

# Fair Ways Education

## Drug Incident Management Policy

| Document Ref: | Version No: | Summary of Changes:                                | Author       | Release Date: | Approved By: |
|---------------|-------------|--|--------------|---------------|--------------|
| SC12          | 1           | Launch   | Gareth Webb  | December 2015 | QSGC         |
| SC12          | 2           | Review 2016 / 2017                                 | Gareth Webb  | November 2016 | QSGC         |
| SC12          | 3           | Review 2017 / 2018                                 | Gareth Webb  | November 2017 | QSGC         |
| SC12          | 4           | Review 2018/2019                                   | Laura Willis | October 2018  | QSGC         |
| SC12          | 5           | Amendment- added 7.3 possession of drugs exclusion | Laura Willis | June 2019     | QSGC         |
| SC12          | 6           | Review 2019/20                                     | Laura Willis | November 2019 | QSGC         |
| SC12          | 7           | Review 2020/2021                                   | Laura Rowe   | October 2020  | QSGC         |

## Contents

|          |   |          |
|----------|---|----------|
| <b>1</b> | <b>Why do we need a Drug Incident Policy? .....</b> | <b>4</b> |
| <b>2</b> | <b>Drugs Education .....</b>                        | <b>4</b> |
| <b>3</b> | <b>Partnerships.....</b>                            | <b>4</b> |
| <b>4</b> | <b>Young People .....</b>                           | <b>5</b> |
| <b>5</b> | <b>Parents / Carers .....</b>                       | <b>5</b> |
| <b>6</b> | <b>Outside Agencies .....</b>                       | <b>5</b> |
| <b>7</b> | <b>Incident Management .....</b>                    | <b>6</b> |

## Fair Ways Vision, Mission and Values

### Our vision

To build an institution that makes a difference to society and leaves a legacy greater than ourselves and our contributions.

### Our mission

Making a difference through passionate care, support and education.

### Our values

As a charity we measure our wealth by the difference we make, rather than any profit.

We believe that by embodying a culture in which every individual is valued for their own contribution, we can develop them and harness their potential, so that they may achieve great things.

Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within the organisation to *play their part*:

| <b>P</b> ROFESSIONAL ATTITUDE  | <b>A</b> CCEPTING   | <b>R</b> EFLECTIVE   | <b>T</b> RANSPARENT   |
|--|---|--|---|
| <ul style="list-style-type: none"> <li>We do what we say we will</li> <li>We approach challenges with optimism and enthusiasm</li> <li>We don't judge, we notice</li> <li>We put the needs of the service before our own personal gains</li> </ul> | <ul style="list-style-type: none"> <li>We don't give up on people</li> <li>We value all individuals and are willing to challenge them</li> <li>We embrace each other's differences as much as our similarities</li> <li>We accept responsibility for our actions</li> </ul> | <ul style="list-style-type: none"> <li>We give feedback, we invite feedback, we listen to feedback</li> <li>We look inward before we look outward</li> <li>We learn as much from our mistakes as from our successes</li> <li>We listen to each other, learn from each other and grow together</li> </ul> | <ul style="list-style-type: none"> <li>We are always willing to explain why</li> <li>We have the courage to be open and honest</li> <li>We earn trust through our transparency</li> <li>We live by our values even when no-one is watching</li> </ul> |

## **1 Why do we need a Drug Incident Policy?**

- 1.1 Within Fair Ways Education we are committed to providing an environment in which all who attend our schools can live, learn, work and grow in safety and security. As an education provider we recognise that in our modern society, there is always the possibility of drug misuse by people connected either directly or in-directly with the schools and their young people, or by people who have links with us. This has the potential to adversely affect the safety and security for individuals and the school community as a whole.
- 1.2 Some young people in our care will already be affected by their own drug use or misuse, or the drug taking of those they know. Others will be affected by the potential of such connections or by the fact that their environment is being used by others for drug taking activities.
- 1.3 The purpose of this policy is to recognise that we all have a responsibility to acknowledge these facts to provide a framework by which to respond to any drug related incidents affecting the school as a community and its individual pupils.

