

Beaminster School

Policy and Procedures Statement



<i>Title:</i> Drugs and Alcohol	<i>Management:</i> Deputy Headteacher
<i>Date approved:</i> September 2019	<i>Review date:</i> September 2021

Staff responsible for drugs issues

The Life Studies Lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with any external agencies to support the curriculum.

The Headteacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services.

Links to Other Policies

This policy should be read in conjunction with the following policies: PSHE and Citizenship, Health and Safety, Behaviour, Safeguarding and Administration of Medicines.

Definition of Drugs

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave".

This refers to all drugs whether:

- Illegal drugs (those controlled by the Misuse of Drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids and khat
- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, shisha and volatile substances (solvents)
- Drugs that are legal to use and buy, such as poppers
- Over the counter and prescription medicines
- Other drugs such as legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption, and e-cigarettes (restrictions are currently being considered).

Definitions of other key words

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

Why a Policy is Needed

An up to date policy is part of being a healthy school. Although it is highly unlikely that illegal drugs will be in our secondary school, we believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well being and academic achievement. We therefore have a crucial role to play in drug prevention and education.

Secondary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to keep safe and be healthy.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs in school
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school
- Give information about what is taught, how it is taught
- Give guidance to teachers, support staff and visitors about drug education

Approach to Tackling Drugs

As part of being a healthy school we take a whole school approach to drugs through:

- A planned drug education programme through Life Studies informed by students, staff and parents' views, as well as science
- Carefully considered responses to drug-related incidents informed and supported by the views of the whole school community
- Clear rules and sanctions related to drugs
- Access to specialist support and advice, if needed
- Providing training and support for staff.

Aims of Drugs Education

To give students information about drugs and help them develop the skills and attitudes to make healthy and safe decisions about drugs, alcohol, tobacco and medicines

To achieve this, our drug education programme will help students:

- gain knowledge and understanding about the effects, risks and dangers of drugs and correct myths and misunderstandings
- develop skills to make informed decisions, including communication, self awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs
- develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness, refusal skills and helping others
- explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences.

Where is it Taught in the Curriculum?

Teaching about drugs, alcohol and tobacco is taught through Life Studies and in Science where it is required by the National Curriculum.

What is Taught?

We reflect the requirements and guidance in the Science national curriculum, the non-statutory framework for Life Studies and the content suggested in Dorset's PSHE and Citizenship scheme of work.

Curriculum content at Key Stage 3 and 4

Drugs education follows a spiral curriculum with topics revisited at each Key Stage in greater depth

Knowledge and Understanding

- School rules relating to medicines, alcohol, tobacco, solvents and illegal drugs
- Definitions of words: use, misuse, abuse, addiction, tolerance, dependence, overdose, withdrawal, adulteration
- Different categories of drugs including stimulants, depressants, hallucinogens, analgesics
- Different types of medicine (both prescribed and over the counter), legal and illegal drugs including their form, effects and risks. Information about drugs – appearance, effect, legal status (KS4)
- The law relating to use of legal and illegal drugs
- The misuse of drugs in sport
- The effects of different levels of intake of alcohol
- People who can help students if they have concerns
- Patterns of drugs misuse locally and nationally and the impact on community and wider society (KS4)
- Drugs policy in this country, including education, prevention, policing, penalties, treatment and rehabilitation (KS4).

Skills

- Identifying the risks to health
- Coping with peer influences
- Communicating with adults, parents and professionals
- Decision making and assertiveness in situations relating to drug misuse
- Giving and securing help (including basic First Aid)
- Managing conflict and aggressive behaviour (KS4)
- Communicating drug advice to other young people (KS4).

Attitudes

- Attitudes towards drugs in different sections of society
- Impact of the media on young peoples' attitudes
- Attitudes towards drugs and the law relating to them
- Recognition of themselves as role models, and acceptance of responsibility for their own actions
- Taking responsibility for one's own safety.

How it is Taught (including involving outside contributors)

A wide range of active teaching methods are used that enable students to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values about drugs, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Students work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different students in the class, as well as in friendship groups.

