



# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

---

Drugs and Substance misuse  
policy.



## Our Lady of Lourdes Mission Statement:

We are a partnership of Catholic schools.

Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

*By placing the person and teachings of Jesus Christ at the centre of all that we do, we will:*

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing
- Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents
- Make the world a better place, especially for the most vulnerable in our society, by doing *'little things with great love'* St Thérèse of Lisieux

### Drugs and substance misuse policy.

<b>Date Issued:</b>	7 <sup>th</sup> January 2024
<b>Update issued:</b>	
<b>Governors' Committee Responsible:</b>	OLoL Trust Standards Committee/Executive Board
<b>Nominated PSHE/RSHE/Substance and Drug Lead Member of Staff:</b>	Jade Cartledge
<b>Trust Safeguarding Foundation Director:</b>	Sue Dryden
<b>Trust Executive Safeguarding Lead:</b>	Moira Dales (DCEO)
<b>Status &amp; Review Cycle:</b>	Statutory Annual
<b>Next Review Date:</b>	January 2025
<b>Author</b>	Robert della-Spina

## Contents

Our Lady of Lourdes Mission Statement: .....	2
1 Drugs and substance misuse policy.....	4
2 Aims and objectives.....	4
3 Management and co-ordination .....	4
4 Definition of a Drug .....	5
5 Drugs on school premises.....	5
6 Staffing and Staff Development .....	5
7 Curriculum Organisation and Planning.....	5
7.1 The Teaching of Drugs Education .....	6
7.2 Medicines.....	6
7.3 Alcohol.....	6
7.4 Smoking.....	6
7.5 Illegal drugs and “psychoactive substances” .....	7
7.6 Solvents .....	7
8. Responses to drug related incidents.....	8
8.1 Searching and Confiscation .....	8
8.2 Individuals in Possession of Controlled drugs.....	8
8.3 Protocol in taking temporary possession and disposing of suspected controlled drugs:.....	9
8.4 Drug Misuse Outside the School Premises .....	9
9 Confidentiality.....	9
Appendix A - Useful Organisations .....	10

## 1 Drugs and substance misuse policy.

The policy is informed by [DfE and ACPO drug advice for schools Advice for local authorities, headteachers, school staff and governing bodies 2012](#)

Our Lady of Lourdes Catholic Multi-Academy Trust (LOL CMAT) actively seeks to provide an environment where all members of the community are safe from harm. As such, our academies take a robust approach to any individual or group that violates our behaviour, drugs and substance misuse policy or anti-bullying policies.

This is an academy where human rights are respected; as such the responsibility to maintain high standards of behaviour lies with all members of St Margaret Clitherow Academy. Our academy acknowledges its legal duties under the Equalities Act 2010 in relation to all protected groups including SEND (Special Educational Needs and Disabilities) and will always take their circumstances into account. It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exist.

The term 'drug' throughout this document includes medicines as well as tobacco, alcohol, illegal drugs, solvents and glues. We recognise the importance of exploring the beneficial use of drugs as medicines as well as the harmful effects of drug misuse.

- ***Pupils affected by their own or other's drug misuse will have early access to support through our academy and other local services;***
- ***This drugs and substance misuse policy is a central reference point for all school staff;***

This policy applies to all curriculum activities within our academy and any out of school activities such as day trips or residential trips.

## 2 Aims and objectives

St Margaret Clitherow Academy believes that the essential aim of drug education should be to give pupils the facts (appropriate to their age and level of understanding), to emphasise the benefits of a healthy lifestyle and to give children and young people the knowledge and skills to make informed and responsible choices now and in later life.

The following objectives have been prioritised:

- To promote pupils' self-esteem and confidence.
- To give accurate information about drugs.
- To consider and/or challenge attitudes pupils may have regarding drug use and misuse.
- To provide opportunities for pupils to be equipped with, and practise the skills they need to avoid misuse of drugs.
- To help pupils to distinguish different drugs, consider their use, misuse, benefits and harm. Ensure that parents and the community are informed of our policy.
- To establish procedures for responding to drug incidents
- To develop a whole-school approach to drug education in the context of the Science curriculum and the Personal, Social, and Health Education (PSHE) programme and our Relationships, sex and health education (RSHE) programme.
- To provide an environment where pupils feel safe in discussing their views/experiences of drug use/misuse.

## 3 Management and co-ordination

In accordance with government guidance our Academy has a designated PSHE co-ordinator who is responsible for the management of drug education within the school. The co-ordinator has responsibility for supporting policy implementation by providing advice and support to governors, senior managers, curriculum leaders, classroom teachers and support staff.

