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**Drug and Alcohol Policy**

Date of Adoption: January 2025

Date of Review: September 2025

**Drugs and Alcohol Policy**

**Policy Development Process**

This guidance has been produced with guidance from with Healthy Schools and Music Stuff Education and is in line with DfE and [Drugs: advice for schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/drugs-advice-for-schools) and The Education Act, 2011.

The policy is availableon the MSE website

The policy should be considered in conjunction with other written policies including but not restricted to Safeguarding and Child Protection, Behaviour and Health and Safety.

**1. Purpose of the Policy**

At Music Stuff Education we aim to support our pupils to safeguard themselves in the context of a drug-using society, and this policy reflects a whole school approach to health, wellbeing and harm reduction.

**2. Context**

The school operates within the statutory, legislative and local policy framework in relation to the use and/or misuse of all drugs. The policy applies to all staff, pupils, parents/carers, governors and partner agencies on school premises or on school business e.g. work related learning and trips and at alternative provisions. The school considers that illegal and other unauthorised drugs are not acceptable within these boundaries. It applies in all MSE sites and during taxi journeys to and from any learning activity.

**3.** **Definitions and Terminology**

**Definition of a Drug**

We define a drug as a substance people take to change the way they feel, think or behave. This term encompasses all prescribed and over-the-counter medicines, all legal drugs such as alcohol, tobacco, volatile (sniffable) substances e.g. solvents, drugs known as New Psychoactive Substances (NPS) (formerly known as ‘’Legal Highs’’) and all illegal drugs covered by the Misuse of Drugs Act (1971) and Psychoactive Substances Act (2016).

**A Drug Incident**

A drug incident is the suspicion or evidence of any situation or specific event involving a drug. This could relate to a pupil, parent/carer or member of staff.

**4.** **The school’s stance towards drugs, health and the needs of pupils**

The first concern in managing drugs is the safeguarding and health and safety of the school community and meeting the pastoral needs of pupils. Illegal and other unauthorised drugs are not acceptable within the boundaries identified in this policy. Authorised drugs should only be brought onto school premises with the knowledge and permission of school staff in accordance with the school’s Medicine Policy.Please refer to our supporting pupils with medical conditions policy.

MSE recognises that all drugs are potentially harmful and therefore we have consistent and clear procedures, which promote safety and good management.Our range of responses to any incident includes the use of universal and specific targeted intervention, to educate, inform and reduce harm.

**5. Drug Education - Aims and Objectives**

**Aims:**

* Our wider PHSRE curriculum aims to provide high quality information to support informed decisions, and opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others’ actions.
* Through Universal and bespoke Intensive drugs education we aim to: support drug cessation; minimise the number of young people engaging in drug use; delay the onset of first use; reduce the harm caused by drugs; and enable those who have concerns about drugs to seek help.

**Objectives:**

Drug Education is an important aspect of the curriculum for MSE. We need to set realistic aims for our drug education which are consistent with the values and ethos of MSE and the laws of society, as well as appropriate to the age and maturity of pupils. Including:

Increasing pupils’ knowledge and understanding and clarifying misconceptions about

* the short and long term effects and risks of drugs
* the rules and laws relating to drugs
* the impact of drugs on individuals, families and communities
* the prevalence and acceptability of drug use among peers
* the complex moral, social, emotional and political issues surrounding drugs

Developing pupils’ personal and social skills to make informed decisions and keep themselves safe and healthy, including:

* assessing, avoiding and managing risk
* communicating effectively
* resisting pressures
* finding information, help and advice
* devising problem-solving and coping strategies
* developing self-awareness and self-esteem

Enable pupils to explore their own and other peoples’ attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

1. **Implementation**

MSE staff are best placed to decide on the most appropriate response to tackling drugs within school. Our work is most effective when:

* it is supported by the whole school community;
* drug education is part of a well-planned programme of PHSRE delivered in a supportive environment, where pupils are aware of the law and their rights and responsibilities, feel able to engage in open discussion and feel confident about asking for help if necessary;
* staff have access to high quality training and support through ongoing CPD opportunities and signposting to external professional agencies.

Our drug education is delivered through our PSHRE Curriculum in the wider context of personal development. This programme of study spans both key stages and drug education is covered within but not excluded to the core themes of Healthy lifestyles, keeping safe, and mental and emotional health. This provides an effective context for drug education because it focuses on developing skills and exploring attitudes, identifying risks and solving the problems young people are confronted with, as well as learning about healthy, safe and active lifestyles. Our Science curriculum also considers aspects of drug education within the big idea - Biological systems for life at KS3 (Muscles and bones, diet and nutrition, breathing and respiration).

