iCollege

Alternative Education West Berkshire

DRUGS AND ALCOHOL MISUSE POLICY

Document Control	
Document Name	Drugs and Alcohol Misuse Policy
Category:	Recommended
Date:	Sept 26
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Written by:	FM/JF
Associated policies and useful information	Child Protection & Safeguarding Policy Positive relationships and behaviour Policy Acronyms: MC - Management Committee LA - Local Authority WBC - West Berkshire Council HT- Headteacher AHT- Assistant Headteacher SLT - Senior Leadership Team LT- Lead teacher WDP- Westminster Drugs project (The Edge) PWITS- Possession with the intent to supply
Review:	2 years
Status:	Approved

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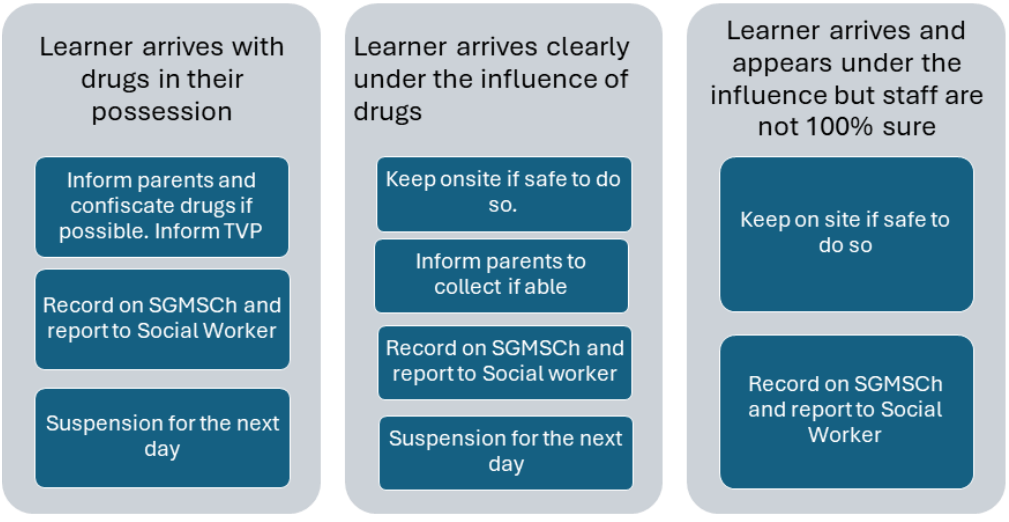
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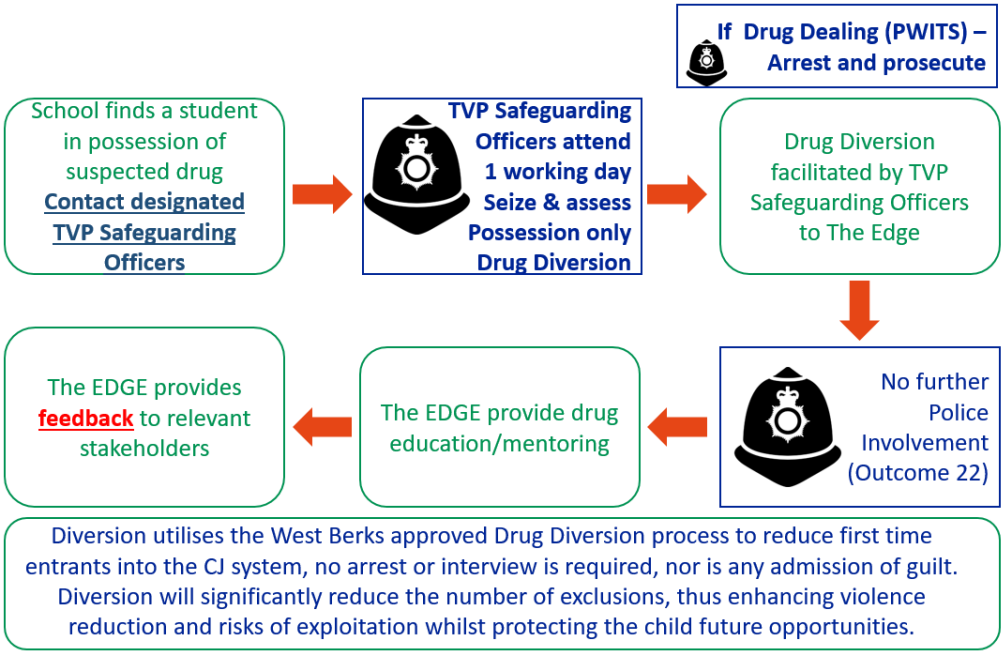
A- *Procedure for managing a substance related incident-form*

