

**The Deanery**

Church of England High School and Sixth Form College



# MANAGEMENT OF DRUGS-RELATED INCIDENTS POLICY

JUNE 2015

**This policy promotes the following:**

- **Unauthorised drugs cannot be tolerated in schools.**
- **The welfare of young people is paramount.**
- **Young people involved in drugs may require information, support, counselling and treatment.**
- **Guidelines for police involvement.**
- **A consistent approach to the management of drug related incidents.**

## INTRODUCTION

This policy has been developed with support from both the LA and Greater Manchester Police. The Government Drug Strategy 'Tackling Drugs to Build a Better Britain' emphasises the importance of drug education and prevention for young people. All schools, including primary schools, should have a policy on the management of drug-related incidents in line with DfES guidance.

This policy will help to:

- o Provide a secure framework within which staff can operate with confidence.
- o Clarify legal responsibilities, entitlement and obligations.
- o Express and clarify our school's responses for staff, pupils, parents and governors.
- o Comply with OFSTED expectations in the event of a school inspection.

This policy is in accordance with the DfES guidance that states:

"It is vital that schools send a clear message to the whole school community that the possession or use or supply of illegal and other unauthorised drugs within the school boundaries is unacceptable.  
DfES 2004: 'Drugs: Guidance for Schools'

### THE DEFINITION OF A 'DRUG'

The following list outlines the categories which could be defined as "drugs":

- o Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD) under the Misuse of Drugs Act 1971.
- o Over-the-counter and prescription medicines, including those used improperly which can include sleeping tablets and slimming tablets – as described by the Medicines Act 1968.
- o All legal drugs including alcohol, tobacco, solvents, and poppers.
- o Drugs which are misused to enhance performance (for example steroids).
- o E-cigarettes and their refills.
- o Legal Highs.

An outline of the legal categories of drugs is found in Appendix D.

### DEFINING A DRUG INCIDENT

A drug incident in school could involve suspicions, observations, disclosures or discoveries of situations involving unauthorised drugs. It could fit into the following categories:

- o Drugs or associated paraphernalia are found on school premises.
- o A pupil is found in possession of drugs or associated paraphernalia.
- o A pupil is found to be a supplier of drugs on school premises.
- o A pupil is thought to be under the influence of drugs.
- o A pupil is displaying signs of illness or inappropriate behaviour as a result of substance misuse.
- o A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area.
- o A pupil discloses that they are misusing drugs or a family member/friend is misusing drugs.
- o A parent/carer is thought to be under the influence of drugs on school premises.

Incidents involving staff would be referred to other policies covering the work place.

### DEFINING SCHOOL BOUNDARIES

We determine our school boundary to cover and include wherever children are supervised. This policy applies to schools trips, unless a specific policy has been created.

Issues relating to the management of drug related incidents in schools are the responsibility of the following post holders

- |                |   |
|----------------|---|
| Post Holder 1: | Headteacher.                                  |
| Post Holder 2: | Assistant Head in charge of Child Protection. |
| Post Holder 3: | Deputy Child Protection person.               |
| Post Holder 4: | Deputy Head (Human Resources).                |

Schools may decide that post titles are identified as opposed to postholders, as this will ensure responsibilities are held within school in the event that a postholder changes school.

Refer to Appendix F for the role of the school governing body.

### **DRUG RELATED INCIDENTS**

There are two categories of drug related incidents to consider:

- i. Medical emergencies – refer to Appendix B.
- ii. Other drug related incidents – refer to Appendix A.

### **A MEDICAL EMERGENCY**

A medical emergency arises when a person:

- o Is unconscious.
- o Is having trouble breathing.
- o Is seriously confused or disorientated.
- o Has taken a harmful toxic substance.
- o Is otherwise at immediate risk of harm.

*(DRUGSCOPE: 'The Right Response')*

Our procedures for an emergency apply when a pupil or others are at immediate risk of harm. In any incident involving drugs, the most urgent question is always whether medical help is needed.

