



Bristol Schools

Responding to Drug-Related Incidents



Where there is evidence of drug use by a pupil or member of staff, or possession of a substance, schools must remember in their response that the welfare of the child is of paramount importance. Each incident will need to be assessed in its own rite. Different responses will be appropriate to different levels of involvement.

EVENT	LEGAL POSITION	INITIAL ACTION	LATER ACTIONS	CONTACTS
1. Drugs or paraphernalia are found on school premises.	<ul style="list-style-type: none"> IT IS AGAINST THE LAW TO KNOWINGLY ALLOW PREMISES TO BE USED FOR PRODUCTION, CONSUMPTION OR DEALING IN SOME SUBSTANCES. 	<ul style="list-style-type: none"> Remove drugs If the paraphernalia consists of sharps contact Bristol City Council (BCC) to arrange safe disposal: Illegal drugs: Temporarily store in a designated secure place and record the details with a witness present. Notify police to arrange collection or dispose of safely with a witness. Legal substances: alcohol and tobacco can be disposed of safely Inform head teacher or designated member of staff. 	<ul style="list-style-type: none"> Decide if there is a security issue. Decide if there is a community or welfare issue. Consider informing staff / pupils. Ensure staff and pupils are familiar with school drug policy Discuss issue with school caretaker who should be provided with appropriate equipment for the safe disposal of these items. 	<ul style="list-style-type: none"> BCC Household waste: waste.services@bristol.gov.uk Tel: 0117 922 2100 Police Tel: 0845 4567000
2. A pupil is found supplying or found in possession of a drug.	<ul style="list-style-type: none"> SCHOOLS HAVE RESPONSIBILITIES IN LOCO PARENTIS. FOLLOW SAFEGUARDING GUIDELINES. IT IS LEGAL TO SEARCH A PUPIL OR THEIR PERSONAL PROPERTY IF THERE ARE LEGITIMATE GROUNDS FOR DOING SO WITH A WITNESS PRESENT. THERE IS NO LEGAL OBLIGATION TO DIVULGE A PUPILS NAME TO THE POLICE. 	<ul style="list-style-type: none"> Confiscate substance and store safely with witness. Record details with a witness. Inform head teacher or designated member of staff. Notify police to arrange collection and disposal. Refer pupil at earliest opportunity to Targeted Youth Services at Bristol Drugs Project. 	<ul style="list-style-type: none"> Refer to Targeted Youth Services BDP worker Consider the degree and frequency of the offence. Decide if, when and how parents / carers are to be informed. Assess extent of the problem of substance use with the young person. Decide if there is a pupil / family welfare issue. Decide if pupil(s) are deemed at significant risk - follow safeguarding guidelines. Consider a range of options: <ul style="list-style-type: none"> behaviour support team inter -agency programmes pastoral support programme (Fixed term / permanent exclusion- should not be an automatic response). 	<ul style="list-style-type: none"> Refer to Targeted Youth Services at BDP Tel 0117 987 6008 or email info@bdp.org.uk Police Tel: 0845 4567000
3. A member of staff suspects or has evidence of a pupil being under the influence of a drug.	<ul style="list-style-type: none"> SCHOOLS HAVE RESPONSIBILITIES IN LOCO PARENTIS. IT IS LEGAL TO SEARCH A PUPIL IF THERE ARE LEGITIMATE GROUNDS FOR DOING SO WITH A WITNESS PRESENT. FOLLOW SAFE GUARDING GUIDELINES. 	<ul style="list-style-type: none"> Follow first-aid procedure if necessary. Place the pupil in the recovery position and call 999. Or, if not an emergency Remove young person to a quiet place and closely monitor them. Ensure other young people are safe. Confiscate any substances that are found, and store safely with a witness. Inform head teacher and designated person. Decide if parents are to be informed. Record incident. Refer to Targeted Youth Services BDP worker 	<ul style="list-style-type: none"> Consider the degree of the offence. Decide if, when and how parents / carers should be informed. Assess extent of the problem of substance use. Decide if there is a pupil / family welfare issue.. Follow safeguarding guidelines. Consider whether to involve: <ul style="list-style-type: none"> behaviour support team inter-agency programmes pastoral support programme (Fixed term / permanent exclusion should not be an automatic response) 	<ul style="list-style-type: none"> In health emergency dial 999. Targeted Youth Services at BDP Tel 0117 987 6008 or email info@bdp.org.uk
