

# ACADEMY OF MUSIC & SOUND

## DRUGS POLICY

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## **Introduction**

### **Vision for Young People**

For the purpose of this document the term 'drugs' includes tobacco, alcohol, over-the-counter and prescribed medication, volatile substances, substances labelled or known and sold as "legal highs" and controlled drugs. The Academy of Music & Sound does not condone the misuse of drugs but recognises that there has been a considerable increase in the abuse of drugs in recent years in the UK. Drugs misuse appears to be affecting an ever-younger population and the so-called "recreational" use of drugs can lead to a dangerous acceptance of illegal and harmful drug misuse as part of everyday life.

We believe that The Academy of Music & Sound has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include a Drug Education programme in our curriculum.

The Academy of Music & Sound views its role as that of a caring education company committed to the physical, mental, social, emotional, moral and spiritual, safety and well being of our students and staff.

We want our students to be confident, competent and ambitious individuals with high self-esteem who are committed to being drug and alcohol free.

We want our students to make informed and responsible decisions about drugs by increasing their knowledge and by developing in them appropriate values, attitudes and skills. However, we recognise that drug misuse is a whole-community issue and that schools & college/universities alone cannot solve the drugs problem

### **Special Needs**

At The Academy of Music & Sound, we have a small number of students with a range of Special Needs. We must be particularly careful that these students understand what sorts of behaviour are acceptable and desirable, in developing their confidence and skills to resist drugs. Their individual needs and abilities in interpreting the advice given must be considered.

### **Partnership Approach**

The Academy of Music & Sound welcomes a partnership approach, involving our partner College/University through guidance during induction programme, tutorial sessions and a collective responsibility for being aware of any impending drugs problems for any student and seeking relevant advice & support where appropriate. All staff (teaching and non-teaching), should familiarise themselves with the information included in this policy and further copies may be obtained from The Academy of Music & Sound office.

## Definitions

For the purpose of this document “**drugs**” will include: **any substance which, when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks.**

Type of drugs we include:

- alcohol and tobacco;
- “over-the-counter” medicines, such as paracetamol;
- Substances sold, marketed or known as “legal highs”
- prescribed drugs, such as antibiotics, tranquilisers, inhalers and Ritalin;
- volatile substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glues and petrol;
- controlled drugs, such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms (processed), heroin and cocaine;
- other substances such as amyl/butyl nitrate (‘poppers’) and unprocessed magic mushrooms.
- CBD cannabis (even if marketed as a health product)

## Aims and Objectives

- To have a clear and agreed understanding among everyone at The Academy of Music & Sound about the implications and possible consequences of drug use/misuse.
- To provide all staff (teaching and non-teaching) with adequate support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the procedures are sensitively and consistently applied in all situations.
- To provide (with our partner College/University) a drug education programme which
  - Develops students’ self-esteem and promotes positive attitudes in their relationship with others
  - Gives students opportunities to develop the values, skills, knowledge and understanding necessary to make informed and responsible decisions about the use/misuse of drugs including tobacco, alcohol and volatile substances, within the context of a healthy lifestyle; and
  - Helps students develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- To provide appropriate support and assistance for those students affected by drug-related issues.
- To inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse.
- To establish an environment in which the College/University is free from the misuse of all drugs.

## **Development and Implementation**

### **Roles and Responsibilities:**

#### **Students**

- Be aware of and adhere to The Academy of Music & Sound & partner College/University rules in relation to drug use/misuse, including tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.

#### **All staff (teaching and non-teaching)**

- Be alert to the possibility of drug use/misuse.
- Be familiar with the College/University's procedures in the handling of suspected drug-related incidents.
- It is not the responsibility of the individual staff member to investigate the circumstances surrounding an incident; however he/she should deal with any emergency procedures if necessary.
- Any information, substance or paraphernalia received should be given to the centre manager or course leader who may have to take immediate action.
- Try to create an atmosphere in the classroom in which students can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Support students in their class if necessary.
- Liaise with the centre manager & course leader regarding any aspect of this programme/policy, as necessary.