Our first aid procedures are located in the Emergency First Aid Point.

The school policy that deals with health and safety outlines procedures for how to manage medical emergencies and administer first aid, for example, placing an unconscious person in the recovery position or dealing with a drug overdose. All staff (including all non-teaching and welfare staff) should be aware through this policy of the importance not to chase or over-excite a person who is intoxicated from inhaling a volatile substance. Strenuous activity can put an intolerable strain on the heart and can increase the risk of sudden death. The person should be kept calm until the effects have worn off.

Unless they are unconscious, a pupil may be intoxicated without it being a medical emergency. Pupils should be continually observed in case of changes in their condition. When necessary we would make arrangements with a parent/carer for the child to be collected or escorted home. However we are aware that the pupils' safety is the priority in response to any medical emergency, and if deemed appropriate alternative arrangements would be made if the school perceived the child to be more at risk at home (refer to Child Protection Policy).

See Appendix B: Drugs situations – medical emergencies.

### **OTHER DRUG RELATED INCIDENTS**

These can be broken down further into the following categories:

- a. **Found Substance** - This includes actual substances and/or evidence of substance use, i.e. empty aerosols, discarded needles, empty bottles, pipes etc; and/or where a substance or an indication of substance use is found on school grounds.
- b. **Possession of Substances** - Where a young person or groups of young people are found to be in possession of a small amount of substances or there has been a disclosure of possession. Possession can include: found on the person/people; found within their belongings; found within their control (i.e. school locker).
- c. **Supply and Possession with intent to Supply** – If a pupil is found in possession of a larger amount of any substance, consideration should be given to the possibility of the pupil supplying to others and information relating to this should be provided on the Drug Related Incident Form - Appendix E. \*Although there is no legal obligation for the school to report the incident to the Police, we would always consider each case carefully. All incidents should be recorded and information kept in the school file.

- d. **Disclosure by young person** - A student discloses own involvement with drugs; student discloses or school discovers a parent/carer/relative/friend using or selling drugs; parent / other person seeks advice from school about (possible) drug use by student.
- e. **Sale or supply of drugs in local area.**
- f. **Parent / carer intoxicated on premises.**

### **RESPONDING TO INCIDENTS**

Each incident will be managed according to individual circumstances. There are a range of responses that we will consider including the following:

- o Contacting the local police.
- o Referral to Young Persons Drug and Alcohol Team/School Nurse.
- o Pastoral support programme.
- o Fixed term/permanent exclusion.
- o Managed move.
- o Educational support.

In the event of any incident, the process outlined on the flow chart (Appendix A) will be used. The DfES offer the following guidance on excluding pupils for drug related incidents:

"...the decision will...depend on the precise circumstances of the case and the evidence available. In some cases fixed period exclusion will be more appropriate than permanent exclusion. In more serious cases, an assessment of the incident should be made against criteria set out in the school's policy. This should be a key factor in determining whether permanent exclusion is an appropriate course of action".

We would expect that a pupil who brings drugs onto the school premises or is dealing/taking drugs in school will be permanently excluded. Any pupil, who has knowledge of drugs in school and does not inform a member of staff, will likely receive a fixed term exclusion.

### **RECORDING AND MONITORING OF INCIDENTS – Appendix E**

Recording details of any incident and any action taken shows that schools have responded in accordance with their drug policy, whilst also providing additional support to the school in the event any future litigation.

The school will use the SIMS database to record all drug incidents and outcomes, using Appendix E.

### **DEALING WITH DRUG RELATED INCIDENTS**

Please refer to Appendix F – Greater Manchester Police, Wigan Division: Drug Related Incidents in School and Appendix C – Additional Guidance for Incidents Involving Unauthorised Drugs. These will provide additional guidance for drug related incidents both in school and the community.

### **CONFISCATION AND DISPOSAL**

"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."