1: Key contact list			
Headteacher	Jacquie Davies	01635 528048	jdavies@icollege.org.uk
Co-head/Assistant Headteacher (Behaviour attendance and community)	Jo Farley	07901382649	jfarley@icollege.org.uk
Assistant Headteacher (Safeguarding & Wellbeing)	Faye Miller	07771989791	fmiller@icollege.org.uk
TVP WB schools	david.wren@thamesvalley.police.uk		berkshirewestschools@thamesvalley.police.uk

2. Statutory Duties	Schools have a statutory duty to promote pupils' wellbeing and hence have a clear role in preventing substance misuse as part of their pastoral care. Although there is no statutory requirement to have a substance policy, it is the advice of the DfE and national police chief council, WBC and Berkshire West Children's Safeguarding Partnership that they should have one as a clear procedure for managing any incidents. This is essential to protect staff, governors, parents/carers and pupils.
3: Statement	**The iCollege adopt a drug diversion model that is in line with evidence based practice and current West Berkshire initiatives. ~~including 'therapeutic thinking schools'.~~** **iCollege** condones neither the misuse of drugs and alcohol by members of the school, nor the illegal supply of these substances. **iCollege** is committed to the health and safety of both staff and learners and will take action to safeguard their well-being. • **iCollege** acknowledges the importance of its pastoral role in the welfare of young people and through its general ethos will seek to persuade learners, in need of support, to come forward. • **iCollege** takes a pro-active stance on drugs and alcohol education believing it is a vital part of Personal, Social and Health Education (PSHE) for every learner. • Parents/ carers are to be kept informed and involved as appropriate.

	iCollege will ensure that everyone in the school community is fully aware of the school's position on substances and how any substance-related issues will be dealt with.
4.Implementation of the policy	There are three broad areas of application of this policy – suspicion of substance use, parental use and possession of substances. **Suspicion of substance use:** • An emergency where the pupil is intoxicated and requires medical attention • Suspicion that drugs or alcohol have been used OFF school premises including on school trips or school transport • Suspicion that drugs or alcohol have been used ON school premises • Disclosure from a pupil that they or someone else are using drugs or alcohol • Parent or carer expresses concern that a pupil is using drugs or alcohol • A pupil arrives at school under the influence but does not require medical attention • A pupil arrives at school and staff are concerned they may be under the influence Situations requiring first aid will be dealt with immediately as per iCollege agreed policies and procedures. Information about emergency help for people who have had a bad reaction to drugs can be found at http://www.talktofrank.com/emergency-help. In cases of suspected substance misuse on the premises during the school day or during school visits the case will be discussed with the young person, DDSL/DSL and logged on iCollege's online safeguarding system. Parents/carers will be informed by the Lead teacher/SLT as soon as possible. The support of The Edge and other outside agencies will be sought if appropriate. Staff will use the chart below when making decisions around suspensions.  iCollege takes a holistic approach to applying protective consequences in their behaviour policy, including a situation such as this. iCollege will assess each individual case as it arises and in doing so, identify how 'dangerous' the behaviour was considered to be, either to the individual concerned, or to others, in order to determine next steps. iCollege has an agreed consequence procedure that recognises different types of incidents (including any repeat incidents). It will be applied consistently, however the background and circumstances regarding each individual case will be reviewed and the

