



CHAILEY SCHOOL

Policy on Substance Use and Misuse

Date of Governing Body's Approval:

September 2022

Chair of Governors *[Signature]*

Headteacher *[Signature]*

Date Due for Review: September 2023

POLICY ON SUBSTANCE USE AND MISUSE

INTRODUCTION

Key Facts

In the NHS 'Statistic on Drug Misuse' England 2020:

- 7,027 hospital admissions for drug-related mental and behavioural disorders
- 5% lower than 2018/19 (7,376), but 21% higher than 2009/10 (5,809)
- Admissions were around 5 times more likely in the most deprived areas, compared to the least deprived areas
- 16,994 hospital admissions for poisoning by drug misuse
- 6% lower than 2018/19 (18,053), but 9% higher than 2012/13 (15,580)
- Admissions were around 5 times more likely in the most deprived areas, compared to the least deprived areas
- 99,782 admissions with a primary or secondary diagnosis of drug-related mental and behavioural disorders
- 3% higher than 2018/19, when there were 96,705 admissions
- Admissions were over 8 times more likely in the most deprived areas, compared to the least deprived areas
- In 2016, 24 per cent of pupils reported they had ever taken drugs. This compares to 15 per cent in 2014.
- The likelihood of having ever taken drugs increased with age, from 11 per cent of 11 year olds to 37 per cent of 15 year olds.

AIMS and PHILOSOPHY

Chailey aims to provide a safe and secure environment for all those who use the premises.

Promote the health and well-being of pupils and staff, and to minimise problems at school arising from substance, drugs, solvent and alcohol misuse;

Eliminate problems at school arising from procurement and selling of drugs.

Promote a culture in which substance misuse is discouraged.

We want to give students the knowledge, skills and understanding to enable them to make responsible choices.

Prevent substance misuse by raising awareness of the risks and harmful effects of excessive consumption of alcohol, and the effects of illegal drugs and becoming involved in a network of drug trafficking.

Identify pupils and/or staff with possible issues relating to substance and alcohol misuse at an early stage.

Provide practical guidance on how to deal with substance misuse effectively and ensure any cases are dealt with in an appropriate, fair and consistent manner.

Encourage employees who suspect or know they have a substance misuse problem, to seek help voluntarily and to provide assistance for these employees to overcome their problem.

Recognise substance misuse problems primarily as a health matter needing help and treatment.

Promote a consistent approach to health issues throughout all aspects of school life both within and beyond the curriculum.

Make clear to pupils and staff the consequences of being in breach of this policy.

SCHOOL: EDUCATIONAL AIMS

All students will need to make informed choices about their own drug use because legal and illegal drugs are a part of our society.

The majority of drug and alcohol education will match the age maturity and experience of the students and be taught as part of the Personal, Social, Health and Citizenship (PSHE) programme in Key Stage 3. In Key Stage 4, PSHE is delivered through the tutor time programme.

This will include:

- Developing positive attitudes towards personal health and safety
- The development of a range of personal skills to make informed choices
- Enabling students to gain an understanding of how their bodies function and how any drug use can affect that functioning.
- The benefits and risks of drugs
- The effects of drugs
- The law on drugs
- Legal and illegal drugs
- A consideration of the implications of drug use for the individual, family and wider community/society.

PRINCIPLES

The School encourages any member of its community (staff or student) who is conscious of having a drug or alcohol problem to discuss the matter, in confidence, with a trusted adult, their own doctor, or with a specialist alcohol or drug agency.

For those pupils or staff with a known alcohol, drug or substance issue, the School will endeavour to provide support through the appropriate channels and assist them with rehabilitation as appropriate in the circumstances.

For those pupils with a known alcohol, drug or substance problem, the School will, in the first instance, treat the issue as a safeguarding concern rather than a disciplinary matter unless the circumstances are sufficiently serious that they demand immediate disciplinary action.

Where an employee displays any of the possible signs of alcohol, drug or substance misuse which are having an impact on work performance/conduct/safety of people in school and where the School has a reasonable belief that there is drug and/or alcohol issue but this is denied by the employee, the School may start action under the Capability or Disciplinary Procedure to address the work performance or conduct issues.

Possible signs of drug or alcohol misuse are shown at Appendix 'A', however it is recognised that there may be other causes of such behaviours. Pupils and/or staff should not, "cover up" for anyone with a substance or alcohol problem; this will not be in the individual's best interest and could put the employee, student, colleagues and the School at risk.

Any details of treatment will remain strictly confidential between the provider of the service and the individual undergoing treatment, unless the worker agrees otherwise. This excludes those roles where there is a critical safety concern. In this instance, information may be provided to the organisation to enable decisions to be made. In respect of other information an agreement will be reached between the School, the employee or pupil and the treatment agency as to what information will be shared and with whom.