All classes establish clear ground rules to ensure that students discuss opinions with respect and listen to one another as well as ensuring that students and teachers do not disclose personal information. Drug education is taught by the class teacher and may involve the school nurse or other professionals.

Training and Support for Staff

We take advantage of the support, advice and training provided by Dorset LA, the Police and other local organisations. The Life Studies Lead has opportunities to develop his skills in planning drug education, through support from Dorset LA and other training providers.

Management of Drugs in School

This school does not permit the possession, use, supply, or intent to supply, of any illegal or legal drug (unless authorised legal drug), which takes place within the school boundaries. This covers on or near the school premises, within the school day and during term time, on school visits, school journeys and at school social events.

These rules apply equally to staff, students, parents and carers, governors and those working and visiting the school.

Management of authorised legal drugs

This school has agreed that there are circumstances, when some legal drugs are authorized for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

(i) Medicines

In most cases, staff do not administer medicines at school to students unless it would be detrimental to health or attendance not to administer and only with written parental consent. Details about managing medicines can be found in our policy on Administration of Medicines.

The decision to allow students to self-administer medicines rests with the Deputy Headteacher. However, students who require salbutamol inhalers are encouraged to carry their inhalers and to self-administer as required.

Staff are aware of any serious medical conditions which may affect students in their class. The School Welfare Assistants are informed of any children attending the school with medical conditions. Advice will be sought on ensuring they have an appropriate care plan and that school staff are trained to administer any medication required for the day to day management of their condition in school or during a medical emergency.

(ii) Hazardous chemicals and volatile substances (solvents)

Arrangements for the secure and safe storage of chemicals eg for cleaning are set out in the Health and Safety Policy. In the event of a student or adult being required to use medical sharps to address the management of their health condition (e.g. insulin or gluco blood testing), a medical sharps disposal bin will be provided. Advice should be sought from the School Welfare Assistants regarding the management of the sharps and sharps bin on the school site. The school has a contract in place for disposal.

(iii) Alcohol

There are occasions when alcohol is authorised at school (e.g. parents' events, concerts, staff social events etc). Staff accompanying students on field trips or school journeys are not permitted to drink when responsible for students.

Smoking Policy

We are a smoke free school and staff, parents, students and visitors are not permitted to smoke anywhere on school premises or in sight of the school. Smoke free signage is prominent around our school grounds.

E-cigarettes (sometimes known as nicotine vaporisers)

Although e-cigarettes are about to be covered by new smoking legislation we follow Dorset's approach and do not allow the use of e-cigarettes by students, staff, parents, contractors or visitors on the school premises, and strongly discourage parents using them when collecting their children from school.

Management of a Drug Related Incidents

Definition of a Drug Related incident

In this school, a drug related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries.

Drug related incidents in our school rarely involve illegal substances but could involve: students smoking cigarettes in school; a parent/carer collecting their child whilst under the influence of drink or drugs; students selling cigarettes to other students; misusing another student's asthma inhaler; disclosing concern about a family member who has a drug problem; giving medicines to another student; a teacher with information about the illegal sale of cigarettes locally; finding used syringes on the school site; a member of the public reporting students seen smoking in or around Beaminster.

School Responses to Drug-Related Incidents

In all drug-related incidents the following principles will apply:

- The Headteacher and Deputy Head will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the student(s) will always be sensitively considered, in balance with the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive measures
- Permanent exclusion will always be an available response, but will usually only be used in the most serious cases and as a final resort (supplying drugs, or intent to supply, would be seen as such a case)
- Any action taken will be in line with the school's Behaviour Policy.

- Decisions about the response will depend on the severity of the situation, whether or not it is a first offence, and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff, will decide whether disciplinary and/or counselling action should be taken
- Incidents will be reported to the Chair of Governors.

Possible responses might include:

(i) Support and counselling

If a student has a concern about drugs, or has been involved in a drug-related incident, or is themselves at risk of drug misuse, we will seek external support and if appropriate refer to a specialist agency.

(ii) Sanctions

Where a school rule related to drug use is broken, sanctions will be applied. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the Behaviour Policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered. In the event of a student supplying or distributing illegal drugs in school, a permanent exclusion would ordinarily apply. A panel of Governors would be called to consider such cases.