4. A pupil discloses that parents or carers are misusing drugs.	<ul style="list-style-type: none"> SCHOOLS HAVE RESPONSIBILITIES IN LOCO PARENTIS. FOLLOW SAFEGUARDING GUIDELINES. THERE IS NO LEGAL OBLIGATION TO INFORM ANYONE. 	<ul style="list-style-type: none"> Inform head teacher or designated person. Consider whether safeguarding procedures apply. 	<ul style="list-style-type: none"> Refer young person to the Targeted Youth Services at BDP 	<ul style="list-style-type: none"> Targeted Youth Services at BDP Tel 0117 987 6008 or email info@bdp.org.uk
5. A pupil discloses that they are using drugs.	<ul style="list-style-type: none"> FOLLOW SAFEGUARDING PROCEDURES. SCHOOLS HAVE RESPONSIBILITIES IN LOCO PARENTIS. NO LEGAL OBLIGATION TO INFORM ANYONE. 	<ul style="list-style-type: none"> Discuss disclosure and appropriate action with head teacher/Safeguarding lead or designated person. The welfare of the child should be paramount. Decide what risk is involved and to whom. 	<ul style="list-style-type: none"> Refer young person to the Targeted Youth Services BDP worker at earliest opportunity. Decide if young person needs additional support from pastoral team. Decide if, when and how parents / carers are to be informed. 	<ul style="list-style-type: none"> Targeted Youth Services at BDP Tel 0117 987 6008 or email info@bdp.org.uk
6. School becomes aware of availability or sale of drugs in school vicinity.	<ul style="list-style-type: none"> NO LEGAL OBLIGATION TO INFORM ANYONE. 	<ul style="list-style-type: none"> Inform head teacher or designated person. Inform school beat officer ,community police or local police 	<ul style="list-style-type: none"> Decide whether to inform or seek advice from police. Decide whether to inform or seek advice from trading standards in the case of alcohol sales from local shops. 	<ul style="list-style-type: none"> Police Tel: 0845 4567000 Crime Stoppers Tel: 0800 555 111 Trading Standards Tel: 0117 9223604
7. A parent / carer approaches school about their child who is or may be using drugs.	<ul style="list-style-type: none"> NO LEGAL OBLIGATION TO INFORM ANYONE. IF INFORMATION IS ABOUT USE ON SCHOOL PREMISES, SCHOOL MUST ACT TO STOP THIS ACTIVITY. 	<ul style="list-style-type: none"> Identify cause for concern. Offer appropriate support for young person and parent / carer. Refer young person to Targeted Youth Services BDP worker at the earliest opportunity. 	<ul style="list-style-type: none"> The welfare of the child is paramount. Decide what risk is involved and to whom. Decide if young person needs additional support from pastoral team. Decide if a referral needs to be made for out of school support. 	<ul style="list-style-type: none"> Targeted Youth Services at BDP worker Tel 0117 987 6008 or email info@bdp.org.uk
8. School becomes aware that a member of staff is misusing drugs.	<ul style="list-style-type: none"> NO LEGAL OBLIGATION TO INFORM ANYONE. 	<ul style="list-style-type: none"> Discuss with head teacher. Discuss with the staff member 	<ul style="list-style-type: none"> Suggest referral to Bristol ROADS at BDP Consider competence / disciplinary procedures. 	<ul style="list-style-type: none"> Occupational Health Tel: 0117 903 7633 Bristol ROADS at DHI Tel 0117 440 0540 Email roads@dhi-services.org.uk

Bristol Drugs Project provides a drug and alcohol support service in most Bristol secondary schools. If they do not visit your school regularly, the pupils in your school still have a right to receive this service and can be referred.