	scale and seriousness of the incident. It will reflect a dual aim of education and consequence. As part of the therapeutic approach and external therapeutic provision, iCollege will always consider a referral to The Edge (VIA) for a programme of assessment and support. *The EDGE (VIA) is based in Newbury, the service offers support and advice on drug and alcohol abuse to teenagers and parents throughout West Berkshire.* The Head teacher will take responsibility for any liaison with the media. Additional support and advice may be available from LA Press Officers. Where pupils are adversely affected by parental substance misuse / use, a referral will be considered to the Edge (WPD) who also provide support to young people of substance misusing parents. iCollege will ensure that for children and young people where parental substance misuse is suspected, therapeutically healthy decisions and plans are made in the best interests of the individual, so that antisocial behaviours do not escalate.
5: Approaches and Aims	Teaching of Drugs and alcohol use/misuse should include the following approaches/aims:- • to enable learners to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills e.g. resisting peer pressure/impulsive decision making. • to provide accurate information about drugs and alcohol • to increase understanding about the implications and possible consequences of use and misuse • to encourage an understanding for those experiencing or likely to experience drug or alcohol misuse • to widen understanding about related health and social issues, e.g. sex and sexuality, crime, and sexually transmitted diseases • to seek and minimise the risks that users and potential users face • to enable young people to identify sources of support
6: Procedures	**Possession or supply of substances** When dealing with incidents involving possession or supply of substances on the school premises or during the school day • Discovery of substances OFF school premises: for example on school transport, school trip, field trip (possession or suspected supply) • Discovery of substances ON school premises (possession or suspected supply)

	If there is a seizure of a suspected illegal substance, iCollege will follow the flow chart below:  In cases of substance misuse or supply on the premises during the school day the school will need to seize the substances and contact one of the Thames Valley Police safeguarding police officers. berkshirewestschools@thamesvalley.police.uk The police officer will visit the school within one working day. The police officer will assess the case in a trauma informed way including consideration of adverse childhood experiences (ACES) that the young person may have been exposed to. The police officer will determine whether the case should be dealt with through the formal criminal justice system or drug diversion. If the recommended action is drug diversion the police officer will make a referral to The Edge and work closely with the school to consider other appropriate pro-social consequences. The Edge will allocate the case within one working day of receiving a referral. Parents/carers will be informed by the Head teacher as soon as possible. The support of outside agencies will be sought if appropriate. The iCollege will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. Staff will consider very carefully the implications of any action it may take, and any decisions must involve a discussion with a senior leader/Headteacher. It needs to balance the interests of the learner involved, the other learners and the local community.
7. Specific guidance	
i.Parental Substance Misuse	Parental substance misuse has the potential to impact negatively on outcomes for children and young people. Substance use in itself is not a reason for considering a child to be suffering or at risk of suffering significant harm although it may be a contributing factor. However, exposure to substance use is likely to impact the pupil in some way and is an issue that should be at

	the forefront of thinking as therapeutic settings. iCollege will apply due consideration to the choices a learner makes if parental substance misuse is suspected, and work with the learner to promote healthy choices. Berkshire West Safeguarding Children Partnership *Children of Alcohol and Substance Misusing Parents* sets out the procedures that must be followed when providing services for children. Further advice can be found at http://www.adfam.org.uk/cms/docs/adepis_psu_schools.pdf
ii,Searching, Screening and Confiscations	Searching, Screening and Confiscations (DfE: 2022) states that 'school staff can search a pupil for any item if the pupil agrees,' noting that the ability to give consent may be influenced by the child's age or other factors. Any search for Prohibited Items (as defined below) should be treated as a safeguarding issue from the outset in accordance with iCollege's Child Protection Safeguarding Policy. The DSL/DDSL should be informed without delay and any safeguarding concerns responded to in line with this policy. iCollege SLT and Lead teachers are authorised and have a statutory power to search pupils or their possessions, **without consent,** where they have reasonable grounds for suspecting that the pupil may have a prohibited item. **Education Act 1996 (EA 1996) (s550ZA, as inserted by the Education Act 2011** Prohibited Items under EA 1996, section 550ZA(3)(c) and (d) include alcohol and illegal drugs. A person exercising the power in s 550ZA to search for a prohibited item may use such force as is reasonable in the circumstances, where a pupil does not cooperate with a search, EA 1996, s550ZB. The person conducting the search may not require the pupil to remove any clothing other than outer clothing. Education Act 1996, S550ZB(6)(a). This section S550AB also covers who can conduct the search and same sex requirements. The Association of Chief Police Officers (ACPO) recommends that **drug dogs and drug testing** should not be used for searches where there is no evidence for the presence of drugs on school premises.
iii. Police involvement	In West Berkshire the suggested approach is as follows: A member of the iCollege leadership team will liaise with the police to agree a shared approach to dealing with any substance misuse related incidents ensuring a Therapeutic approach to any consequences. Scripted language will be encouraged in these circumstances. If the matter relates to possession or supply, then the process outlined previously in this document would apply. **Legal drugs** - the police will not normally need to be involved in incidents involving legal drugs, but schools may consider informing trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to young people in the area **Controlled drugs (including New Psychoactive Substances)** - in taking temporary possession of suspected controlled drugs, schools are advised to:

	i. Ensure that a second adult witness is present throughout. ii. Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present. iii. Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff. **Statutory guidance on the disposal of controlled drugs and stolen items** iCollege SLT will decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a "good reason" for not delivering controlled drugs or stolen items to the police the member of staff must have regard to the following guidance issued by the Secretary of State. **In determining what is a 'good reason' for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.** Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such. Locally the police safeguarding officers are able to take possession and dispose of all such items. Searching, screening and confiscation: advice for schools *Ref: DFE-00034-2014 PDF, 208KB, 16 pages* iv. If the police are to be contacted do so as in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the illegal substance was taken but the police advise that this is disclosed. The iCollege will consider each case on an individual basis and ensure consistency of approach. v. Record full details of the incident, including the police incident reference number if they are involved. vi. Inform parents/carers, unless this is not in the best interests of the learner. vii. Identify any safeguarding concerns and respond appropriately. viii. If there is a significant seizure of a suspected illegal substance schools should inform the police at an early stage; and take steps to minimise handling to aid future forensic investigations
iv. Working with External Partners	Children and young people often find visitors to school a useful and informative part of their learning, but equally research suggests that for visits to be successful there needs to be a shared understanding about the nature and content of the session/s. Government guidance is that schools should exercise caution with the use of visitors as there is some evidence that particular messages can have a detrimental impact on young people's intentions to resist using drugs including alcohol. **Particular caution should be used when visitors have had first-hand experience of problematic drug use.** **iCollege will** ensure that visitors: i. are appropriately qualified and trained to deliver work with children and young people in a PRU/SEMH setting; ii. are aware of good practice that recommends the avoidance of shocking images and inappropriate descriptions of drug use; iii. have a clear understanding of the aims and objectives of the session and have seen and understood the school's drugs and alcohol guidance document for staff;

	iv. have been briefed on any particular sensitivities that there may be in the student group – these may include identified drug issues by particular students or their families – as well as any broader needs within the group; v. have negotiated the content of the session which is linked to the broader drug education and PSHE delivered by the school and relevant to the identified needs of the learners; vi. are aware of the icollege's protocols for dealing with any disclosures or distress shown by learners during the session. **iCollege staff should:** i. Be present at all times when a visitor is in the class, and be ready to be an active participant in these sessions; ii. Ensure that they reflect on the learning from particular sessions with learners and visitors, assessing the learning, and building skills to support and enable learners to make healthy choices and to avoid risk-taking behaviour; iii. Follow-up any unresolved issues or concerns and extend the learning begun by the visitor.
v. Safeguarding Young People: Confidentiality and Information Sharing	**Safeguarding Young People: Confidentiality and Information Sharing** iCollege will ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young person with the duty to safeguard and promote the welfare of the young person and others. In knowing the learner and working in a therapeutic setting, school leaders will apply due regard to the specific vulnerabilities the learner may have and work pro-socially as part of the school ethos and culture to teach them about healthy lives, the need for internal discipline and personal responsibility. Berkshire West Safeguarding Children Partnership (formerly the LSCB) policies and procedures will be followed. Specific guidance is provided by 5.10 Child or Young Person involved in Problematic Substance Misuse and 6.3 Children of Alcohol and Substance Misusing Parents. Staff will not promise total confidentiality. There are important reasons why personal and sensitive information needs to be shared in relation to Child Protection (e.g. when working with the police, referral to external agencies etc). The Data Protection Act 2018 and Crime and Disorder Act 1998 all allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent. If a decision is taken to share confidential information a written record of any concerns including the reasons for breaching a pupil's confidentiality will be made. **The following questions will also be considered.** i. How serious is the situation? ii. What immediate and significant risk does the young person face? iii What implications (both positive and negative) could keeping a confidence have? iv. Could significant harm result from keeping the young person's disclosure confidential? Young people will, whenever possible, be made aware of the limitations of confidentiality before they disclose a confidence. If a confidence needs to be broken, iCollege will explain to the young person (and parents/carers as appropriate):