**7**. **Methodology and Resources**

Wherever possible, pupils are encouraged to contribute to the content of sessions including the use of I Matter resources, partner organisations, and the school nurse service for whole school training, universal and specific targeted referral and intervention.

In addition, Healthy Schools offer curriculum support in Manchester to support schools with Drugs education and staff can make use of the Healthy Schools Resource Library.

Unless external partners are engaged in a confidential session with a pupil, it will always be good practice to ensure that member of MSE staff is present when visitors are working with pupils.

**8**. **Staff Support and Training**

The identification of staff professional development needs in relation to drugs education are regularly reviewed, and MSE works in partnership with a range of organisations to enable staff to access support and information e.g. staff can access support to deliver Drugs Education through the Healthy Schools team this will also be built into our whole school CPD offer.

**9**. **Assessment, monitoring, evaluation and reviewing**

Assessing the quality and success of the delivery of our drug education programme is vital. In assessing the success of our programme we will consider:

* how learning opportunities and experiences are identified
* how learning outcomes of the drug education programme are evaluated (including strategies for gaining feedback from pupils about what they have learned, how useful they consider it to be, and what needs they still have).

This will include not only the formal and taught aspects of the curriculum, but also other intelligence gathered regarding the underlying risks taken by pupils attending MSE.

**10**. **Managing Drug Related Incidents**

The principal concerns in the management of all incidents is the safeguarding of all pupils and the school community.

If a young person is under the influence, or is suspected to be under the influence, of drugs in any centre, a risk assessment of the possible harm to that young person or others should be made. If a pupil is not presenting as **fit to learn**, parents/carers should be contacted and the pupil returned home as safely as possible. This may mean the parent/carer needs to come and collect them, or a staff member can take them home in order to keep them safe. We should not be sending pupils home on the bus/tram or in a taxi whilst they are under the influence. This action should be recorded on CPOMS and Arbor. A “C“ code is used on the register, with detail that informs MSE’s Admin and Pastoral Team of the reason for the code. In the case of emergency, the pupil should be referred to A & E (or an ambulance called via 999), for example if a suspected overdose has taken place or a pupil is at risk of a mental health episode. DSL is informed immediately. All information should be shared with partner schools and any professionals working with the pupil in question.

**Decisions made for the management of incidents are through discussion and are not made in isolation.**

If any drug related incident should occur, the safety and wellbeing of the child or young person will always be the overriding concern. Each incident will be considered taking into account the circumstances of the individual and the family.

**Discussions with the MSE Senior Leadership Team must take place to consider whether Police and other appropriate agencies will be informed according to the needs of the individual concerned.**

There may be interest in drug related incidents by the media. Confidentiality of pupils will be a priority.

**Only MSE Interim Headteacher (Lyndsey Murray) will respond to media questions.**

If any drug related incident occurs, MSE is committed to tackling illegal drug use among young people and to this end will give the appropriate education and support. There are a range of options available to MSE. These include targeted intervention, referral, counselling, ILPs, individual behaviour risk assessments and pastoral support. Other potential outcomes following drug incidents could include suspension or request for placement withdrawal. All suspensions must be reported in line with MSE suspension policy. Placement withdrawal will be discussed with SLT, and requests made to the MSPRU placement panel or direct school SPOCs if they are dual registered pupils.

Suspensions will only be considered for serious incidents and should not be imposed without a thorough investigation, unless there is an immediate threat to the safety of others in the school or the pupil concerned. Any suspensions should usually be a final step in the process of dealing with disciplinary offences after a wide range of other strategies have been tried without success.

**11. Informing Parents/Carers**

In cases of substance-related incidents, MSE will inform parents/carers or appropriate responsible adults about the incident. In instances involving substance misuse or supply on the premises parents/carers will be informed at the earliest opportunity. The school and the parents/carers can then work together to support the child involved. Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child.

Guidance will be available on how to access appropriate services e.g. Eclypse (specialist drugs service for young people in Manchester). Parents/carers will be encouraged to maintain contact with the school after an incident, to ensure that all parties are working together to support the young person.

**12. Managing Specific Drug Incidents**

A drugs incident can involve suspicions, observations, disclosures or discoveries of situations involving illegal or other unauthorised drugs.

MSE treats all drug related incidents very seriously, and as a safeguarding issue. They will be dealt with on an individual basis which is in line with our safeguarding, behaviour and suspension policies. Guidance on dealing with specific incidents is given in the flow chart at the end of this document. MSE Interim Headteacher, Deputy Head for Behaviour and Deputy Head and Designated Safeguarding Lead will make final decisions about what actions are taken, to allow the policies to be adapted to specific situations.