#### **Centre Manager & Course Coordinator Responsibilities**

- Ensure that all staff are made aware of and have access to a copy of the policy.
- Have oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements including periodic update and review of the policy.
- Liaise with other staff responsible for pastoral care in co-ordinating the delivery of the drug education programme.
- Co-ordinate training for all staff in the procedures for dealing with incidents of suspected drug misuse.
- Be responsible for co-ordinating the Academy's procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding the incident.
- Complete a suspected incident report form and forwarded to The Academy of Music & Sound Principal and the Programme Area Head at the partner College/University
- Act as the point of contact for outside agencies working with the College/University.

### **In the case of incidents of suspected drug misuse:**

- Ensure the welfare and well being of the student(s) involved in the incident and the rest of The Academy of Music & Sound community (students, staff & visitors).
- Ensure that the following people are informed (where relevant):
  - Parents/Guardians, members of staff & students (within the confines of confidentiality & Data protection),
  - The Academy of Music & Sound Senior Management Team and partner College/University management
- Agree, in consultation with the partner College/University, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support.
- Retain written records of the incident and ensuring a copy of the reports are submitted to the partner College/University as appropriate.
- Review procedures and amend.

### **The Academy of Music & Sound Senior Management Team**

- Examine and approve the completed policy and education programme, prior to their implementation in the centres.
- Ensure the policy is referred to in the centre's Quality Assurance Policies and that it is reviewed at regular intervals.
- Be fully aware of and adequately trained to deal with suspected drug misuse, including tobacco and alcohol, and their appropriate disciplinary response.
- Agree in consultation with the Principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.

### **Parents/Guardians**

- Support your son/daughter if they have become involved with drugs.
- Support The Academy of Music & Sound & partner College/University in the development and implementation of this policy, including the College/University's procedures for handling incidents of suspected drug misuse and the drug education programme.

### **The Drugs Education Programme**

The drug education programme in The Academy of Music is just one part of the whole response to drug use/misuse. The programme provides opportunities for students to:

- Acquire knowledge and understanding in relation to drug use/misuse;
- Identify values and attitudes in relation to drug use/misuse;
- Develop skills to enable them to consider the effects of drugs on themselves and others; and
- Make informed and responsible choices within the context of a healthy lifestyle

## **Procedures for dealing with suspected drug related incidents**

Fundamental to dealing with incidents of suspected drug misuse is the principle of *'in loco parentis'*, and The Academy of Music & Sound will always take the steps that would reasonably be expected of any parents to safeguard the well being and safety of all the students in their charge.

*The following headings need to be addressed when procedures for handling drug-related incidents are being developed:*

- Outline The Academy of Music & Sound & partner College/University rules with regards to drugs, including tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.
- Outline legal responsibilities of all staff and the involvement of the police.
- Outline the procedures for responding consistently to any incidents of suspected drug use/misuse.
- Outline the emergency First Aid procedures for incidents of suspected drug misuse.
- Make explicit the College/University's position in relation to the issues of searching, detaining and confidentiality.
- Describe the range of pastoral and disciplinary responses that may be put in place, ensuring that the responses match the needs and seriousness of the situation. Every incident should be dealt with on its own merit.
- Identify support strategies and/or services which are available to young people, staff and families.

The Academy of Music & Sound & partner College/University will at all times give careful consideration as to how any information relating to an incident of suspected/confirmed drug use/misuse is communicated to staff, students and parents/guardians.

### **The Academy of Music & Sound & Partner College/University Rules**

- Drugs, including alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs are strictly forbidden at AMS.
- Students should not enter the AMS premise under the influence of drugs or alcohol.
- Tobacco and e-cigarettes are not allowed to be smoked on the AMS premise but can be carried in a student's private possessions on AMS premise.
- Where over-the-counter or prescribed medication is needed by the student then special permission must be granted by the Centre Manager or Course Coordinator for this to be carried onto the premise.

