



# The King Alfred School

## *Drug & Solvent Abuse Protocol*

Approved by  
Board of Governors  
Sept 2015

At The King Alfred School we try to nurture a climate where all students want to learn and feel safe. We do this by reinforcing positive behaviour and providing a caring response to the learning needs of the students so that they are prepared for the opportunities, responsibilities and experience of adult life.

We recognise that though drugs may not always be harmful, all carry the potential for harm and misuse.

The schools drug and solvent abuse protocol aims to:

- Safeguard the health and well-being of all students at all times.
- Provide clear guidance to staff about procedures for managing drug related incidents.

The drug and solvent abuse protocol refers to the following:

- Tobacco and e-cigarettes
- Alcohol
- 'Legal highs'
- Illegal drugs
- Volatile substances

This protocol forms part of the Safeguarding the Welfare of Staff and Students Policy Suite, and should be read in conjunction with the King Alfred School Behaviour Policy.

## **The King Alfred School Recommended Drug and Solvent Abuse Procedures**

All suspicious or confirmed drug or solvent abuse by a student should be reported to the relevant Pastoral leader who should then inform Miss Matthews (designated teacher responsible for the management of drug incidents) or the Headteacher, Mrs Hurr. The student's parents should be contacted and informed about the situation. Parents/carers of the student in question should be made aware of the possible need to seek support and guidance from the relevant agencies outside of the school.

In a case where confirmed drug or solvent abuse is known the support of Social Services will be sought and the situation will be discussed with the students parents/carers at the earliest opportunity with the view to persuading the parents to seek specialist advice/counselling.

### **Confiscating/Temporary possession and disposal of drugs.**

It is advisable that any confiscation of an illegal drug is in the presence of a second adult witness, usually a member of the Senior Leadership Team.

### **Legal Drugs**

Alcohol, Tobacco & e-Cigarettes

Parents/carers should be informed and given the opportunity to collect the alcohol or tobacco, unless this would jeopardise the safety of the

child. These confiscated items should be labelled and stored in a secure area in the main school office.

### **Volatile Substances**

Depending on the level of danger posed by the volatile substance the school should arrange for its safe disposal. Small amounts can be placed in an appropriate bin, away from student access. Parents/carers should be informed.

### **Medicines**

Parents/carers should collect and dispose of any unused or date expired medicines.

## **Illegal drugs**

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose 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.

In taking temporary possession and disposing of suspected illegal drugs you are advised 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 seizure/find and witness present.
- Store in a SECURE location (school safe).
- Notify the police without delay. They will collect and then store or dispose of it.

The school should not attempt to analyse or taste unknown substances.

### **'Legal Highs'**

These will be treated as illegal drugs for the purposes of this protocol and the school's behavior policy.

## **Searches**

### **Personal Searches**

When a person is suspected of concealing illegal or other unauthorized drugs it is NOT appropriate for a member of staff to carry out a personal search; this includes the searching of outer clothing and inside pockets.

Every effort should 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 school wishes to proceed formally then the police MUST be called. The police can conduct a personal search.

## Personal Property

Staff must NOT search personal property without consent. If you wish to search personal items you should seek consent. If consent is refused then parents can be contacted to persuade their child or the police can be called if formal procedures are to be followed.

## School Property

Staff can search school property ie lockers, desks if you believe drugs are stored there. Prior consent should be sought although the school staff can proceed with the search if consent is refused. Parents should be contacted and informed of the outcome.

## **Recording an Incident**

Staff should make a full record of every incident. This should be shared sensitively with relevant members of staff (HOY/DHT) and stored securely.

Notes should always include the time/date, place, people present and what was said in case it is used at a subsequent court proceeding.

## Further Information

DfE and ACPO Drug Advice for Schools, DfE (2012)