The following guidance is based upon DfES Drugs: Guidance for Schools 0092/2004 and local best practice. These complement the school’s health and safety policy.

**Safety within school and school premises**

* Caretaker to check the grounds regularly.
* All staff to be vigilant for evidence of drug use.
* Any drugs or drug paraphernalia discovered during routine screening will be reported via CPOMS and Arbor and disposed of.

**If someone reports finding a syringe or needle**

* Ask informer to show where or give exact location.
* Ensure that students do not have access to the location until the area has been cleared.
* Inform the centre staff member who has the correct equipment for removing dangerous items.
* If there are more than one isolated incident, seek advice from the Police, Manchester LA and SLT

**If a member of staff suspects that a child has been in contact with a syringe**

* Seek immediate medical advice from the centre first aider
* Reassure, keep calm and prevent fear in the child.
* Call 111 for advice where necessary

**If substances are found on the premises**

* If a suspicious substance is found and you think that it may be illegal, then it should be treated as such and confiscated in the presence of another staff member witness.
* Inform DSL or Interim Headteacher to begin further investigation.
* 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 such as the police.
* Make a record of actions taken with description, location and date (e.g. one white tablet found in cloakroom) on CPOMS as a safeguarding concern ensuring action taken to support the child is recorded.
* If there are immediate concerns contact the MSE Designated Safeguarding Lead.

**Reporting concerns about illegal sales/supply**

MSE has the right to inform the licensing unit, police or trading standards if they have witnessed or have heard reports of illegitimate sale/supply of age restricted products (e.g. alcohol, tobacco including vapes or solvents) in the school vicinity. They have also the right to inform the licensing unit or police if they have sufficient evidence or have witnessed crime and disorder (including illicit drug activity), noise nuisance, threats to public safety and threats to the protection of children from harm as a result of the operations of a licensed venue in the Centre’s vicinity. This may include concerns around alcohol promotions that are attractive to children as well as street drinking in the area.

**If incidents occur on school trips**

* Complete an EV form and an Educational Visits risk assessment before any visits. This should include procedures for dealing with medical emergencies e.g. staff access to mobile phone and emergency numbers. Medical consent forms should also be completed.
* The designated group leader should deal with incidents, making contact with the Headteacher or DSL where appropriate.
* It is recognised that the timescale for dealing with incidents on a trip may be longer than in school e.g. being able to meet with parents.

**If a parent/carer is under the influence of drugs on school premises**

* Assess whether there is a medical or safety issue for the individual or others.
* Consider calling for medical help or the police if appropriate.
* Stay calm and try to reassure the parent/carer and the child.
* Discuss alternative arrangements if there are concerns about discharging the pupil into the care of the adult e.g. another parent/carer could take the pupil home.
* If appropriate follow school procedures in relation to child protection recording concerns on CPOMS.
* The focus for staff will always be the maintenance of the child’s welfare.
* Inform the Designated Safeguarding Lead and Interim Headteacher to begin further investigation.
* Consider offering parents/carers appropriate support e.g. preventative health promotion advice/ awareness sessions or responsive treatment advice offering referral to appropriate agencies e.g. Eclypse.

**If a member of staff is under the influence of drugs on school premises or on a school trip**

* Assess whether there is a medical or safety issue for the individual or others.
* MSE has clear expectations for staff conduct. All staff are made aware of these expectations such as alcohol on site, being at work under the influence of alcohol and alcohol consumption on trips.
* The school has a staff disciplinary procedure which may be used if staff are not seen to be fulfilling their duty of care to pupils entrusted to the school (including when on trips).
* Consider offering staff appropriate support e.g. preventative health promotion advice/awareness sessions in staff areas or responsive treatment advice offering referral to appropriate agencies.
* Report any concerns directly to the Interim Headteacher and complete a Low Level Concerns form. Further investigation may lead to a referral to the LADO

**If the police are involved in dealing with a drug incident**

* The police work in partnership with MSE, in relation to specific input in dealing with incidents. Local police do not wish to criminalise children and young people.
* Legal Drugs: Police do not need to be involved. The school may inform the police about inappropriate sale or supply of tobacco, alcohol, volatile substances or prescription drugs.
* Illegal Drugs: MSE has no legal obligation to report drug related incidents to the police. Nevertheless, not informing the police may prove to be counter-productive for the school, its pupils and the wider community. The Interim Headteacher or DSL, may inform the police if they consider it appropriate, bearing in mind: the quantities involved, the vulnerability of those concerned and the possible impact on the school and the community or where local intelligence may be of help.
* The school supports local protocols agreed by Healthy Schools and the police. Once the police are formally involved in dealing with a drug related incident it may lead to a criminal investigation and prosecutions.
* For evidence of supply (or suspected supply) of illegal substances by pupils or adults MSE Interim Headteacher and DSL will discuss safeguarding implications and inform the police directly.

**If a person is suspected of concealing illegal or unauthorised drugs please refer to MSE Behaviour policy for guidance on searching for banned items** [**Searching, screening and confiscation in schools - GOV.UK (www.gov.uk)**](https://www.gov.uk/government/publications/searching-screening-and-confiscation)

* Schools can search a pupil for any banned item, if the pupil agrees (the ability to give consent may be influenced by the child’s age or other factors).
* Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they suspect the pupil has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items. If these items come into the possession of staff they should be stored in a locked cupboard or cabinet.
* MSE staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to the pupil or the school community.

Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness.

**If a substance has been confiscated or found**

* Controlled drugs must be delivered to the police as soon as possible unless there is a good reason not to do so. Legally, schools do not have to give the name of the pupil from whom drugs have been taken, to the police. Schools should consider this on a case-by-case basis.
* In cases such as the above, the member of staff must safely dispose of the drugs. In determining whether there is a good reason to dispose of controlled drugs, the member of staff must have regard to the following guidance issued by the Secretary of State:
* The member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of the controlled drug. When 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. If the member of staff is in doubt about the safe disposal of controlled drugs, they should deliver them to the police. Other substances which are not believed to be controlled should also be delivered to the police, or disposed of as above, if the member of staff believes they could be harmful. Where a person conducting a search finds alcohol, tobacco, cigarette papers, they may retain or dispose of them as they think appropriate but **should not return them to the pupil**.
* Any disposal should be recorded as a drug incident, and a safeguarding concern logged on CPOMS detailing action taken to support the child.

**If an appropriate referral needs to be made**

* MSE is aware of a range of agencies (not solely drug specific ones) which complement the pastoral role of MSE. All staff have a role to play in identifying pupils who have drug related concerns. MSE recognises that early intervention can prevent more problematic use. In Manchester, Eclypse (0161 273 6686) is recognised by Manchester Healthy Schools as offering targeted group work and individual support for young people who are using or thinking about using drugs. Referrals can be made by the school, but this should be discussed with the young person. Students may also refer themselves. Eclypse provides appropriate support to more vulnerable young people with specific needs. Permission will be sought from parents/carers for individual work with young people, but not for group education work. Training is offered by Healthy Schools for staff to be able to identify and refer appropriately to Eclypse and support young people who may present as misusing substances.

**If a drug incident occurs it needs recording**

* Staff will record drug related incidents on CPOMS as safeguarding concerns and these will be monitored by the Pastoral Support Officers and Designated Safeguarding Lead. Staff should record facts, not opinions e.g. time, date, place and people present and what was said. Storage of sensitive information is secure and accords with the Data Protection Act 1998. The school is aware that records may be used in subsequent court proceedings.

**If the media are involved**

* **No comment should ever be made to the media**
* In all instances, staff members should refer enquiries from the press to MSE Interim Headteacher only.

**13**. **Additional Information**

**a) PSHRE**

Drug education forms a central part of the PSHE curriculum and as such is planned, delivered, co-ordinated, assessed and monitored in line with the school’s Personal Development policy and Intent.

**b) Safeguarding and Child Protection**

If any disclosure occurs during a drugs lesson or concerns are raised, all staff will follow MSE’s procedure for Safeguarding and Child Protection. All staff have a duty of care and so any incident or potential incident (e.g. involving drug using parents) must be treated as a Child Protection issue. Statutory guidance is given in Keeping Children Safe in Education and is updated and shared with colleagues annually.

**c) Confidentiality**

Children have rights under the Children’s Act 1989 and can thus expect drug related incidents to be treated sensitively. However, staff should not give guarantees of confidentiality where the safety and welfare of a child is at risk. Further statutory guidance is given in Keeping Children Safe in Education.

**d) Tobacco and Vapes**

Smoking and vaping is forbidden on all centre premises. Pre-admission documents and contracts give clear guidance on this.

**e) Wellbeing of Staff and Substance Misuse**

MSE’s code of conduct for staff gives clear guidance on specific issues related to the welfare of staff, and staff may be signposted to services and agencies available

