



# THE PARK COMMUNITY SCHOOL

# Drugs Education & Misuse of Substances Policy

## Policy Update

<b>Policy Lead Person:</b>	Senior Assistant Headteacher
<b>Approved By:</b>	Local Governing Board (25.06.2020)
<b>Next Review Date Due:</b>	06/22

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

# Drugs Education Policy

## RATIONALE AND PURPOSE

The purpose of the school's Drugs Education & Misuse of Substances Policy is:

- To enable pupils to make healthy and informed choices.
- To set out the aims of the Drugs Education programme and the management of Drug Incidents.
- To provide a clear framework for all staff in dealing with incidents of substance misuse in school.
- To set out the curriculum opportunities made available to the pupils.
- To identify staff responsibilities within the Drugs Education processes.

This school community takes the issue of drugs seriously. Drugs, both legal and illegal, are an inescapable feature of modern society and our students should feel confident in making healthy informed choices about them as well as feeling supported if they experience drug-related problems or concerns.

The school community does not condone the misuse of drugs or alcohol by members of the school, nor the supply of these substances; it is committed to the health and safety of its community. The school will seek to educate students about the dangers of harmful substances and members of the school will work with other agencies in dealing with members of the community who act in any way that may put others at risk of harm.

The school recognises that it has a duty to inform and educate young people on the consequences of drug use and misuse and will take a proactive stance on the matter believing that such a Health Education is a vital element of the PSHEE of every student.

Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents / carers by keeping them informed of any **significant, known** involvement by a student with illegal substances. Co-operation and communication between parents, students and school is essential for the effective implementation of this policy.

It is important we are aware of and support the differing needs of young people on this issue.

The named members of Senior Leadership Team to oversee this policy into practice are:

- Gareth Roscoe, Headteacher
- Graham Sloman, Senior Assistant Headteacher

## **AIMS**

### **a) Drugs Education Programme**

Drugs education is an integral part of the school's programme of Personal, Social, Health and Economic Education, and is delivered in a supportive environment by Form Tutors. The Co-ordinator of PSHEE will ensure that the school and governors are aware of up to date educational good practice and relevant training needs.

The Co-ordinator of PSHEE will be responsible for the implementation of the drug education programme. The programme will:

- Cater for the students' different starting points, cultural and family backgrounds.
- Provide accurate information about the full range of legal drugs.
- Provide details of current laws relating to substance misuse.
- Challenge the use of stereotypical images.
- Provide opportunities for students to acquire knowledge and understanding about the dangers of drug misuse and the effects of solvents, alcohol, tobacco and other drugs on the human body.
- Encourage students to develop skills to deal with drug-related situations, enabling them to control aspects of their own behaviour and resist peer pressure.
- Help students develop decision making skills.
- Ensure students are aware of internal and external forms of help and guidance.
- Promote students' awareness of their role in helping others.
- Encourage parental interest and awareness and involvement.
- Be consistent with the school's system of Pastoral Care.

### **b) Management of Drug Misuse Incidents**

**The Senior Leadership Team will:**

- Set out clear procedures to be followed by anyone who suspects misuse is taking place or that controlled substances are being brought onto school premises.
- Provide an agreed framework for liaison with outside agencies including the police and press.
- Set out a clear statement of the disciplinary measures which will be applied to drugs related incidents.
- Set out the support and counselling which will be part of the response to drugs related offences in school.
- Ensure that all members of the school community understand the very serious view which the school takes of all instances of possession, use or supply of illegal drugs.
- Ensure that all staff are aware of the agreed procedures.
- Ensure that all staff involved in specific drugs education have an adequate level of training.

## **PRACTICE**

A Framework for all staff in dealing with drug related incidents.

**The Senior Assistant Headteacher** will take overall responsibility for co-ordinating the school's approach to drug incidents.

### **Lines of Action when managing drug-related incidents will be as follows:**

1. Staff who become aware of students being in possession of drugs on school premises must notify the Headteacher, Senior Assistant Headteacher and/or a member of the leadership team.
2. The Head, Deputy or Senior Assistant Headteacher, in consultation with the leadership team will outline the manner in which the investigation will take place.
3. The Head, Deputy or Senior Assistant Headteacher will explain to the student(s) involved why the investigation is taking place.
4. If the allegations are substantiated or in need of further investigation, the Headteacher or senior Assistant Headteacher Deputy will be informed and parent(s)/carer(s) or other agencies contacted by a relevant member of the Leadership Team.
5. Appropriate courses of action are listed under "The School's response to Drug – related incidents", below.
6. All incidents proved or otherwise will be noted on school student records.

### **The School's Response to Drug Related Incidents**

Cases involving substance misuse or supply on the premises are considered to be very serious infringements of school regulations. Permanent exclusion may be considered as an appropriate response, though the school will seek to balance the interests of the student(s) involved, other school members and the local community. Unless there are exceptional circumstances, parents/carers will be informed in any case where their child is involved in an incident of substance misuse.

Students will be made aware that the use of illegal drugs on the premises will lead to an immediate fixed-term exclusion and is likely to lead to permanent exclusion.

Students involved in minor drugs related incidents may, following a period of exclusion, be readmitted to the school subject to the following provisos:

1. That they attend a series of counselling sessions with an appropriate person who may be a member of school staff or may be from another authorised agency.
2. That they undertake a period of community service within the school.
3. They complete a satisfactory period of time being educated outside of the mainstream curriculum.

Although each incident will be considered individually, and it is recognised that a variety of responses will be required to deal with different incidents, there are certain minimum requirements to specific situations which may occur:

### **Response to Specific Incidents**

No student may smoke on school premises, on journeys to and from school or on school visits. This is a school rule. If a student is known to be smoking, this should be reported to the Head of House who will inform the parents/carers and place a note on the student's record. Persistent infringement of this rule will result in isolation or a fixed-term exclusion on the grounds of maintaining health and safety. Disciplinary sanctions for smoking will be given.

In each of the following cases the incident is to be reported in the first instance to the Senior Assistant Headteacher who will take the required action:

- If any student is found drunk on the premises, the parents will be informed immediately and requested to remove the student.
- Alcohol, cigarettes or tobacco found on school premises will be confiscated. The Parents/carers will be informed and given the opportunity to collect such items in person.
- If any student is found intoxicated through solvent abuse, urgent medical attention should be given by the school First Aider, parents/carers contacted and contact made with North Devon District Hospital.
- Controlled drugs found on school premises will be confiscated and immediately handed over to the police once they have been contacted. As part of our Information Sharing Protocol, details will be provided to the Police so that they are able to discharge their duty of investigation.
- A senior member of staff, having good reason for believing that a student may be in possession of an illegal substance, may ask that pupil to empty his / her pockets or bag. If the student refuses, the matter should immediately be referred to a member of the SLT who will repeat the request. In the event of another refusal, the parents should be contacted to obtain their permission. As a last resort, and when there is good reason for pursuing this course of action, the police may be called. A record will be made of any bag search on CPOMS. A bag search, if required, will be conducted by two members of staff.
- If any student or any other person is found supplying or offering to supply a controlled drug, the Deputy Headteacher/ Senior Assistant Headteacher or Headteacher must be informed immediately. He / She will inform the police, the Local Authority, the Chair of Governors and the parents/carers.
- Any equipment involved in drug misuse found on school premises will be disposed of according to the guidelines. Needles and syringes, which present a considerable health hazard, must be handled with extreme care and stored in a suitable container until collected and disposed of by the Police.
- Should a student disclose that he / she is using drugs off the school premises, staff should inform the DSL or Head, Deputy/Senior Assistant Headteacher. Professional judgement about informing parents, taking into account the age and maturity of the student and the

possible risks involved, will be made. Students will be encouraged to talk to their parents and seek help if necessary.

## **RESPONSIBILITIES:**

### Liaison with the Media

Any approaches by the media will be dealt with by the Headteacher.

Individual Governors, if they are approached, will refer the press to the Chair or Vice-Chair of Governors. The legal advice may be sought from the Trust/LA to ensure that the reporting of incidents remains in the best interests of the young people, their families and the school.

### Medicines in School

Parents/Carers of any student on prescribed medication must supply the school with written information on usage and dosage. It is the responsibility of the Head of House to ensure this information is disseminated to first aid staff. (Please refer to the policy: "Supporting Students at School with Medical Conditions").

### Bag/Pocket Search

The Headteacher has the authority to search a student's bag/pockets. This authority can be delegated to a member of the Leadership Team. For any search (bags or pockets), two members of staff will be present along with the student. An entry onto CPOMS will be made giving details relating to the search and communication with parents/carers.

### The Roles of the Headteacher and Governing Board

The Headteacher will take overall responsibility for the policy and its implementation, for liaison with Governors, parents/carers, TLP/LA and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance abuse issues are adequately trained and supported.

### The Role of the School Staff

Staff in whom students confide will follow safeguarding procedures. They will warn students that certain information cannot be kept secret by a teacher (e.g. details of a student who may be supplying drugs to other students). However, staff will want to be sensitive to the needs of individuals to speak and gain advice from adults they trust. In all cases where drug misuse is known to have occurred on the school premises (or on a school journey) the facts must be reported to the DSL or Senior Assistant Headteacher who will discuss the matter with the Headteacher.

Greater clarity and detail of School Staff responsibilities are laid out elsewhere in this document under "Practice".

### Links with Parents/Carers and the wider Community

- Names, addresses and telephone numbers of the helping agencies will be clearly displayed in school. These should be brought to the students' attention at appropriate times during the PSHEE programme.
- Help and support for any student who is influenced by drug misuse in any way will be provided through the pastoral systems in place within the school. The EWO will be consulted and Children's and Young People's Services – Social Care will be informed if it is considered that the child may be at risk.

### Review of the Policy

This policy is referred to on the school website in the school prospectus and available on request. It will be reviewed on a bi-annual basis.

## Appendix 1

### **POSSIBLE SIGNS AND SYMPTOMS OF DRUG MISUSE**

The signs listed may indicate that individuals or groups of young people are misusing drugs. Their presence alone is not conclusive proof of drug or solvent misuse: many of them are a normal part of adolescence but the presence of several signs together may point to a need for greater vigilance.

#### ***Behaviour***

- Sudden and regular changes of mood or irritability
- Unusually aggressive or restless
- Gradual loss of interest in school/college work, friends, hobbies etc.
- Increased evidence of lying or other furtive behaviour
- Loss of money or other objects from the house
- Keeping at a distance from other students and away from points of supervision
- Being the subject of rumours about drug taking
- Talking to strangers on or near the premises
- Stealing, which appears to be the work of several individuals rather than one person
- Use of drug takers' slang
- Exchanging money or other objects in unusual circumstances
- Associating briefly with one person who is much older and not normally part of the peer group
- Secretiveness about leisure time activities
- Sudden change of friendship group

#### ***Physical Symptoms***

- Loss of appetite – or increase in some cases
- Uncharacteristically drowsy or sleepy
- Unusual stains, marks or smells on the body or clothes or around the house
- No interest in physical appearance
- Sores or rashes especially on the mouth or nose
- Heavy use of scents, colognes etc. to disguise the smell of drugs
- Drunken behaviour
- Frequent and persistent headaches, sore throat or running nose (whatever the reason a visit to the GP would be wise)
- Confusion in thought processes.

## APPENDIX 2

### A brief synopsis of the Drugs Education Programme

#### Secondary Phase

##### KEY STAGE 3

##### **Knowledge & Understanding**

School rules relating to medicines, alcohol, tobacco, solvents and illegal drugs.  
Information about legal and illegal drugs, their effects and associated health risks.  
The law and drugs.  
Knowledge of services and organisations available for help and advice.

##### **Attitudes & Skills**

Identifying risks.  
Decision making and assertiveness.  
Taking responsibility for one's own and other people's health and safety.  
Attitudes and beliefs about drug users in society.

##### KEY STAGE 4

##### **Knowledge & Understanding**

Information about historical, cultural and socio-economic factors relating to drug use.  
Information about legal status of drugs, their appearance and effects.  
Different categories of drugs i.e. stimulants, depressants, hallucinogens.  
Terminology used in relation to drug use i.e. abuse addiction, dependence, tolerance, overdose, withdrawal.  
Social, biological and psychological effects of drug misuse.  
Dangers associated with particular drugs i.e. HIV transmission, drug cocktails.

##### **Attitudes & Skills**

Social and cultural influences on young people.  
Identifying and assessing risks.  
Individual responsibility  
Decision making and assertiveness.

### **Involving External Agencies**

It is sometimes appropriate for schools to involve visitors from outside agencies to support aspects of the drug education programme. Often visiting speakers can fulfil a valuable expert role. Their contribution should compliment the rest of the programme and be planned as part of the overall teaching programme. Teachers should always be present so they are able to provide appropriate follow up work.

Before involving visitors in drugs education, or any aspect of health education, schools should consider:

- ★ Does the visitor share the school's values and approach to health education?
- ★ Will the contribution be consistent with the school's own theory and practice?
- ★ Is the visitor the most appropriate source for the input?
- ★ Is the contribution from a visitor an integrated element of the curriculum, with appropriate planning, preparatory and follow up work?
- ★ Is the visitor able to communicate at the appropriate level?

Before agreeing to take part a visitor should be provided with the following information in order to clarify the situation:

- ★ Aims of the session.
- ★ The reason for requesting the agencies involvement.
- ★ Prior knowledge of students.
- ★ Follow up work planned.
- ★ The group to be taught - numbers, ages, time, premises, resources.
- ★ School Safeguarding protocols