	i. Why the confidence was broken ii. Who will be/has been informed iii. What will be/was disclosed iv. How the information will be used v. That their privacy will be respected and information shared on a "need to know" basis. However, as iCollege have adopted a therapeutic approach, both staff and children are familiar with the 'recover, reflect, repair, restore' model. This is where learners will be given the opportunity to take time out from the incident that has occurred and then with a well-trained, empathic adult who understands how to conduct a restorative debrief, can work with them to move forwards. We would therefore hope, that in a Therapeutic environment where this model exists, the need to breach confidentiality is not necessary.
8: Useful contacts and references	**Support for young people in West Berkshire:** **The Edge (VIA): 01635 582002** advice and support services for young people about drugs and alcohol. Other services (e.g. for friends, families, carers etc.) also available as well as school assemblies and workshops. www.westberks.gov.uk/edge **Advice and information for schools:** **Department for Education:** essential for monitoring changes and updates in current policies, guidance and advice www.dfe.gov.uk **Drug Education Forum:** national organisations committed to improving the practice and profile of drug education in England www.drugeducationforum.com **Health & Wellbeing in schools coordinator:** 01635 503654 www.westberks.gov.uk/schoolshwb **PSHE Association:** advice on developing drugs education www.pshe-association.org.uk **Mentor:** charity offering support, information and free resources to schools www.mentoruk.org.uk **Thames Valley Police:** can be contacted with non-urgent enquiries regarding any drug/alcohol incidents call 101 West Berkshire Safeguarding Officers berkshirewestschools@thamesvalley.police.uk To establish the Neighbourhood Policing Team responsible for your area go to www.thamesvalley.police.uk **Safer Communities Partnership:** Team Manager 01635 264703 **Berkshire West Safeguarding Children Partnership:** coordinates how agencies work together to safeguard and promote young people and to ensure the effectiveness of safeguarding arrangements www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp Exclusions Officer 01635 503409 West Berkshire Council Public Relations Manager 01635 519125

	Locally available training/support: The Edge (VIA) Project Manager 01635 582002 West Berkshire Safeguarding Officers SafeguardingWestBerks@thamesvalley.pnn.police.uk **National advice and support organisations:** **Drinkline:** a free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 08009178282 **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: telephone 0800 800 222 **FRANK:** national drugs awareness campaign to raise awareness amongst young people, their parents/carers www.talktofrank.com. Schools can receive free resources, updates, newsletters etc. **Smokefree:** NHS Smoking Helpline www.nhs.uk/smokefree **For advice on First Aid/What to do in an emergency:** **FRANK:** Advice on what to do to help someone who's having a bad reaction to drugs www.talktofrank.com/emergency-help Resuscitation Council (UK): Guidelines for resuscitation procedures www.resus.org.uk/pages/GL2010.pdf

9.Change record

Version Number	Date Approved	Management Committee ***Minute Reference***	Description of Amendments	Review Date
4	10.10.17	SWC 10.10.17	Transferred to **icollege** format and contact details updated	Oct 2017
5	25.02.19	SWC 25.02.19	Re-write- Changes in line with new LA guidance.	January 2020
5.1	Apr 22	MC	Amended in line with updated LA guidance	April 2022
5.2	7.5.24	SWBAC	Admin changes only-dates & contacts	April 2024
5.3	*09.06.26*	*MC, suggested changes then approved by email Sept.26*	*Reviewed by JF and FM-tracked changes in-line with local arrangements.*	*April 2026*

Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment whether that is within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

APPENDIX A - PROCEDURE FOR MANAGING A SUBSTANCE RELATED INCIDENT

Procedure for managing a substance related incident.	
Procedure	**Check and initial**
1. Assess medical needs of pupil(s). Provide medical help as needed.	
2. Confiscate any legal or illegal substance (ensure witness present). Ask what it is, the information may be needed by health professionals. If required provide a sample to the attending paramedics	
3. Store carefully and record details	
4. Inform Headteacher	
5. Assess and clarify the situation • Is it suspected substance misuse? (go to step 6) • Is it an accident? A deliberate act? (go to step 6) • Does it involve possession or supply? (go to step 7)	
6. Assess the support needed for the pupil(s) and the school • Parents • The Edge 01635 582002 • School Nurse • CAAS / Early Response Hub	
7. Contact the TVP Safeguarding Officer for West Berkshire on 101 to follow the Drug Diversion or prosecution pathway	
8. Consider what protective consequences need to be put in place in response to the situation.	
9. Record the incident	