

FREMAN COLLEGE

POLICY & PROCEDURES FOR DEALING WITH DRUG RELATED INCIDENTS

POLICY

The process of policy writing involved consultation between the Headteacher, representatives of teaching and non-teaching staff, college governors, parents/carers, House Councils, the College Nurse and the college's local Police Schools Liaison Officer.

The policy is available on the College website.

Further guidance came from the Hertfordshire County Council Drug Education Guidance document and national guidance, specifically DfE and ACPO *Drug Advice for Schools* (January 2012). Reference has been made throughout the policy to the relevant sections of this publication.

This policy refers specifically to controlled or prescribed drugs and solvents. The possession, use and supply of controlled or prescribed drugs or solvents is forbidden except in the case of a student who has been prescribed drugs for a medical reason. (This circumstance is covered in the college's First Aid Policy and Procedures.)

The college's jurisdiction for taking disciplinary action extends to offences which take place on the college site during the college day, at lunchtimes when students are in the care of the college, when students are journeying to and from college, whilst students are in college uniform or wearing the college dress code and while students are at an official college activity, or on an official college journey.

In dealing with drug related incidents we will seek to balance the interests of the individual, other members of the college community and the wider community.

Responses to drug related incidents will be considered in relation to other college policies such as:

- Behaviour
- Health and Safety
- Child Protection
- College Visits

Unless there are exceptional circumstances, we will inform parents/carers at the earliest opportunity so that we can work together to support the student and resolve any difficulties.

We have a range of professional colleagues who can give / obtain advice, support and information in drug related situations. These include:

- A Services for Young People Personal Adviser;
- The local Police Schools Liaison Officer / Police Community Support Officer;
- Representatives of the local Youth Offending Team (whose roles include supporting young people at risk of offending);
- Local Drug and Alcohol agencies and counselling services;
- The Talk to FRANK campaign (to register, go to: www.drugs.gov.uk/campaign);
- The Chairperson of the Drug Education Forum (DEF)
- The College Counsellor

These colleagues can provide guidance and information, and may be able to help with a needs assessment to support us in developing an appropriate response. Contact details can be found on the DEF website www.hertsdef.org

Procedures may be updated by the college as appropriate.

PROCEDURES

Where a member of staff has reason to believe that a student has been involved in an incident involving controlled or prescribed drugs the Assistant Head (Student Welfare) should be informed. An investigation may then take place to determine the exact nature of the incident. As a part of the investigation every effort should be made to obtain a signed, written statement from the student(s) concerned, and any appropriate witnesses.

Procedures in the event of a drug seizure

All staff at the college will adhere to the following procedures:

- Collect suspected substance as quickly as possible and inform the Headteacher, the Assistant Head (Student Welfare), or any available member of the Senior Leadership Team.
- Hand the substance to the Headteacher who, in the presence of another member of staff, should place it in a sealed container and the container should be both signed and dated. It should then be safely stored until it can be collected by a police officer.
- The suspected student(s) should be isolated. This should include the removal of the involved student's mobile phone.
- Senior staff will carry out an investigation of the matter which may include searching the college premises, lockers, bags, clothing etc. This search, wherever possible, should be carried out in the presence of a second adult witness.
- Parents/carers will be notified of the situation unless this is not in the best interests of the student.
- The police should be informed in order to accurately identify the substance and, if appropriate, hand the substance over to them for safe removal in which case a note should be made of the police referral number.
- In the case of a medical emergency a qualified First Aider should be notified and, if necessary, an ambulance called. In this instance parents/carers should be notified immediately.
- A signed and detailed written statement should be made by the member of staff giving details of the seizure.
- In the case of a suspension or permanent exclusion the DFE guidelines should be followed.

Procedures for a drug related incident whilst on a college trip

If a member of staff has reason to believe that a student on the trip is in possession of a drug the following procedures should be carried out:

- The member of staff responsible for the trip should conduct an investigation, following as closely as possible the procedures outlined above.

- The Headteacher or any available member of the Senior Leadership Team should be informed as soon as possible.
- The member of staff who becomes aware of a student(s) being in possession of the drug(s) should immediately take temporary possession of the substance. If abroad, the substance should be destroyed. Under *no* circumstances should any attempt be made to return the substance through Customs.

Students involved in drug related incidents

Students in possession of drugs

Where it is shown that a student is in possession of a drug, the Headteacher may decide upon a range of disciplinary action including permanent exclusion. The Headteacher will take into account the particular circumstances of the student, any previous record of misbehaviour and the overall effect of the student's actions on the college community.

Students using drugs

Where it is shown that a student has used a drug, the Headteacher may decide upon a range of disciplinary action including permanent exclusion. The Headteacher will take into account the particular circumstances of the student, any previous record of misbehaviour and the overall effect of the student's actions on the college community.

Students having intent to supply, offering to supply or being involved in the supply of drugs

Where it is shown that a student has had intent to supply, has offered to supply or has been involved in the supply of drugs, the Headteacher may decide upon a range of disciplinary action including permanent exclusion. Supplying of drugs may not necessarily be for financial or other gain. The Headteacher will take into account the particular circumstances of the student, any previous record of misbehaviour and the overall effect of the student's actions on the college community.

Students supplying drugs

Where it is shown that a student has supplied a drug, the Headteacher may decide upon a range of disciplinary action including permanent exclusion. The supplying of drugs may not necessarily be for financial or other gain. The Headteacher will take into account the particular circumstances of the student, any previous record of misbehaviour and the overall effect of the student's actions on the college community.

A distinction may be made between

- a) a student who is involved in the 'supply' of a drug as part of collective use, for example passing a lit cannabis cigarette to another student, and
- b) supply which is not simply part of collective sharing, although it may facilitate this, i.e. bringing a drug to college and then giving it to others, either for use at that time or later, whether for financial or other gain or not. This is considered to be a more serious offence and therefore is likely to incur a more severe sanction.

Readmission

Students who are readmitted following a drug related suspension, will be given a Pastoral Support Plan detailing specific support. This support may involve outside agencies such as the College Nurse, College Counsellor, Services for Young People Personal Advisors or members of the Behaviour Support Team. In the event of that student again being found in contravention of this drugs policy, the Headteacher will permanently exclude that student.

Ratified: Summer 2026
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