

Substances covered by this procedure include medicines, illegal drugs, legal highs, alcohol, volatile substances, vapes and e-cigarettes, and tobacco. For ease of reference, they will be referred to as "drugs and/or alcohol" in this procedure.

All The Write Time (TWT) staff and volunteers will be advised on this procedure and expected to comply with it at all times. In addition, all young people will be advised of TWT's expectations of their behaviour during their initial induction.

A young person under the influence of drugs/alcohol

No young person who is knowingly under the influence of drugs and/or alcohol should be allowed to participate in school activities.

To identify if a young person is under the influence of drugs and/or alcohol, TWT staff should consistently observe each student for the following signs and symptoms:

- Agitated behaviour
- Dilated or pinpoint pupils
- Profound sweating
- Unsteady gait
- Slurred speech
- Smelling of drugs and/or alcohol
- Hyper-activity
- Facial flushing and bleary eyes
- Lethargy (spaced-out)
- Moodiness
- Irritability
- Paranoia

Please remember that any of these symptoms may occur in isolation however when under the influence of drugs and/or alcohol they are often combined and are additional to the 'normal' behaviour of a young person. However, please note that certain medical conditions, e.g. diabetes could be mistaken for the effects of drug and/or alcohol misuse and advice or medical assistance should be sought, if there is any doubt.

Where a member of staff has evidence or suspects that a young person is under the influence of drugs and/or alcohol, The Headteacher, or their Deputy must be informed. The young person should be informed that they are not allowed to participate in that day's activities and after a visual risk assessment has taken place, needs to be collected from the school site by a parent/carer. If no parent/carer is available, the young person must be supervised away from other students until such collection is possible, or, if after visual risk assessment it is deemed safe to send the young person home unaccompanied (if this is their normal way of travel to and from school), the student should be escorted off site and sent home. Consent for this will always be required from parents/carers and TWT Senior Leadership. Details are to be recorded on Arbor under Behaviour Incidents, and the attendance register.

Where a young person is of compulsory school age, the parent/carer/guardian must be informed that the young person is not allowed to stay at school for that day due to concerns that their child may be under the influence of drugs and/or alcohol.

It is the Headteacher's responsibility to call an ambulance in circumstances where a young person has stated they have taken an overdose or where they are at risk of harm.

Alleged Possession of Drugs

Where a young person is allegedly in possession of a substance but there is no evidence that this is the case, the staff member should contact TWT Senior Leadership to discuss the situation, TWT and TWT staff may be found responsible if the police find substances are kept on or used in any of our premises.

Handling of Illegal Substances

Posters must be visible throughout the school, stating:

'NO DRUGS OR ALCOHOL ALLOWED ON THESE PREMISES.'

If substances are found on the premises the staff member is responsible for the following actions:

- Illegal drugs: substances suspected to be illegal drugs should not be disposed of by staff. The substance should be sealed in an envelope or drug bag provided by the local police. The time, date, location and description of the item should be written on the envelope as well as the name of the person seizing it, the name of a witness, and their signatures. The individual envelope or bag should
- be numbered and identifiable. Young people should be informed of the next steps to be taken. Telephone the Police Station and agree when the substances will be collected/delivered to the Police Station (this should be as soon as possible to ensure safe and legal practice).
- Alcohol and tobacco (including vapes and e-cigarettes): parents/carers should be informed and allowed to collect the alcohol or tobacco unless this would jeopardise the safety of the young person.
- Volatile substances: given the danger posed by volatile substances, staff may arrange for their safe disposal.

Reporting

Any member of TWT staff who has witnessed or been involved with supporting students involved with drug misuse must record the incident in line with Health and Safety and Safeguarding reporting requirements.