DfES 2004 Drugs: Guidance for Schools

#### **In taking temporary possession and disposing of suspected illegal drugs we would:**

- o ensure that a second adult witness is present throughout;
- o seal the sample in a plastic bag and include details of the date and time of the seizure and witness present;
- o store it in a secure location, such as the school safe or other lockable container with access limited to senior members of staff;
- o notify the police without delay, who will collect it and store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken. Where a pupil is identified the police will be required to follow set internal procedures;
- o record full details of the incident, including the police incident reference number (if appropriate) - using Appendix E
- o inform parents/carers, unless this would jeopardise the safety of the pupil.

**Greater Manchester Joint Agency Protocol to Assist in Dealing with Offences in Schools states:**

'The misuse of controlled drugs within school is a serious issue and it is essential that the response is prompt and effective. In responding to incidents (police) staff will be guided by the Government's 'Tackling Drugs Together Strategy', which proposes collaborative action to:

1. Reduce the acceptability and availability of alcohol and other drugs to young people.
2. Minimise the health risks and other damage associated with substance use by the young people.
3. Increase the safety of communities from drug related crime (see Appendix F for further information).

School staff should not attempt to analyse or taste unknown substances. We would contact the Police, who can advise on analysis and formal identification, although we accept this is normally carried out only if it will be required as evidence within a prosecution. If formal action is to be taken against a pupil, the police should make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

If we are to contact the police, we would telephone the Police Operational Communication Room (covering the Wigan Borough), Telephone number: 101 who will create a computerised incident log and allocated the appropriate resource (s) if required.

**CONFISCATION OF OTHER UNAUTHORISED DRUGS**

When dealing with confiscations of other unauthorised drugs, such as alcohol, tobacco, solvents and medicines we will inform parents and give them the opportunity to collect any alcohol or tobacco that has been confiscated. Similarly parents/carers should be asked to collect and dispose of unused or date expired medicines. Unlike illegal drugs, these do not need to be destroyed or handed to the Police. However, volatile substances such as lighter fuel, glue or aerosols will not be returned to a parent because of the level of danger they represent to pupils and would be disposed of or stored securely.

**SEARCHING – DETECTION**

If a pupil is suspected of concealing unauthorised drugs, every effort will be made to persuade the pupil to voluntarily hand over any drugs. However, the Headteacher or any member of staff authorised by the Headteacher 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. If we chose to pursue searching we would proceed along formal lines and call the Police.

Searching may also be carried out where staff have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- o knives or weapons
- o alcohol
- o illegal drugs
- o stolen items
- o tobacco and cigarette papers
- o e-cigarettes and e-cigarette refills
- o fireworks
- o pornographic images
- o any article that the member of staff reasonably suspects has been, or is likely to be, used:-
  1. to commit an offence,
  2. to cause personal injury to, or damage to the property of, any person (including the pupil)
- o Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

<http://www.education.gov.uk/aboutdfe/advice/f0076897/screening,-searching-and-confiscation>

## **USE OF POLICE DOGS IN SCHOOLS AND DRUG TESTING**

If we believe we have reasonable evidence of possession or supply of suspected illegal drugs we would consult with the local police force. The advice from the Association of Chief Police Officers is that local police, if they are to respond with the use of sniffer dogs, should do so as part of a warrant-led operation, unless evidence may be lost by delaying the search. At this time Greater Manchester Police have no drug screening or testing service, although this may be reviewed at a later date.

Some schools have adopted further strategies such as urine-testing or requesting police handlers or private companies with sniffer dogs to enter the school in order to detect illegal drug possession or use. It is at the discretion of the Headteacher, with the Chair of Governors, to use such strategies as they are best placed to make decisions on whether such approaches are appropriate. Our school policy regarding drug testing is at the Headteacher's discretion.