Suspicious behaviour of any type in or around school will be investigated further, and any evidence found may lead to serious action, including permanent exclusion/police involvement/disciplinary.

POLICY

The School is committed to providing a safe, healthy and productive working environment for all of our staff, pupils and visitors. This includes ensuring that all pupils are fit to carry out their roles and responsibilities in school safely and effectively, in an environment which is free from alcohol and drug misuse.

All staff, pupils and visitors are expected to arrive at school fit to carry out their individual roles and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgment and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or offences resulting from the misuse of alcohol or drugs may damage the School's reputation.

The School recognises the possibility that some of our staff or pupils could become dependent on alcohol or drugs. It also recognises that such dependencies can be successfully treated. The School wishes to promote a culture which understands the problems associated with alcohol and drug misuse and in which pupils with dependency problems are supported and encouraged to seek help. Nevertheless, the School will not accept staff or pupils being under the influence of alcohol or drugs in the workplace or when conducting School business, or situations in which their ability to work is impaired in any way by reason of the consumption of alcohol or drugs. The School takes a zero-tolerance approach to the consumption of alcohol or use of drugs (other than prescription or over the counter medication, as directed) either on or off our premises whether this be outside of or during working hours, while carrying out School business, or attending School events. If staff are notified that the consumption of alcohol at particular School social events or networking events is permitted by the School, staff must restrict their consumption to a moderate amount and must ensure that behaviour at the event is consistent at all times with acceptable professional standards.

LEADERS, MANAGERS & COLLEAGUES

School leaders, Managers and colleagues have an important role to play in identifying problems at School that are being caused or contributed to by alcohol or drug misuse.

Where it is noticed that a member of staff's work performance has deteriorated and/or there are changes in patterns of behaviour which may be due to alcohol or drug misuse, advice and assistance should be sought from the Headteacher or DSL. A concern about the Head Teacher should be raised with the Chair of Governors or LADO.

When a teacher reasonably believes a pupil to be under the influence of alcohol or drugs in school, or while on School business, they shall immediately contact Senior leadership via the On-call system in order that the pupil can be provided with assistance and an investigation can be undertaken.

It should also be noted that leaders who knowingly allow the School premises to be used for processing, taking, supplying or offering to supply controlled drugs will be liable under the Misuse of Drugs Act 1971.

ALCOHOL & DRUGS AT SCHOOL

Neither staff or pupils should drink alcohol or consume drugs (other than prescription or over the counter medication, as directed) during the normal working day, at lunchtime, at other official breaks or at official work-based meetings and events. Drinking alcohol or consuming drugs (other than prescription or over the counter medication, as directed) while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

The School expects staff and pupils to demonstrate responsible behaviour at school, school-related functions and school social events and to act in a way that will not have a detrimental effect on the School's reputation.

If a member of staff or a pupil is found to be under the influence of drugs which are not available over the counter (but including so-called 'legal highs') and which have not been prescribed on medical grounds they will, in the absence of mitigating circumstances, be deemed to be in breach of this policy.

If any staff member or student is found to be buying, selling or in possession of illegal drugs (or prescription-only drugs which have not been prescribed to them) while on the School's premises, this will be considered gross misconduct and could lead appropriate action in accordance with the School's Disciplinary Procedure. In such cases, the police would also be informed.

If appropriate, students may be issued a fixed term exclusion pending further investigations.

MEDICAL EXAMINATION & THE POWER OF SEARCH

In investigating a potential drug or alcohol abuse incident involving an employee, where there is a reasonably held belief that said employee was under the influence of drugs, alcohol or substance misuse, the School may require the worker to undergo a test and/or medical examination.

Where a test and/or medical examination takes place, the worker will be asked to sign a written consent form to be tested and/or examined on a voluntary basis by an independent registered medical practitioner, which will be paid for by the school. The employee will also be asked to agree that the medical practitioner is authorised to discuss the result of the examination with the Headteacher. Unreasonable refusal to undergo a test or medical examination will be taken into account during the course of any related procedure and may result in action being taken under the School's Disciplinary or Capability procedures without the benefit of appropriate medical advice.

If having undergone a test and/or medical examination, it is confirmed that the employee has been positively tested for a controlled drug, or they admit to having a drug and/or alcohol problem, the School reserves the right to take disciplinary action.

The School reserves the right to search staff and student property held on the school's premises at any time if there is reason to believe that the prohibition on substances is being or has been infringed. We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks, packages sent to school premises and any other locations or items which are on our premises. Any alcohol or drugs found as a result of a search will be confiscated and disciplinary action may result.