## **2 Drugs Education**

- 2.1 For us, a key part of any response to drug related incidents has to lie in our approach to drugs education. It is our policy that all young people in the school will receive regular, on-going and structured drugs teaching and learning as part of personal, social, health education. (P.S.H.E). We believe this is very important because it is only by providing them with the necessary knowledge and skills, and through the nurturing of attitudes, that our young people will be effectively equipped to meet the challenges posed by drugs use and misuse in their world.

## **3 Partnerships**

- 3.1 A key factor in our response framework is working in partnership with others. Important groups include:
  - all staff and directors
  - young people
  - parents / carers
  - social workers
  - local community
  - outside agencies

- 3.2 It is only by working together that we will be able to respond effectively to drug related incidents and so it is our school policy that we will involve each of them as fully as possible when appropriate.

## **4 Young People**

- 4.1 The welfare of young people is our primary focus of the way in which we respond to all drug related incidents in school. It is therefore only appropriate that we should seek to involve them as fully as possible and appropriate in our response process and development. This takes place for all young people through our drugs education policy and programme of study, but can also have a more direct approach through formats such as:

- Individual direct involvement as part of a specific incident.
- Sharing ideas through tutor times and student meetings.
- Specific educational projects or visits.
- Target initiatives for vulnerable young people within the school.
- Making it clear what support & sanctions will be offered around drug incidents. (Police will be informed if any suspicion of drugs on school site.)

## **5 Parents / Carers**

- 5.1 Parents and carers are a vital part of our response network to drug related incidents. We believe it is important that we seek to work together to:

- provide consistent messages
- offer support
- develop mutual understanding

- 5.2 The school will endeavour to include parents / carers / social workers in our response to all drug related incidents through:

- direct contact
- contact through support agencies
- information sharing
- awareness raising

## **6 Outside Agencies**

- 6.1 An effective response to drug related incidents has to include working in partnership with other relevant outside agencies. They can provide an expertise and contact

network that will strengthen what we are able to achieve, provide the essential support young people need in such circumstances and ensure overall effectiveness.

## **7 Incident Management**

7.1 Our schools will ensure that all responses to any drug related incidents are in compliance with the law. Where this is unclear we will seek advice from appropriate sources before taking action.

7.2 The Head of School has the statutory power to search any young person if they have reasonable grounds for suspecting that they young person maybe in possession of illegal drugs and/or related paraphernalia. All incidents of searching will be recorded on Clear Care and shared with parents/carers.

7.2 For incidents involving evidence of drug use or supply, or finding drugs or drug paraphernalia, without knowing who is involved:

- The school premises will be checked.
- The named person will dispose of any items found and police informed

7.3 If a young person is found in possession of drug paraphernalia this will be removed and disposed of immediately. The SLT will then discussion any decisions that need to be made in regards the young person.

7.4 If we have evidence that a young person has been found in possession of drugs during the school day, the drugs will be disposed of immediately and the young person excluded for a period of 2 days until further decisions are made or advice sought from the police. Parents or carers and professionals will be updated as soon as possible. This is our immediate response but a longer term approach will also be considered alongside the young person's Risk Assessment and Behaviour Management Plan.

7.5 For incidents where staff are made aware of the young people involved with drugs: the school will respond to all such incidents in a way that meets the full requirements of the law, whereby the police will be contacted, and which puts the safety of the students as the key priority at all times. In responding to any incident the following key points will always be taken in to account:

- the nature of the incident
- basing our response on facts
- the history and circumstances of the student
- confidentiality

- a partnership approach
  - long term pastoral support
  - the safety of the individual
  - confiscation and disposal of drugs
  - the school's behaviour policy and other related policies (including exclusion policy)
  - the use of sanctions against or support for the young person concerned
- 7.6 If there is any suspicion that a young person is under the influence of any type of substance they will not be allowed in school, either taken home or collected by parents / carers immediately resulting in a 2 day exclusion until further decisions are made. Parents / Carers and Professionals involved with the young person will be updated immediately. All related incidents will take into account the behaviour and exclusion policy in long-term decision making.
- 7.7 Our policy is that our immediate response should always be followed by consideration of a longer-term approach for the young person concerned. If we believe that there is a risk to a child / or members of staff, the school will call the police as a matter of urgency, and if necessary, adopt the child protection procedures.

Evaluation will take place on an annual basis.