All staff have a legal responsibility to be vigilant and follow this policy and the College/University itself, is legally obliged to contact the police in the occurrence of any drug-related incident.

The attached checklist should be consulted regarding emergency First Aid, searching and confidentiality. Although a student should remain in the centre until the parents and police are contacted, staff may not use any force to detain a student who wishes to leave the College/University. **Personal searches may NOT be made by staff**, although they may be asked to empty pockets etc.

### **Pastoral/Disciplinary Responses**

Every incident should be dealt with individually and therefore a repertoire of responses is needed. Sanctions alone may not stop a young person from re-offending, so support will be needed as well.

### **Possible Action** (in no particular order)

In-Centre or Partner College/University Counselling  
Out-Of-College/University Counselling (professional assistance)  
Meetings with Parents  
Police Involvement (usually if drug trading/supply is evident)  
Suspension  
Eviction from The Academy of Music & Sound course & premises.

The parents/guardians of the student(s) directly involved in an incident of suspected drug use/misuse will be informed of the incident recognising that the future of a child or adult can be adversely affected. Confidentiality is of paramount importance in drug related incidents and subsequent outcomes.

### **Dealing with the Media**

If The Academy of Music & Sound or partner College/University receives an enquiry from the media the caller must only be referred to The Academy of Music & Sound Principal or the Partner College/University Principal

When responding to the media the privacy of the student(s), his/her family and/or any staff members must be respected at all times.

## **CHECKLIST FOR HANDLING SUSPECTED DRUG RELATED INCIDENTS IN AN THE ACADEMY OF MUSIC & SOUND CENTRE**

This is a guide on the key procedures to undertake when a drug incident occurs in the centre.

- 1. Ensure the safety of the individual student involved, of other students, yourself and other staff. On finding a situation with a suspected substance: -**
  - Get help immediately from another adult.
  - Assess situation, to see if this is a life-threatening situation or not.

#### **If an emergency: -**

- If necessary, contact an ambulance.
- Put person under the influence of the drugs in the recovery position.
- Ensure airways are cleared.
- Remove any other bystanders from the immediate vicinity.

#### **Then in all cases: -**

- Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely.
- Ascertain which substances / drugs have been taken and how much.

- Secure all drugs and paraphernalia and give to the Principal / Designated Teacher immediately and lock them away.
- Contact the parents/guardians as soon as possible.

**2. Ensure all incidents are properly investigated and recorded: -**

- Never accuse students of drug dealing/possession, these are alleged illicit substances until substantiated by the Principal and/or partner College/University
- Conduct search procedures according to The Academy of Music & Sound or partner College/University policy. (Never search personal belongings without permission)
- Ensure all drugs are safely and securely stored (or destroyed), making sure that this is witnessed by another adult and recorded.
- Gather details and data from all the eye-witnesses at the scene.
- All statements and phone calls should be recorded, signed and dated.
- Record all information on official incident form and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign.
- Ensure an incident form is filled in and returned to The Academy of Music & Sound Senior Management Team teams and Programme Area Head at the partner College/University
- Ensure that you follow all the procedures in The Academy of Music & Sound Drugs Policy.

**3. Ensure appropriate individuals and agencies are informed and contacted as needed: -**

- The Academy of Music & Sound Principal and partner College/University Programme Area Head
- Parents / Guardians
- No media statements, only the Principal and/or partner College/University should do this.
- Other students, parents and staff are only told on a need-to-know basis.

A pastoral / disciplinary response needs to be made by The Academy of Music & Sound and/or partner College/University, balancing the need for compassion and the student's welfare with the need to send a clear message about illegal actions and unacceptable behaviour.

See below for Drugs Incident form.

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**Agreed by:** Mel Baxter, Steve Ryan



## **Drugs Incident Form**

Please explain below what you have witnessed. Include names, where the event took place, anything you found or other related information.

Support Witness name & statement:

Your Name:

Position at the Academy:

Date:

Please ensure this is received by The Academy of Music & Sound Centre Manager,  
The Academy of Music & Sound Principal and partner College/University Programme  
Area Head