Procedures for Managing Incidents

Reporting a drug-related incident

All drug-related incidents are reported to the Headteacher. Although there is no legal obligation to do so, the school will inform the Police immediately should any incident involving a suspected illegal drug be reported. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students locally.

Recording the drug-related incident

All drug-related incidents are recorded and student statements will always be sought. The statements will be passed to the Headteacher and remain confidential.

In all drug-related incidents the Headteacher, in consultation with key staff and Governors, will decide on the responses, including the use of sanctions and/or counselling and support.

Medical emergencies (e.g. if a student is unconscious as a result of drug use)

Staff with First Aid qualifications should be called immediately but the student will not be left alone. The student will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

Intoxication (a student is under the influence of a drug)

The student will be removed to a quiet room and not left alone, and the First Aider and Deputy/Headteacher called. The student will be helped and medical assistance sought immediately. Parents/carers will be informed and called to the school.

Discovery/observation

Where a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

Staff can take temporary possession of any substance suspected to be illegal:

- it will be confiscated, in the presence of a second member of staff as witness
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited by the Head and Deputy Head
- the student will be taken to a designated area or SSGC, the Head or Deputy Head called and the student questioned

- the police will be notified to collect and/or store/dispose of it immediately, in line with locally agreed protocols
- details of the incident will be recorded, including the police incident reference number
- parents/carers will be informed and asked to come into school (unless it is not in the best interests of the student) to do so
- any safeguarding concerns and support and/or sanctions identified, including internal exclusion whilst investigations are carried out.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

Searches

Staff are permitted to confiscate a student's property as a disciplinary penalty where reasonable to do so, including substances, whether legal or not.

If staff discover other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful and/or detrimental to good behaviour. If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a student is carrying illegal drugs on them or in their personal property, they will ask the student to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a student refuses to do this the member of staff will discuss with the Headteacher who may decide to carry out a search in the presence of another member of staff.

The Headteacher (or Deputy) is the only person authorised to carry out a search, unless they are not the same sex as the student and then the Headteacher will authorise a senior member of staff. The search will take place in school or where staff have lawful control of students.

A record of the search will be kept and parents informed if a substance is found, although there is no legal requirement to do this or to inform parents before or after a search or seek their consent to search a child.

Teachers can search students' bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the student's consent and search with a senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

Dealing with drug-taking materials

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice. Students are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

Disclosure

When a student discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use. In these situations, staff will be non-judgemental and show concern for the student. Students know that teachers cannot promise total confidentiality. The Headteacher or Deputy should be informed as soon as possible so that appropriate support can be found.

Suspicion/rumour

Staff should not assume use of drugs on the basis of rumour or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the student(s) involved.

Intoxicated parents/carers

School rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect a student, we will sensitively offer to phone for someone else to come and collect the student. If we are concerned that the student is at risk then we will follow the Child Protection procedures.

Needs of students

We are sensitive to the needs of students whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a student discloses problems, we will assess the student's welfare and support needs and if needed, involve external support for the student and, where appropriate, for the family.

Confidentiality

Students need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of students is central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to students through the Life Studies and assembly programme. Information about a student in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of any student they must report it on MyConcern and/or inform the Head teacher or Deputy.

Working with Parents/Carers

The school welcomes parents/carers who wish to share their concerns about drugs with us. We signpost up to date information about drugs and where they can get further information, help and advice.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However, there may be some exceptional situations where involving the parents may put the student at risk and in these cases the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the Deputy as Designated Safeguarding Lead with the student's welfare a priority.

Involving Police

In most cases a drug-related incident will be a school, rather than a police matter. However, the school will contact local police immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a student or illegal drug dealing is taking place. We will only call 999 in an emergency.

Reviewing the Policy

This policy is reviewed in light of any new legislation or should a serious incident occur. The review will include feedback from the evaluations of drug education, included in the annual review of Life Studies.

Disseminating the Policy

Any outside contributors involved in drug education, receive a copy prior to teaching. Students are taught about the content of the policy in drug education.