MANAGEMENT OF SUSPECTED SUBSTANCE MISUSE (STAFF)

If an employee's line manager, or a senior leader has reason to believe that they are suffering the effects of alcohol or drugs misuse, for example, due to deterioration in work or behaviour, the employee will be invited to an investigatory interview. The purpose of the interview is to:

(i) discuss the reason for the investigation and seek the employee's views on, for example, the deterioration of their work performance and/or behaviour; and

(ii) where appropriate, to offer to refer the employee to an Occupational Health Provider for medical and/or specialist advice.

If, as a result of the interview, the line manager or senior leader continues to believe that the employee is suffering the effects of alcohol or drugs misuse while at work and the worker refuses an offer of referral to our Occupational Health Provider, the matter may be dealt with under the Disciplinary Procedure.

If the employee agrees to be referred to the Occupational Health Provider, their manager will request an urgent appointment and work with the HR Function to prepare a management referral.

The Occupational Health Provider or the HR Function may ask for the employee's consent to approach their GP for advice. The manager will then review this report and reassess the reasons for their investigatory meeting with the worker and decide on the way forward.

PROVIDING SUPPORT (STAFF)

Alcohol and drug related problems may develop for a variety of reasons and over a considerable period of time. The School is committed, in so far as possible, to treating these problems in a similar way to other health issues. Support will be provided where possible with a view to supporting a full recovery, allowing a return to work and the full range of duties. This may include:

(i) referral through an Occupational Health Provider to appropriate treatment providers, where necessary in conjunction with the worker's GP

(ii) time off work to attend treatment as recommended by the Occupational Provider, the worker's GP or a Specialist

(iii) adjusting the employee's duties or other support as recommended by the Occupational Health Provider, GP or a Specialist during treatment and for an agreed period thereafter, subject to operational requirements and feasibility.

If the employee does not finish a programme of treatment (either because the treatment provider ceases to support them or because they stop attending) or either their recovery or return to work does not happen as anticipated at the outset of a course of treatment, the Headteacher will meet with the employee to decide what further action should be taken.

MANAGEMENT OF SUSPECTED SUBSTANCE MISUSE (STUDENTS)

Where we have concerns about individual students, referrals are made to Under-19 Substance Misuse Service. In the case of previous involvement with the family, the matter must also be brought to the attention of Social Services.

Parents will also be informed of our concerns.

Governors are informed of all cases of possession, consumption or dealing of alcohol or illegal substances (selling, sharing and bartering) in school.

The Governors will support the permanent exclusion of students involved in the possession of, or dealing of illegal substances.

The Governors will support the fixed term exclusion of students found to be under the influence of alcohol or illegal drugs during school hours (including external visits/residentials/school trips).

The school will consider each substance incident individually and recognise that a variety of responses will be necessary to deal with incidents. We seek to balance the interests of the pupil involved, the other school members and the local community.

In the welfare of staff, the school will follow Children's Services guidelines on substance misuse as part of its Health and Safety Policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.

The Headteacher takes responsibility for liaison with the media and will ensure that any reporting of incidents remains in the best interests of the students, their families and the school.

PERFORMANCE & DISCIPLINARY ISSUES

The School's intention is to support all employees with alcohol or drug related dependency issues to regain good health. If, having acknowledged an alcohol or drug related problem, an employee undertakes treatment and/or rehabilitation, provided progress is seen to be made during the course of any treatment, any related formal disciplinary or capability procedure may, at the School's discretion, be suspended pending the outcome of the treatment.

This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, but which may damage our reputation or cause disruption to the School; it is expected that such issues are likely to be dealt with under our Disciplinary Procedure.

CAPABILITY PROCEDURE

- I. Taking into account the aims of this policy, where an employee admits to a drug or alcohol dependency problem, every effort will be made to assist that employee in a successful rehabilitation within the terms of the School's Capability Procedure.
- II. Should an employee decline or discontinue a period of treatment or rehabilitation, the school may invoke the Capability or Disciplinary procedures as appropriate.
- III. If a worker is being managed under this Policy and where their behaviour or conduct is sufficiently concerning, the school may invoke the Disciplinary Procedure at any time.