## **DRUG-USING PARENTS**

We are aware of the impact that a parent/carers drug misuse may have on our pupils' education. Where problems are observed or suspected, or if a pupil chooses to disclose that there are difficulties at home, the offer of pastoral support may be suggested. If external services are needed we will liaise with the Young People's Drug and Alcohol Team, School Nursing Service or the LA about possible referral to other agencies. At all times we will refer to our Confidentiality Policy and Child Protection Policy and keep the pupil informed at all times.

## **INTOXICATED PARENTS/CARERS ON SCHOOL PREMISES**

When dealing with intoxicated parents/carers, we will attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a pupil into the care of a parent/carer, for example, where an intoxicated parent is intending to drive a child home. We will endeavour to discuss with the parent/carer if alternative arrangements could be made for example asking another parent/carer to accompany the pupil home. The focus for our staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent/carer's behaviour.

Where the behaviour of an intoxicated parent repeatedly places a child at risk or the parent/carer becomes abusive or violent, we would consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.

## **MEDIA**

If our school were to receive a media enquiry after a drug-related incident the caller should be referred only to the Headteacher or Deputy in their absence. In all circumstances we would seek advice from the Local Authority Press Office on telephone 01942 827164.

## **POLICY IMPLEMENTATION**

The Governing Body should aim to ensure that the school:

- o Provides adequate staff support and training in respect of drugs education.
- o Makes available appropriate resources to support the drugs policy.
- o Makes adequate provision for drugs education within the curriculum.
- o Makes all staff fully aware of the procedures for managing drug related incidents including who they should inform, and who has authority regarding issues such as the searching of property and involving the police.
- o Provides parents and carers with information about their child's drug education and provides opportunities for them to become involved in the planning and development of the drugs policy and education programme.
- o Enables parents and carers to fully understand their roles and responsibilities and have ownership and a commitment to the policy.
- o Makes details of the policy available to pupils, staff, governors, parents and carers.
- o Informs staff, pupils, parents and carers, and governors about the policy as part of any induction procedures.
- o Includes information on the policy in any staff handbook, parent/carer booklet and the prospectus.
- o Has a designated senior member of staff with responsibility for the management of drug related incidents.
- o Maintains appropriate records.

### **POLICY MONITORING**

The Governing Body should ensure that it receives either at full Governing Body meetings or through an appropriate Committee reports on the implementation and impact of the policy.

Governing Bodies can appoint a governor with a specific responsibility for drug education but this is not a statutory requirement.