### **The co-ordinator will therefore ensure that:**

- The Drug and substance misuse policy is disseminated to all members of the school community and is discussed and understood.
- Clear roles and responsibilities for policy implementation are identified. The underpinning aims and values and attitudes towards drug education are made explicit.
- The development of good relationships is promoted within and beyond the school.
- The equality of opportunity is promoted.
- Provision is made for ongoing professional development within the field of drugs awareness and education.

## **4 Definition of a Drug**

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For the purpose of this policy, by 'drugs' we are referring to :

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, vapes, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs')
- All over-the-counter and prescription medicine
- Drugs paraphernalia- items such as canisters, cannabis grinders, rolling papers, filters, matches, lighters and pipes.

## **5 Drugs on school premises**

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit and when the school is deemed to be in loco parentis.

This policy applies to all school staff, students, parents/carers, governors and other partner agencies working with the school.

## **6 Staffing and Staff Development**

All staff, including support staff, need access to professional development and support that relates to the drug education curriculum and its style of delivery. A range of provision will be identified that meets staff needs across a range of roles and responsibilities. Areas of individual staff development will be identified through existing staff development systems.

## **7 Curriculum Organisation and Planning**

Drug education will be delivered in this academy through a combination of planned curriculum opportunities and whole school approaches. The responsibility for the provision of drug education is held by the headteacher and PSHE co-ordinator. The PSHE co-ordinator, in consultation with staff, will develop key stage plans and schemes of work taking into account the National Curriculum requirements, school priorities for the personal and social development of pupils, local priorities and initiatives, government policies and the special needs and maturity of individual pupils. The taught curriculum will be delivered to pupils in PSHE lessons. Aspects of Drug Education will be addressed in other curriculum areas, such as Science. Individual pupil's questions are addressed as they arise.

## 7.1 The Teaching of Drugs Education

**\*Schools to amend and delete which is relevant to their phase or setting. Please note the below is for example only and may change depending on the schools context and whether your school is Primary or Secondary.**

### **EYFS (Early Years and Foundation Stage):**

The Foundation Stage Early Learning Goals for PSED & Physical Development include: dispositions & attitudes, self-confidence, self-esteem, control & care, making relationships, behaviour & community, aspects of physical development, health & body awareness, as well as some understanding of what it means to keep our bodies healthy.

### **Key Stage 1 and 2:**

In Key Stages 1 and 2 a planned programme of drugs education will be delivered based upon the PSHE and the Science curriculum.

### **Pupils will be taught:**

- What is safe to put into/onto the body and what substances can be harmful if not used properly.
- That all medicines are drugs but that not all drugs are medicines.
- The places that are safe, where to get help and the people in the community who can help them.
- The rules for keeping safe at home and at school.
- When to keep a secret and when to tell.
- That they have rights over their own bodies.
- That some people need drugs to live a normal life and that some drugs can prevent the development of diseases e.g. immunisation.

### **In addition, Year 5 and 6 pupils will be taught:**

- About a range of legal drugs encountered in everyday life.
- To have some understanding of the effects of legal drugs and any associated risks.
- That some substances are illegal.
- To have some understanding of the effects and consequences of illegal drugs and associated risks.
- School rules/safety rules relating to medicines, alcohol, tobacco, solvents and illegal drugs.
- That discarded syringes and needles can be dangerous.

## 7.2 Medicines

Our academy has a procedure for the administration of medicines that must be followed for everyone's safety. We follow procedures recommended by the DFE supporting pupils with medical conditions in school.<sup>1</sup>

Please refer to our Medicines in schools procedure.

## 7.3 Alcohol

No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult (or staff, students, parents, carers and visitors) under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to collect their children from the school and will be encouraged to seek immediate medical support.

## 7.4 Smoking

School premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed (in line

---

<sup>1</sup> [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

with our Trusts searching and confiscation policy).

Smoking in our school premises will result in a Fixed Term Suspension. This also applies to “vaping” and the use of electronic cigarettes.

## 7.5 Illegal drugs and “psychoactive substances”

No illegal drugs, new psychoactive substances or drugs paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this Policy.

Seeking to influence or glamorise illegal drug use or the use of psychoactive substances either in person on school premises or via social networking sites is also considered a serious breach of this Policy.

## 7.6 Solvents

The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this Policy.