DISCIPLINARY PROCEDURE

If the School has a reasonable belief that an employee has breached any of the following provisions, or their work performance or conduct has been impaired through drug or alcohol abuse or misuse, the School will ordinarily invoke either the Disciplinary or Capability Procedure, and take any evidence of an alcohol or drugs misuse problem into account when deciding on appropriate action. Disciplinary action or action under the Capability Procedure may be taken against employees in the following circumstances:

- I. where there is a reasonable belief that an employee has been consuming alcohol, taking illegal drugs, 'legal highs' and/or misusing prescribed or over-the-counter medication whilst on duty or before duty where the worker's ability to perform their duties will be /is likely to be affected;
- II. where there is evidence of unacceptable behaviour at work towards colleagues, students, parents or members of the public and there is a reasonable belief that this is due to the influence of drugs, alcohol or other substances;
- III. bringing the School into disrepute by an employee's behaviour either at work/ on duty or outside working hours at a School event, and there is a reasonable belief that this is due to the influence of drugs, alcohol or other substances;

IV. the inability to carry out their duties at work, whilst impaired by the consumption of alcohol or substance misuse;

V. placing themselves at risk and endangering colleagues, students, parents or members of the public whilst representing the School through the use or consumption of drugs, alcohol or substance misuse during working hours or through the effect of consuming alcohol or misusing substances outside working hours;

VI. refusing to accept referral for an alcohol, substance or drug test or related medical examination, if required, and/or the support of counselling or treatment and where performance and/or behaviour at work remains below the standard required;

VII. dispensing, distributing, possessing, using, selling or offering to buy controlled drugs and 'legal highs' at work is strictly prohibited. Any such activity (including reasonable suspicion of it) on the School premises or at a school-related activity will be reported immediately to the police and is likely to result in disciplinary action being considered up to and including potential summary dismissal for gross misconduct.

VIII. In cases of suspected gross misconduct that warrant dismissal, immediate disciplinary proceedings will be invoked, including consideration whether suspension of the worker is warranted in the interests of Health & Safety/legal/ regulatory compliance. Such cases will include, without limitation, assault or other violent behaviour; preparation of an illegal drug, possession, use, supply or offer of supply of illicit drugs whilst at work; or being under the influence of alcohol, solvents or drugs whilst engaged in a safety critical role or activity.

LEGAL RESPONSIBILITIES RE: ALCOHOL/DRUG RELATED INCIDENTS

The Headteacher has overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents, LA and appropriate outside agencies.

Under the Misuse of Drugs Act 1971, it is generally illegal to possess or supply a drug covered by the Act, unless authorised.

The Headteacher may not allow anyone to possess, produce, supply or offer illegal drugs on their premises. Knowingly permitting these activities is unlawful under the Misuse of Drugs Act 1971.

Should any illegal drugs be found on the school premises, it is the Head's responsibility to hand them over to the Police.

Staff have a legal right to take temporary possession of a substance suspected of being a drug/alcohol solvent.

Staff can search bags and lockers if they have reasonable cause to believe illegal substances may be stored there.

APPENDIX A – POSSIBLE SIGNS OF ALCOHOL OR DRUG MISUSE

We all have a responsibility towards each other. If someone is abusing alcohol, solvents or drugs, they need help as they may endanger their own health and that of their colleagues and/or friends. Often, they will not ask for help themselves. If a teacher suspects anything about a student or colleague, he/she must consult a senior member of staff.

The following characteristics, especially in combinations, may indicate the presence of an alcohol, drugs or substance related problem in students;

- Sudden, marked changes of mood
- Loss of appetite, restlessness

- Lack of interest in work or hobbies
- Friends dropped and replaced by new ones
- Unexplained absence
- Unexplained tiredness
- Lying or strange behaviour
- Excessive spending of money
- Unexplained loss of possessions or money
- Sores or rashes on the face
- Accused of theft or borrowing money
- Things not going so well at home
- Becoming a 'drug bore'

In addition, the following characteristics, especially in combinations, may indicate the presence of an alcohol, drugs or substance related problem in employees:

- (i) Absenteeism: instances of unauthorised leave, frequent Friday and/or Monday absences, leaving work early, lateness (especially returning from lunch), excessive sickness absence, unusually high level of short-term and intermittent absences with, or without, explanation;
- (ii) High accident (or "near miss" level) at work, elsewhere, driving or at home;
- (iii) Work performance: difficulty in concentration, work requires increased effort, individual tasks take more time, problems with remembering instructions or own mistakes, continually missing meetings, deadlines for work projects;
- (iv) Mood swings: irritability, depression, uncharacteristic inattentiveness, hyperactivity, forgetfulness, or general confusion;
- (v) Appearance: deterioration in physical appearance and/or wellbeing (for example irregular gait, odour of drugs or alcohol, slurred or illogical speech and/or thought process, dilated or restricted pupils).
- (vi) Where the school is provided with what it deems to be reliable information that prohibited consumption or dealing of alcohol or drugs has occurred.

It should be noted that these symptoms could be caused by other factors and indeed some of the symptoms of excessive alcohol intake and drug misuse can be similar to the effects of a range of medical conditions including diabetes and epilepsy. Consequently, it is important to make appropriate use of Occupational Health support and to make a full investigation into the circumstances before deciding on the appropriate action.