### **POLICY REVIEW**

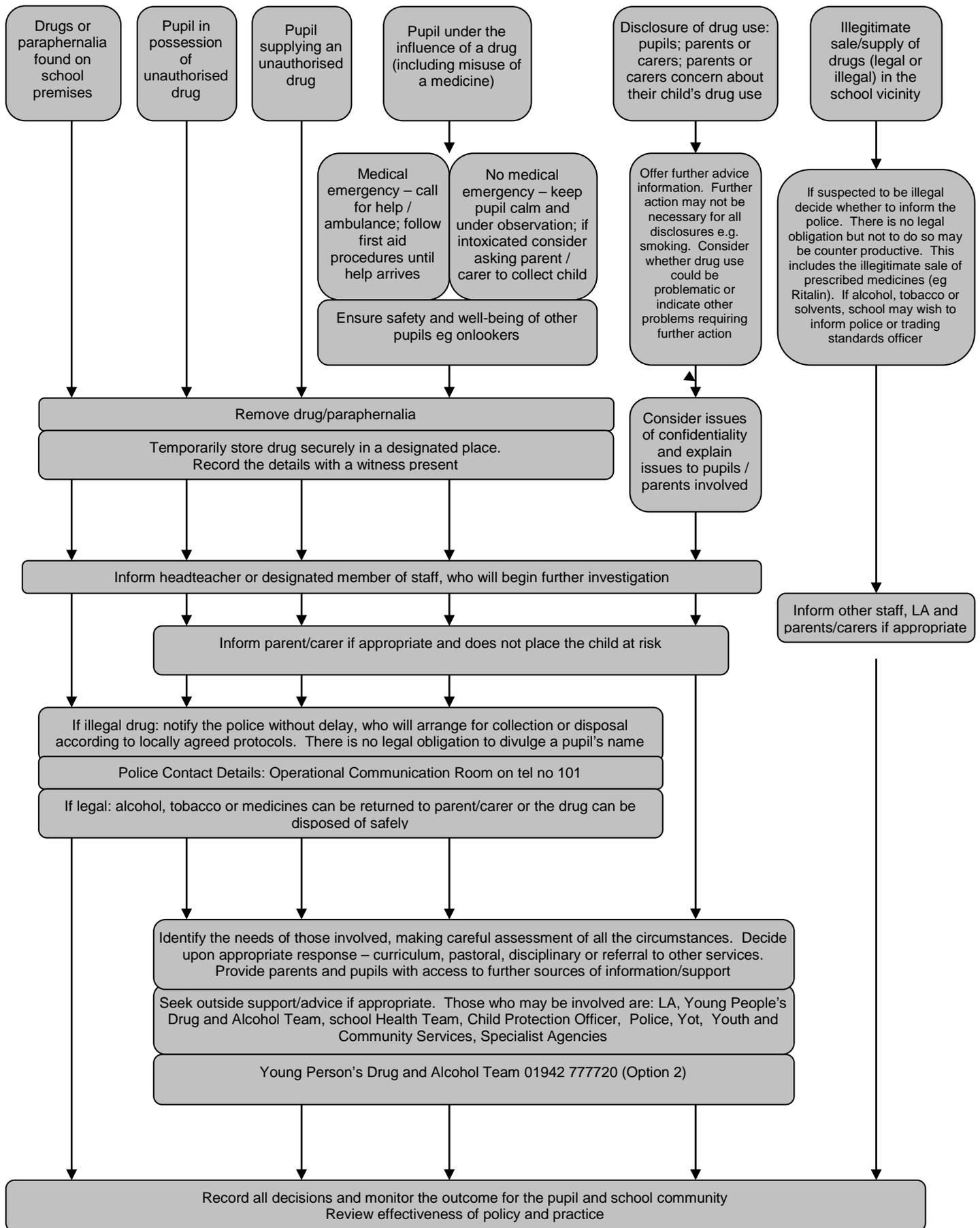
Governors should ensure that the policy is reviewed every two years and that the views of pupils, staff, parents, carers, governors and the wider community are taken into account as part of the review.

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This policy was reviewed and approved by the Pastoral & Worship Committee on 16<sup>th</sup> June 2015

Next review date: June 2017

## Appendix A – Incidents involving unauthorised drugs in Wigan Schools



## **Appendix B – Drug Situations – Medical Emergencies**

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first aid procedures.

**IF IN ANY DOUBT – CALL FOR MEDICAL HELP**

### **ALWAYS**

- Assess the situation.
- If a medical emergency, send for medical help and ambulance.

### **BEFORE ASSISTANCE ARRIVES**

#### **If the person is conscious:**

- ask the person what has happened and to identify any drug used.
- collect any drug sample and any vomit for medical analysis.
- do not induce vomiting.
- do not chase or over-excite person if intoxicated from inhaling a volatile substance.
- keep the person under observation, warm and quiet.

#### **If the person is unconscious:**

- ensure that the person can breathe and place in recovery position.
- do not move the person if a fall is likely to have led to spinal or other serious injury which may not be obvious.
- do not give anything by mouth.
- do not attempt to make the person sit or stand.
- do not leave the person unattended or in the charge of another pupil.
- inform parent/carer.

#### **For needle stick (sharps) injuries: Refer to Health & Safety Policy**

- wear protective gloves, encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing.
- if used/dirty needle, seek medical advice.
- contact Environmental Services for disposal of used/dirty needles; Tel 01942 404364.

