a student at risk, they must refer the student immediately to the academy safeguarding team using the academy's usual safeguarding procedures.
- Details of the incident must be recorded on the Drug Incident Form (see Appendix C)



Appendix C – Unauthorised Drug Incident Form

Emergency/ Intoxication	Suspicion off premises	Suspicion on premises	Discovery off premises	Discovery on Premises	Student disclosure	Parental disclosure	Parent concerns
Tick one or more of these tabs to indicate the situation							

Unauthorised Drug Incident Form

Name of person incident relates to:	Record Form completed by:
Details of person incident relates to (include tutor group if a student):	
Date of incident:	Time of incident:

First aid

No (please circle)	First aider called by:
First aid given by:	Time first aider was called:
Ambulance/doctor called: Yes/No	Time ambulance/doctor was called:
Ambulance/doctor called by:	

Details of substance if known:	LT informed:	Parent informed:	Sample found? Yes/No
	By:	By:	Time HT Informed:
	Time:	Time:	Time police informed:
Substance put in container and labelled by:	LT person:		Witness name:



Brief description of incident (include details of any symptoms):

(Continue on back if necessary)

Action taken: (e.g. other agency involved, Young Hackney Substance misuse team contacted, police involvement, exclusion):

Signature of person completing the form:

Date:

Signature of witness:

Date: