



**St Hugh's School**

Drug Policy

### **Location and dissemination of policy**

The Drug Policy is located with the head teacher, all staff, main office, governors, parents, LA, local agencies.

### **Links with other School Policies**

Our school drugs policy links to other policies - namely Behaviour, Health and Safety, Medicines, Pastoral Support, PSHE, Citizenship, Healthy Schools, School Visits, Child Protection.

### **Links with local and national guidance**

Drugs: Guidance for Schools (DfES Spring 2004)

National Healthy School Standard: Drug Education (2004)

Drug, alcohol and tobacco education: curriculum guidance for schools at Key Stages 1 - 4 (QCA, 2002)

National Healthy School Status

North Lincolnshire Drug Action Team - Young Peoples Plan (2006/7)

Drug Education in school - Ofsted (July 2005)

DFE & ACPO Drug advice for schools (Sept 2012)

### **Purpose of the Policy**

The purpose of this Drug Policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of students and others who use the school
- Clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the school's drug education programme
- Enable staff to manage drug-related issues on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Provide a basis for evaluating the effectiveness of the school's drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the school in contributing to local and national strategies

### **Where and to whom the policy applies**

This policy applies to the school premises and perimeters and also:

- Journeys in school time
- Work experience
- Residential trips
- During the school day
- Those students educated in further education or other provision

**The guidance is for all staff and those responsible for providing guidance and support to students of the school.**

## Definitions

**A drug is any substance other than food, water and oxygen that people take to change the way they feel, think or behave.**

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), M-Cat and amyl nitrates (known as poppers)
- All over-the-counter and prescription medicines

**The possession, use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable.**

Illegal drugs have no place in schools. However, there are instances where other drugs may legitimately be in school.

- Medicines - some students may require medicines that have been prescribed for their medical condition during the school day - See Medicines Policy.
- Non- prescribed medicines - See Medicine Policy
- Volatile substances - must be securely stored to prevent inappropriate access or use.
- Alcohol is not permitted on school premises unless permission is given by the school governors for a special school event. The arrangements for storage and use must be agreed and adhered to.
- Tobacco - See separate school smoking policy.

The first concern in managing drugs is the health and safety of the school community and meeting the pastoral needs of the students. In every case of an incident involving illegal drugs, St Hugh's School will place the utmost priority in ensuring the safety of students and staff, providing first aid for any medical emergencies and summoning appropriate help before addressing further issues.

## Staff with key responsibility

The designated senior member of staff with overall responsibility for all drug issues within the school is the PSHCE Co-ordinator. Their prime responsibility includes overseeing the planning and co-ordination of drug education and the management of drug incidents in accordance with the procedure laid out in this policy.

All staff should be fully aware of the procedures for managing incidents, including whom they should inform and who has authority regarding issues such as searching school property and involving the police.

## Drug Education

Drugs Education provides students with opportunities to:

- Develop their **knowledge, skills attitudes and understanding** about drugs
- Develop an appreciation of the benefits of a healthy lifestyle, relating this to their own and others actions

Drug education is a major component of drug prevention. Prevention of drug abuse will help social inclusion and reduce inequalities in health.

## Objectives

- Increase student **knowledge and understanding** and clarify misconceptions about
  - The short and long-term effects and risks of drugs use
  - The rules and laws relating to drugs
  - The impact of drugs on individuals, families and communities
  - The prevalence and acceptability of drug use among peers
  - The complex moral, social and political issues surrounding drugs
- Develop student personal and social **skills** to make informed decisions and keep themselves safe and healthy, including:
  - Assessing, avoiding and managing risk
  - Communicating effectively
  - Resisting pressures
  - Finding information, help and advice
  - Devising problem solving and coping strategies
  - Developing self awareness and self esteem
- Enable students to explore their own and other people's **attitudes** towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences

Drug Education is delivered through Statutory National Curriculum Science Orders, PSHE and Citizenship provision.

In each year, the needs of students are first identified and lessons are planned at the appropriate level.

Provision is made for vulnerable students by assessing individual needs through support and counselling, initially through the learning mentor. If necessary working with external agencies to give the correct support.

Drug Education of students with special educational needs is designed to be appropriate to their level of learning and differentiated accordingly.

## Methodology

- Creating a safe, secure and supportive learning environment
- Ground rules
- Active learning approaches - action research/mind-mapping/case studies/circle time/creative writing literature/discussion/external contributors/drama visits/formal debate/group work/interactive ICT/local surveys/media analysis/peer education/questionnaires/role-play/simulations/structured games/theatre-in-education/video supported by follow-up discussion etc.
- Drug Education resources are stored in the PSHCE section within the PSHE resource store cupboard in school.

External contributors are always inducted in the specific education abilities and functional levels of the students before their first input. The class teacher will always share teaching the lesson and always be in the classroom. A copy of the drug policy will be made available to all outside speakers.

### **Staff Support and Training**

- Initial Teacher Training - NQTs should be familiar with the programme of study for citizenship and the framework for PSHCE, relevant to the age range they teach. This also prepares teachers for pastoral responsibilities.
- In school induction - all school staff should have general drug awareness and a good understanding of the school drug and other related policies. This should include first steps in managing drug related incidents and identifying and responding to students' needs.
- CPD Staff will be given opportunity to access further training when appropriate funding and training is available
- The School Nurse and First Aider at work are available to support both staff and students

### **Assessment, monitoring, evaluation and reviewing**

**Assessment - the elements of drug education that form part of the science curriculum are assessed in accordance with the requirement of the national curriculum. Learning from the other elements of drug education will also be assessed as part of overall PSHE provision. Assessment should identify:**

- Knowledge and understanding students have gained and its relevance to them
- Skills they have developed and put into practice
- How their feelings and attitudes have been influenced during the programme

Assessment should include:

- Assessment for learning - student's review and reflection on their progress
- Assessment of learning - measuring what students know, understand and can do

**Monitoring** - in order to ensure the quality, relevance and effectiveness of the drug education programme. The designated member of staff for co-ordinating drug issues should be responsible for the overall monitoring of drug education. This monitoring might include:

- Lesson observations with feedback to teachers
- Looking at a sample of students work
- Teachers providing regular feedback on the scheme of work/lesson plans
- Monitoring curriculum plans termly, with feedback to teachers
- Feedback from curriculum co-ordinators, class teachers and students about what has been covered
- Including drug education as a regular agenda item at School Council and Governor curriculum meetings.

**Evaluation** - will take place every 3 years.

Changes to the drug education provision - possibly in response to changing local needs, will be implemented when and where appropriate.

**Review** - drug education provision will be reviewed on a regular basis to tie in with the schools healthy school audit and action plan.

### **Management of Drugs at St Hugh's School**

St Hugh's School has adopted the guidance for responding to incidents involving drugs **DfES-Drugs: Guidance for Schools 2004** (Drug situations / medical emergencies). Flow charts are displayed in the medical room and co-ordinators office.

**Incidents are reported using the standard North Lincs. proforma attached to this policy.**

### **Detection**

Always ensure that a second adult witness is present. The police may need to be called in.

**Personal Searches: It is not appropriate for a member of staff to carry out a personal search.** Every effort should be made to persuade the person to hand over voluntarily any drugs. Where the student refuses, the drug is believed to be illegal and the school wishes to proceed along formal lines, then the police must be called. **Police will make every effort to attend as soon as possible though this will depend on ongoing incidents.**

**The police can conduct a personal search if they believe a young person is carrying drugs, or to prevent harm to themselves or others following an arrest.**

Searches of school property - staff may search the students' team base if they believe drugs to be stored there. **Prior consent from the student should always be sought.**

Searches of personal property - **schools must not search personal property without consent.** Where consent is refused consider notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines call the police.

After any search involving students, the school, regardless of whether the result of the search is positive or negative, must contact parents/carers.

### **Responding to drug incidents**

Drug incidents may include:

- Drugs or associated paraphernalia found on school premises
- A student demonstrates, perhaps through actions or play, an inappropriate level of knowledge for their age
- A student is found in possession of drugs or associated paraphernalia
- A student is found to be supplying drugs on school premises (friends sharing drugs/student being coerced to supply drugs, a group of friends taking it in turn to bring drugs in for their own use)
- A student, parent/carer or staff member is thought to be under the influence of drugs
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A student discloses that they or a family member/friend are misusing drugs

A careful investigation will take place to judge the nature and seriousness of each incident, the needs of those involved and the most appropriate response. For example:

- What does the student have to say?
- Is this a one-off incident or longer-term situation?
- Is the drug legal or illegal?
- What quantity of the drug was involved?
- What was the student's motivation?
- Is the student knowledgeable and careful or reckless as to their own and others' safety and how was the drug being used?
- What are the student's home circumstances?
- Does the student know and understand the school policy and school rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply for profit'?

- If supply of illegal drugs is suspected, how much was supplied, and was the student coerced into the supply role, were they 'the one whose turn it was' to buy for others, or is there evidence of organised or habitual supply?

If a student has been found using or in possession of cigarettes, alcohol or illegal drugs the parents/carers will be informed immediately by telephone and letter. A reported discussion will take place as to the consequences of the student's actions. In all cases of illegal drugs being used the student will be given a fixed - term exclusion with a support package actioned upon return to school e.g. counselling through DELTA.

**If during the course of the investigation the school decides that the police should be involved they should cease immediately to enable the police to conduct a full detailed enquiry.**

Any response will balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

Possible responses include:

- Early Help Meeting
- Early intervention and targeted prevention
- Referral
- Counselling
- Behaviour support plans
- Inter-agency programmes
- Fixed-period exclusion (**please use Record of Incident form**)
- Pastoral support programmes
- A managed move
- Permanent exclusion
- Personalised programme

Some responses may serve to enforce and reinforce school rules. Any sanctions will always be justifiable in terms of:

- The seriousness of the incident
- The identified need of the student and the wider school community
- Consistency with published school rules, codes and expectations
- Consistency with disciplinary action for breaches of other school rules (such as theft, violence, bullying)

### **Parents/Carers under the influence of drugs on school premises**

When dealing with parents/carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, discuss with the parent/carer if alternative arrangements could be made, for example, school transport to drop off student at alternative family home or neighbour. The focus for staff will always be the safeguarding of the student's welfare, as opposed to the moderation of parent's/carer's behaviour.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a student at risk or the parents/carer becomes abusive or violent, staff should consider whether to consult with designated child protection officer (if involved) to establish whether

information needs recording with the duty officer and/or the involvement of police/ social services.

### **Staff conduct and drugs**

Tobacco - See separate school Smoking Policy

Alcohol - Restriction of drink and other drug use in school hours and on school trips. There should be no consumption of alcohol by any staff while they have care of children/young people, in or out of school.

Staff misuse/abuse - if this is known or suspected the appropriate North Lincolnshire Council policy and procedures should be followed.

### **The role of the police**

Legal drugs:

The police will not expect to be routinely involved in incidents involving legal drugs but the school will inform the police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Illegal drugs:

School has **no legal obligation to report an incident involving drugs to the police.**

Nevertheless, not informing the police may prove to be counter-productive for the school and wider community. **The police should, however, be involved in the disposal of suspected illegal drugs.**

### **Neighbourhood Sergeants**

PCSO

### **The needs of students**

The school will ensure that students have access to up-to-date information on sources of help. Local and national help lines (including FRANK, NHS Smoking Helpline and Drinkline), youth and community services and drug/health services will be prominently displayed so that those in need of help and who are reluctant to approach school staff can easily access it. Drug education programmes will also include details of services and helplines, explain how they work and develop student confidence in using them.

### **Referral and external support**

In every case of an incident involving drugs, the school will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues.

Referral:

**Please use Record of Incident form and send to Emma Martin or Michelle Devita- see appendices for form and contact details**

Possible agencies who could become involved include :

- The LEA, for example, (Emma Martin/Michelle Devita 01724 297502)
- IAG
- CTLD
- DELTA
- The Youth Offending Service (YOS)
- Agencies providing specialist help, for example, social services, young peoples drugs services, family support and child protection teams (e.g. Family Initiative)

### Confidentiality

**Teachers cannot and should not promise total confidentiality.** The boundaries of confidentiality should be made clear to the student. If the student discloses information that is sensitive, not generally known and which the student asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child protection and Inclusion
- Co-operating with a police investigation
- Referral to external agencies

Every effort should be made to secure the student's agreement to the way in which the school intends to use any sensitive information.

### Involvement of parents/carers

The school will ensure that parents/carers are:

- **Made aware of the school's approach and rationale for drug education**, for example, through the school prospectus or handbook and/or via drug awareness evenings
- **Involved in the planning and review of the drug education programme and policy**, for example, through questionnaires, mail shots or newsletters, focus group sessions, drug awareness evenings.
- **Given information about their student's drug education and school rules in relation to drugs**, for example, through newsletters, parent/carer notice boards. It is essential that all parent/carers understand how the school will respond to drug incidents and allay parental concerns following any serious incidents.
- **In any incident involving illegal and other unauthorised drugs the school will involve the parents/carers**, unless this would jeopardise the student's safety.
- **Encouragement to support their student's learning at home**, for example through shared learning experiences
- **Able to access information about drugs and local and national sources of help.**

### The role of governors

As part of their general responsibilities for the strategic direction of the school, governors have a key role to play in the development of the school's policy on drugs.

In accordance with the recommendations for National Healthy School Status, a governor will be appointed with specific responsibilities relating to the provision of drug education and policy development, although this is not a statutory requirement. The designated governor will also contribute to any case conferences called, or appeals against drug-related exclusions.

Governor training can be arranged if required.

### Liaison with other schools

The local drug situation, the content of drug education, the management of incidents, training opportunities and transitions between schools will be routine elements of liaison.

## External Agencies (Local)

### North Lincolnshire Police

Headquarters                      Tel No. 0845 6060222

### North Lincolnshire County Council

#### Education Inclusion Service

Emma Martin/Michelle Devita 01724 297502

### Alcoholics Anonymous in Scunthorpe

Tel No 01724 270556

DRUGS	SMOKING	ALCOHOL
National drugs helpline-Talk to Frank 0800 776600 (24 hour)	Quit line 0800 002200	Al -Anon 0171 403 0800 Gives free confidential advice and support to people who have to live with someone else's drinking
Drugs in school helpline 0808 8000 800 Information service for parents, teacher and students concerned about drugs in schools	NHS helpline 0800 1690196	Drinkline 0500 801802 (24 hour free helpline)
Resolve 01785 817885 Information service on all aspects of solvent abuse		
Adfam 0171 9288900 Gives free confidential advice and support to friends and family of drug users		

### Useful Web sites

<a href="http://www.wrecked.co.uk">www.wrecked.co.uk</a>	Alcohol information
<a href="http://www.petepayne.com">www.petepayne.com</a>	General teen health site
<a href="http://www.talktofrank.com">www.talktofrank.com</a> Also 0800 776600	Government website about drugs
<a href="http://www.healthyschools.gov.uk">www.healthyschools.gov.uk</a>	Healthy Schools

<b><u>PRIVATE &amp; CONFIDENTIAL</u></b>			
<b>RECORD OF INCIDENT INVOLVING UNAUTHORISED SUBSTANCES</b>			
<p>1 For substance misuse help and advice, telephone - Stewart Sutton, Young Person's Substance Misuse Co-ordinator 01652 656005</p> <p>2 Copy the form</p> <p>3 Send the copy to Emma Martin/Michelle Devita, Inclusion Support Officer, Church Square House, Scunthorpe DN15 6NL, or <a href="mailto:Emma.Martin@northlincs.gov.uk">Emma.Martin@northlincs.gov.uk</a> / <a href="mailto:Michelle.Devita@northlincs.gov.uk">Michelle.Devita@northlincs.gov.uk</a> within 24 hours of the incident. Attach to standard exclusion letter if applicable.</p> <p>4 KEEP the original, storing securely</p>			
Date of incident:		Time of incident:	
Tick to indicate the category:			
Drug or paraphernalia found ON school premises		Student disclosure of substance use	
Emergency/intoxication		Disclosure of parent/carer substance misuse	
Student in possession of unauthorised substance		Parent/carer expresses concern	
Student supplying unauthorised substance on school premises		Incident occurring OFF school premises	
Tobacco	Alcohol	Volatile substances/ Aerosol	Prescribed medication (e.g. tranquillisers, Ritalin, Methadone)
Illicit substance - Please describe substance below (appearance, texture, odour)		Required medical intervention	
Name of student: <input type="text"/>		SEN <input type="checkbox"/>	Looked After <input type="checkbox"/> Young Parent <input type="checkbox"/>
School: <input type="text"/>		Gender: <input type="text" value="M / F"/>	Year Group: <input type="text"/> Ethnicity: <input type="text"/>
Drug found/removed? <input type="text" value="Y / N"/>	Where found/seized: <input type="text"/>	Disposal arranged with police/parents/other: <input type="text"/>	If police, incident reference number: <input type="text"/>
Working with YOT? <input type="text" value="Y / N"/>			

<b>School Contact for referral arrangements</b> <input type="text"/>	<b>Name of parent/carers informed:</b> <input type="text"/>	<b>Date:</b> <b>Time:</b>
<b>Brief description of incident:</b>  		
<b>Other action taken (please include any agency involvement):</b>  		
<b>Details of Exclusion (if relevant):</b>		
<b>Fixed term:</b>	<b>days:</b> <input type="text"/>	<b>date from:</b> <input type="text"/>
<b>to:</b> <input type="text"/>	<input type="text"/>	
<b>Internal support:</b>	<input type="text"/>	<b>Referral to other agency?</b> <input type="text"/>