#### **When medical help arrives:**

- pass on any information available including vomit (using gloves) and any drug samples.

*(adapted from Drugscope: The Right Response 1999)*

## Appendix C - Additional Guidance for Incidents Involving Unauthorised Drugs

### Legal Responsibility

All staff should be made aware of the following;

'It is an offence under Section 8 of the Misuse of Drugs Act 1971 for the management of establishments (including schools) to knowingly permit or suffer the supply and production of any illegal drugs on their premises. It is also an offence to allow or suffer the premises to be used for the smoking of cannabis or opium'.

DFES: Drugs Guidance for Schools

### Assessment of Incidents

When responding to any incident the school must fully consider the following issues:

- o What is the drug?
- o Quantity of drug?
- o Legal Status – is it a controlled substance under the Medicines Act or Misuse of Drugs Act?
- o Risk in any and to whom?
- o Age of pupil.
- o Motive: *medicinal purpose, anxiety, depression, rebellion, curiosity, excitement, bravado, open challenge to school discipline, recklessness, financial/status gain.*
- o Level of use.
- o Intent: personal use, brag, tempt, supply, bribe corrupt.
- o Past school drug record.
- o Needs of the pupil.
- o Pupil's knowledge of school rules, drug policy and sanctions.
- o The consideration should be in relation to a model of care and welfare rather than punishment.

## Appendix D – Legal Categories of Drugs

The law puts illegal drugs into one of three categories – A, B & C – according to the harm they can do to you. Class A is the most harmful.

Dealing in drugs and possession with intent to supply is a more serious offence in the eyes of the law than possession for personal use.

<p><b>CLASS A DRUGS</b>          These include cocaine, crack, ecstasy, heroin, LSD and magic mushrooms (whether prepared or fresh), methadone, methyl amphetamine (crystal meth). They are the most harmful drugs and carry the heaviest penalties. It is illegal to have, give away or deal in Class A drugs.</p>	<p><b>MAXIMUM PENALTIES</b>          Possession: 7 years in jail plus an unlimited fine.          Supplying/Dealing: Life imprisonment plus an unlimited fine.          Possession with intent to supply: Life imprisonment plus an unlimited fine.</p>
<p><b>CLASS B DRUGS</b>          These include speed (amphetamines), barbiturates, cannabis, codeine, Methylphenidate (Ritalin), synthetic cathinones (eg mephedrone, methoxetamine) Any Class B drug prepared for injection will be treated as Class A. It is illegal to have, give away or deal in Class B drugs.</p>	<p><b>MAXIMUM PENALTIES</b>          Possession: 5 years in jail plus an unlimited fine.          Supplying/Dealing: 14 years in jail plus an unlimited fine.          Possession with intent to supply: 14 years in jail plus an unlimited fine.</p>
<p><b>CLASS C DRUGS</b>          These include benzodiazepines (diazepam), GHB (gamma hydroxybutyrate, GBL (gamma butyrolactone), ketamine, BZP (piperazines) and anabolic steroids. It is illegal to have, give away or deal in Class C drugs, and to grow cannabis plants.</p>	<p><b>MAXIMUM PENALTIES</b>          Possession: 2 years in jail plus an unlimited fine.          Supplying/Dealing: 14 years in jail plus an unlimited fine.          Possession with intent to supply: 14 years in jail plus an unlimited fine.</p>

## Appendix E – Record of Decisions made in Response to a Drug Related Incident

This form is to be completed as a record of steps taken in response to a drug related incident. Reasons for decisions made need to be recorded at each stage. The details recorded here will demonstrate schools adherence to drug policy and offer support in the event of any future litigation.