## 8. Responses to drug related incidents.

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
- Possession of illegal or unauthorised drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Student reports of parents, staff or other students using drugs
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties)
- Glamorising or encouraging the use of drugs and other substances

Any response to drug related incidents needs to balance the needs of the individual student concerned with the wider school community. Exclusion from our academy is not an automatic response to a drug incident but permanent exclusion is considered in serious cases where:

- There is a serious breach or persistent breaches of this policy and/or behaviour policies and
- Allowing a student to remain in our academy would seriously harm the education, safety or welfare of the student or others in the school.

A member of the SLT will (normally) be responsible for co-ordinating the management of drug-related incidents. They will work with the Designated Safeguarding Lead and will offer sources of support and liaise with outside agencies. Incidents will be dealt with after making an assessment of the situation and will be reported to the Headteacher. All incidents and responses will be recorded within 24 hours.

### 8.1 Searching and Confiscation

Please refer to our Trust searching and confiscation policy which follows the Screening, searching and confiscation; advice for head teachers, staff and governing bodies.<sup>2</sup> Following a search, whether or not anything is found, our academy will make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

Searches will be carried out by members of the Senior Leadership Team of the same sex and Parents and Carers will always be informed when this has happened.

If students are involved with any activity which breaks the law the police may be involved in intimate searches and the confiscation of items. Similarly, the police will be involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing. In such cases, the police will decide what course of legal action, if any, should be taken.

### 8.2 Individuals in Possession of Controlled drugs

If any student or adult on school premises is found in possession of an unauthorised drug it will be confiscated, if possible.

If the drug is suspected to be illegal, the school will contact a police officer for discussion and advice. Illegal substances will be handed to the police to be legally destroyed as soon as possible and not stored. Parents and Carers will be informed (unless for safeguarding reasons this is not in the best interests of the student) and other professionals such as the local authority, Young Offenders Service, Aquarius, Police, GP, Social Services will be informed or consulted as appropriate.

---

<sup>2</sup> [Searching, screening and confiscation in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/searching-screening-and-confiscation-in-schools)



### 8.3 Protocol in taking temporary possession and disposing of suspected controlled drugs:

1. Ensure that a second adult witness is present throughout.
2. Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
3. Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff.
4. Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols.
  - a. Although the law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken, we shall do so as this has been advised; by DfE and ACPO drug advice for schools.
5. Record full details of the incident, including the police incident reference number.
6. Inform parents/carers, unless this is not in the best interests of the pupil.
7. Identify any safeguarding concerns and develop a support and disciplinary response.

### 8.4 Drug Misuse Outside the School Premises

In line with [Behaviour in schools Advice for headteachers and school staff \(September 2022\)](#) our academy may impose sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity or
- travelling to or from school or
- in some way identifiable as a student at the school.

Our Academy may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the school.

## 9 Confidentiality

Our Academy will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate (please refer to our Child Protection Policy and Privacy Statement for more information on this).

More information on confidentiality can be found in Working Together to Safeguard Children.<sup>3</sup>

Complete confidentiality can never be promised to a student though information given in confidence will not generally be disclosed to anyone else. In particular if a student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to try to ensure the student comes to no serious harm if this is considered a risk.

Regarding disclosures staff will follow the advice given in the Child Protection Policy, and at the annual safeguarding training.

---

<sup>3</sup> [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Appendix A - Useful Organisations

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: [Home - With You \(wearewithyou.org.uk\)](http://wearewithyou.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 3817 9410

Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)

Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Change uk** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 3907 8480

Email: [contact@alcoholchange.org.uk](mailto:contact@alcoholchange.org.uk) Website:

[www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7404 0242

Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk)

Website: [Action on Smoking and Health \(ASH\)](http://Action on Smoking and Health (ASH))

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 714 650 (general queries only)

Email: [info@coramclc.org.uk](mailto:info@coramclc.org.uk)

Website: <https://www.childrenslegalcentre.com>

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7766 9900

Website: <https://www.drinkaware.co.uk/>

**Drink line** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0300 123 1110 (lines are open 24 hours a day)

**Drug wise** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service.

Website: <https://www.drugwise.org.uk>

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0300 123 6600

Email: [frank@talktofrank.com](mailto:frank@talktofrank.com);

Website: [www.talktofrank.com](http://www.talktofrank.com)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0808 800 2222

Website: [www.familylives.org.uk](http://www.familylives.org.uk)

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)** A national charity providing information for teachers, other professionals, parents and young people. Text: 07496 959930 Information line: 01785 810762.

Email: [info@re-solv.org](mailto:info@re-solv.org)

Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0300 123 1044; Website:

<https://www.nhs.uk/smokefree>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: [www.childrenssociety.org.uk](http://www.childrenssociety.org.uk)

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>