

DRUGS POLICY

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Introduction

- 1.1 Cresconova Academy ('Cresconova') is a supplemental educational provision, which provides educational courses for children aged 8 – 16. At Cresconova, we operate a strict policy on the use of drugs, to ensure the safety and wellbeing of all of our pupils.

2. Definition of terms

- 2.1 The definition of a drug is: 'A substance people take to change the way they feel, think or behave.' (*United Nations' Office on Drugs and Crime*)
- 2.2 For the purpose of this policy, the word 'drug' will be taken to mean drugs, forbidden substances and any substance that produces an intoxicating or hallucinating effect. The following substances are included:
- 2.2.1 All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- 2.2.2 Misuse of over-the-counter and prescription medicines and so-called 'legal highs' including alcohol, tobacco, volatile substances (those that give off gas or vapour which can be inhaled), ketamine, khat and alkyl nitrates (known as poppers)
- 2.2.3 Drugs misused to enhance performance i.e. steroids, and
- 2.2.4 Alcohol.

3. Mission

- 3.1 Cresconova has a zero-tolerance policy on the misuse of drugs.
- 3.2 The aims of this policy are to be constructive and support those pupils most at risk and to deal with suspicions of drug taking and possession.
- 3.3 Any member of staff or parent concerned that a pupil might be involved with drugs should inform the pupil's tutor or the Chief Creative Officer. Cresconova will investigate rumours about involvement with drugs which may include, for example, questioning the pupil, testing for drugs, searching the pupil and/or their possessions.

Parents may also be invited into Cresconova to discuss the matter and the consequences of breaches of this policy.

4. Specific Issues

4.1 Solvents and Aerosols

4.1.1 Many ordinary substances are open to abuse. It is the responsibility of the Makerspace Manager to ensure that all solvents on Cresconova's site are stored safely in accordance with the Health and Safety policy. Pupils are not allowed to bring aerosols onto Cresconova premises.

4.2 Medication

4.2.1 Prescribed medication must be kept securely with an appropriate member of staff. If pupils require medication during a Cresconova day, parents must bring in a written request with clear dosage instructions and hand this over with the medication to the Receptionist. The medicine needs to be clearly labelled with contents, pupil's name and dosage. Pupils should not selfadminister unless risk assessed by a member of staff. Asthma inhalers and Epipens may be kept by senior pupils for their own use following risk assessment and with safe storage.

5. Responding to drug-related incidents

5.1 Emergency

5.1.1 If a pupil is in danger as the result of drug misuse, the following course of action should be taken:

- (a) Notify reception to first call an ambulance, and then ask for the Chief Creative Officer to be sent to the scene.
- (b) Notify the a member of the Senior Management Team (SMT).
- (c) Remove, in the presence of an adult witness, suspicious substances and retain in case required to be handed to the Police.
- (d) Notify parents/guardian.
- (e) Record the incident in writing in medical book and incident book (reception).

5.2 Intoxication

5.2.1 Pupil may be removed from class and must be accompanied by member of staff at all times.

5.2.2 Parents/guardians will be informed and asked to come to the Centre to collect child.

5.2.3 The incident will be recorded in writing in the medical book and incident book (reception). Key staff (SMT, Chief Creative Officer) to be notified of incident in writing.

5.3 Discovery/observation

- 5.3.1 If a pupil is discovered taking/supplying drugs, the Chief Creative Officer must be notified immediately.
- 5.3.2 The Chief Creative Officer will seek to remove suspicious substances, in the presence of an adult witness.
- 5.3.3 Substances will be placed in a plastic bag, labelled (signed and dated by adult witness) and sealed.
- 5.3.4 Pupil and any witnesses questioned by Chief Creative Officer with adult witness present.
- 5.3.5 Written record made and signed by witness.
- 5.3.6 Parents informed and asked to attend the Centre.

5.4 Suspicion

- 5.4.1 Any rumour needs to be sensitively investigated and evaluated against Cresconova's knowledge of the pupil.
- 5.4.2 The Chief Creative Officer must be informed.
- 5.4.3 Observation and monitoring of the pupil's behaviour by class Educator in particular.

As part of our proactive policy of drugs' education, we reserve the right to search all areas of Cresconova and property. We emphasise that the aim of this procedure is deterrence.

5.5 Protocol

- 5.5.1 Pupils to be made aware of this policy and the intention of implementation of this policy at any given time.
- 5.5.2 Cresconova may carry out a 'no notice' search of property.

If the pupil's behaviour is suspicious, but there is no confirming evidence and the pupil denies being under the influence of drugs:

- 5.5.3 Procedures and consequences will be explained to the pupil.
- 5.5.4 Pupil will be interviewed by a member of senior staff with one other adult witness present.
- 5.5.5 Personal search* – pockets, bag – may also be carried out with second adult present.

*If a pupil refuses a personal search then this will be taken as an admission of guilt.

6. Informing the Police

- 6.1 Where illegal drugs are discovered, the Chief Creative Officer must be immediately informed. The sample will be sealed and stored in a secure location together with details of the date and time of the seizure and witnesses present. The Chief Creative Officer will inform the Police without delay and will keep a record of the incident together with the police incident reference number. Where there is any uncertainty about what the substance is, they should be treated as a controlled drug and reported to the Police as above.
- 6.2 Parents will usually be informed unless this is not in the best interests of the pupil to do so. Cresconova will also consider whether the incident raises any safeguarding concerns and develop a support and disciplinary response.

7. Sanctions

- 7.1 Any response to a drug related incident will take into account all the relevant facts available and information about the pupil involved and the circumstances in which any drug related incident and Cresconova's awareness of any such incident has come about. In some cases, there may be mitigating circumstances; if so, they will be carefully considered.
- 7.2 Parents will always be invited into Cresconova to discuss the incident with the Chief Creative Officer and the possible sanction. The decision to exclude a child from courses (whether temporary or permanent) will be the Chief Creative Officer's.
- 7.2.1 A pupil who comes onto Cresconova's premises intoxicated or heavily influenced by drugs will need to leave the Centre (their parent/guardian must collect them) and may be excluded from courses permanently.
- 7.2.2 Any pupil selling or distributing drugs or otherwise actively encouraging their possession or consumption by others will be asked to leave the Centre (their parent/guardian must collect them) and may be excluded from courses permanently.
- 7.2.3 Anyone caught possessing or consuming illegal drugs whilst at the Centre or otherwise under Cresconova's jurisdiction (i.e. on trips) will be asked to leave the Centre (their parent/guardian must collect them) and may be permanently excluded from courses.
- 7.2.4 A pupil who admits to taking drugs on site or under Cresconova's jurisdiction (i.e. trips) or admits to taking/supplying drugs may be permanently excluded from courses.
- 7.2.5 Where drugs are found on the pupil or in his/her belongings, the pupil may be excluded from courses, subject to all the circumstances of the case.
- 7.3 The Chief Creative Officer will consult the Police about the possession, consumption or supply of any drug where there are concerns that it may constitute a criminal offence.