<b>Type of Incident</b> – e.g. possession, disclosure.	
<b>Pupil Details</b> – name, form etc.	
<b>Full details of incident</b> – e.g. where, when, who involved. Legal status of substance, if known.	
<b>Immediate Action Taken</b> – e.g. substance confiscated, first aid given. If involved confiscation please state where stored, witnesses. Give reasons for immediate action taken.	
<b>Headteacher/parent/carer informed</b> – yes / no. Give details if called, not available. If no contact made please state reasons.	
<b>Police contacted</b> – give details including Incident reference number.	
<b>Action Taken</b> – disciplinary, pastoral support, referral to other service etc. Give reasons for action taken.	
<b>Outside support sought</b> – agency name, contact details. Agreed support – e.g. verbal advice, educational visit, other support.	

## Appendix F - Greater Manchester Police – Wigan Division

### Drug Related incidents in Schools - Guidance for School Staff.

Greater Manchester Police offer the following guidance to assist schools in dealing with drug related incidents and advice on when it would be appropriate for the school to request Police intervention or assistance.

The current legislation for England and Wales states that schools do not have a statutory obligation to automatically inform the Police of a drug related incident and realises an underlining need for confidentiality when dealing with incidents. Although not statutory, the DfES recommend that all schools have in place an agreed drug policy.

The Wigan Police have the ability to offer confidential advice in connection with drug related incidents, however it is expected in all cases that the appropriate Local Education Authority representative be informed.

All materials should be removed from the young person. Drugs and drug related materials should be stored securely before handing over to the police. These should not be disposed of by staff but can be handed over for disposal and this may be done without identifying the name of the young person at which point, following consultation between the Police and the Headteacher or their nominee, no further formal police action will be undertaken. The signature of the police officer removing the materials should be obtained.

A record of the removal should be kept by staff, which includes:

- A name of the person removing the material.
- A description of the material.
- The circumstances of the removal.
- The time and date of the removal.
- The time and date the material is placed into secure storage.
- The signature of the person putting the article into storage countersigned by a second member of staff.
- The time and date of notification to the police and the FWIN number provided by the police control room.
- The time and date the material was removed by the police.
- The name and signature of the police officer removing the material.

When Schools do contact the Police, they should telephone the Police Operational Communication Room, Telephone number: 101, who will create a computerised incident log and allocate the appropriate resource (s) if required. This will provide the school with additional protection under Section 5 of the Misuse of Drugs Act 1971, actively informing the Police of the possession and intended method of disposal.

### **Substances Found on School Premises.**

Where a suspected controlled drug or drug paraphernalia is found on or near school premises and staff cannot identify the owner, the schools should contact the Police Operational Communication Room, informing them of the find and their intention of disposal. The Wigan Police will provide advice on request, and will deal with the

matter if available. The local Sharps Disposal Service is equipped to deal with found or seized needles – Telephone 01942 404364.

### **Possession for Personal Use.**

Schools are expected to deal with the students under the agreed drug policy by the School drug co-ordinator, designated person or Head-teacher who is satisfied that:

- The child has told the staff what the substance is believed to be.
- The child admits it is for their own use.
- Supply or possession with intent to supply is not suspected.
- It is a small amount.
- This is the first time the child has been involved.
- The parent / guardian is present or being contacted.

In any case, there may be need for discussion with the Police who can be contacted for advice.

### **Possession with an element of Doubt.**

Where the school is not satisfied that they can internally deal with the incident, the Police would expect the school to contact the Police Operational Communication Room requesting Police involvement.

The designated officer will assess the information and make the necessary arrangements appropriate to the circumstances. It would be expected that the parents be contacted to act as the appropriate adult.

Any decision regarding the appropriate Police action will be taken jointly.

### **Reducing Harm to the Community.**

It would not be appropriate for the following types of incident to be exclusively handled by schools.

- Possession of large amounts of controlled drugs.
- Suspicion of controlled drugs being brought into or near school with the intention of supplying.
- Where a student is arranging to supply on or off the premises.
- Where there is information about the supply to young people, which requires investigation.

