GLADE School
Drug and Alcohol Incident Management Policy

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SC12	1	Launch	Gareth Webb	December 2015	QSGC
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SC12	9	Changes review to every 3 years 2021 / 2024	Laura Rowe	October 2022	PSC
SC12	10	Amendment removed point 7.2 re SLT discussion	Victoria Adams	March 2024	PSC
SC12	11	Amendment to title of policy and added in alcohol e.g. 'drug and alcohol'	Victoria Adams	Jan 2025	PSC
SC12	12	Full Review 2025/2029	Emma Moore	March 2026	PSC

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Fair Ways Vision, Mission and Values (2024)

Our vision
To build a community that changes lives, makes a difference to society and leaves a legacy greater than ourselves and our contributions.

Our mission
To grow a compassionate, resilient, and trauma-informed community, that embraces learning, so that we improve the lives and outcomes of individuals.

Our values
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 Fair Ways to *play their part*:

PROFESSIONAL	**A**CCEPTING	**R**EFLECTIVE	**T**RANSPARENT
· We do what we say we will. · We approach challenges with optimism and enthusiasm. · We don't judge, we notice. · We put the needs of the service before our own personal gains.	· We don't give up on people. · We value all individuals and are willing to challenge them. · We embrace each other's differences as much as our similarities. · We accept responsibility for our actions.	· We give feedback, we invite feedback, we listen to feedback. · We look inward before we look outward. · We learn as much from our mistakes as from our successes. · We listen to each other, learn from each other and grow together.	· We are always willing to explain why. · We have the courage to be open and honest. · We earn trust through our transparency. · We live by our values even when no-one is watching.

1 Why do we need a Drug and Alcohol Incident Policy?

1.1 Within GLADE 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 and alcohol misuse by people connected either directly or indirectly with the schools and their students, 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 students in our care will already be affected by their own drug and alcohol and use or misuse, or the drug and alcohol 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 and alcohol 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 and alcohol related incidents affecting the school as a community and its individual pupils.

2 Drug and alcohol Education

2.1 For us, a key part of any response to drug and alcohol related incidents must lie in our approach to drug and alcohol education. It is our policy that all students in the school will receive regular, on-going and structured drug and alcohol 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 students will be effectively equipped to meet the challenges posed by drug and alcohol 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
- students
- 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 and alcohol related incidents and so it is our school policy that we will involve each of them as fully as possible when appropriate.

4 Students

4.1 The welfare of students is our primary focus of the way in which we respond to all drug and alcohol related incidents in school. It is therefore only appropriate that we should seek to involve them as fully as possible and be appropriate in our response process and development. This takes place for all students through our drug and alcohol 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 students within the school.
- Making it clear what support and sanctions will be offered regarding drug and alcohol incidents. (Police will be informed if any suspicion of drug and alcohol on school site.)

5 Parents / Carers

5.1 Parents and carers are a vital part of our response network to drug and alcohol 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 and alcohol related incidents through:

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

6 Outside Agencies

6.1 An effective response to drug and alcohol 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 students need in such circumstances, and ensure overall effectiveness.

7 Incident Management

7.1 Our schools will ensure that all responses to any drug and alcohol 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 Headteacher has the statutory power to search any student if they have reasonable grounds for suspecting that they student maybe in possession of illegal drug and alcohol and/or related paraphernalia. All incidents of searching will be recorded on Clear Care and shared with parents/carers.

Any search by a member of staff for a prohibited item listed below,
must be recorded in the school's safeguarding reporting system, including whether or not an item is found. This will allow the designated safeguarding lead (or deputy) to identify possible risks and initiate a safeguarding response if required.

Schools are encouraged to include in the record of each search:

- the date, time and location of the search;
- which pupil was searched.
- who conducted the search and any other adults or pupils present.
- what was being searched for.
- the reason for searching.
- what items, if any, were found
- what follow-up action was taken as a consequence of the search.

7.3 For incidents involving evidence of drug and alcohol use or supply, or finding drug and alcohol or drug and alcohol paraphernalia, without knowing who is involved:

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

7.4 If we have evidence that a student has been found in possession of drugs and alcohol and / or drugs and alcohol paraphernalia during the school day, the drug and alcohol will be disposed of immediately and the student 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 student's Risk Assessment and Behaviour Management Plan.

7.5 For incidents where staff are made aware of the students involved with drug and alcohol: 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 into 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 drug and alcohol
- the school's behaviour policy and other related policies (including exclusion policy)
- the use of sanctions against or support for the student concerned

7.6 If there is any suspicion that a student 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 student 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 student 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 child protection procedures.

8 Associated Documentation & Legislation

None

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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 drug and alcohol 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
SC12	8	Review 2021/2022	Laura Rowe	October 2021	QSGC
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