Schools should contact the Police Operational Communication Control Room, requesting police assistance and advice. The matter will be allocated and dealt with by an officer designated by the Operational Communication Room.

Any decision for investigation and action should be discussed jointly. The police will receive information from and give advice to schools in confidence. In these cases it may be advisable to have a copy of the drugs policy and any protocol available so the officers act in a consistent way.

## Appendix G – School Governors

### **Role of the Governing Body.**

The governing body in association with the Headteacher and school staff has overall responsibility for the strategic direction of the school.

Under the Education Act 1996 governing bodies are required to ensure that schools provide a balanced curriculum which: -

- o promotes the spiritual, moral cultural, mental and physical development of the pupils at the school and of society.
- o prepares pupils at the school for the opportunities, responsibilities and experiences of adult life.

As part of their general responsibility for the strategic direction of the school and ensuring that the school meets its statutory obligations in respect of the curriculum governing bodies and Pupil Referral Unit Management Committees have a key role in the development of their schools/units policy on drugs.

The governing body should ensure that the school has a policy, which sets out its role in relation to all drug-related matters.

### **The Governing Body should approve this policy.**

### **Policy Development.**

In developing the policy the Governing Body should aim to ensure that: -

- o the policy is developed in line with the DfES guidance and statutory requirements.
- o a whole school approach is adopted.
- o it reflects the school's ethos and values.
- o emphasises the importance of staff training and development.
- o pupils, staff, parents/carers, governors, partner agencies and the wider community are involved and their views are taken into account.

The Governing Body should also ensure that the policy:-

- o sets out the school's role in relation to all drug related matters.
- o includes procedures for responding to and making referral in respect of a broad range of potential situations involving illegal and other unauthorised drugs.
- o clearly defines how, when and in what circumstances the policy will be applied and what constitutes a drug related incidents.

## Appendix H – Useful Contacts

Agency	Address	Tel
Young People's Drug & Alcohol Team	Hyndell Lodge, King St, Hindley, Wigan, WN2 3AW.	01942 777720 Option 2
Greater Manchester Police	24 hour service (main contact number).	101
Wigan Street-Based Services <b>or</b> Environmental Services	(can collect discarded needles)	01942 681917 01942 404364
Single Point of Contact (SPOC)	24 hour free phone helpline Confidential advice on drug related issues.	0800 389 4463
Family Support Group	Helpline open: Monday 1–3pm Wednesday 6.30–8.30pm Thursday 7–9pm Drop-in for advice: Wednesday 6.30-8.30pm	0800 458 1092
Willow	Based in Leigh with Satellite branches. For women who are concerned about their own or someone else's alcohol use.	01942 679300
Brag	For anyone concerned about their own or someone else's alcohol use.	01942 256494
Solv-it	<a href="http://www.solveitonline.co.uk">www.solveitonline.co.uk</a> Confidential support & advice on Volatile Substance misuse.	0153 642 0604
Re-solv	<a href="http://www.resolve.org.uk">www.resolve.org.uk</a> Confidential support & advice on Volatile Substance misuse.	0178 581 0762
Positive Futures	Worsley Mesnes Dr, Wigan, WN3 5TE.	01942 498628
National Youth Advocacy Service (NYAS)	Head Office, 99–105 Argyle St, Birkenhead, Wirral, CH41 6AD.	0800 616 101
National Treatment Agency	8 <sup>th</sup> Floor, Hercules House, Hercules Rd, London, SE1 7DU.	020 7261 8801
NUT Regional Office	25 Chorley New Rd, Bolton, BL1 4QR1	01204 521434
NASUWT Regional Office	North Quarry Business Village, Skull House Ln, Appley Bridge, Wigan, WN6 9DL.	01257 256800
ATL Head Office	7 Northumberland St, London, WC2N 5RD.	
Frank	(24 hr free phone national drugs helpline)	0800 77 66 00