



DRUGS EDUCATION AND SUBSTANCE USE & MISUSE POLICY

This policy should be read in conjunction with the school's:

- Behaviour for Learning Policy
- Health and Safety Policy
- Confidentiality Statement
- Students with Medical Needs policy

This policy takes into account the Governors' legal responsibilities as employers and occupants of the school premises and the guidance in DfE and ACPO drug advice for schools: Advice for local authorities, Headteachers, school staff and governing bodies 2012

Wallington High School for Girls recognises that drug and substance abuse is a major threat to individuals, families and the wider community and acknowledges its responsibility to include drug education as a key component of its PSHCE programme. This policy provides information about procedures in response to any drug-related incident. Sanctions for incidents are consistent with the school's Behaviour for Learning Policy.

This policy is available to staff, students and parents via the school website.

1. DEFINITION

Drugs are those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine and LSD. These lists are not exhaustive.

All the drugs covered in this policy are not permitted to be bought, sold or otherwise obtained on school premises or during the school day, including when students are on school visits. This policy applies to all staff, students, parents / carers, Governors and partner agencies working with the school. Individual exceptions may be made for students who need to take prescribed medicines where appropriate.

2. PURPOSE

The purpose of the school 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 drug education programme;
- Enable staff to manage drugs 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 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.

3. AIM

The policy aims to make clear the school's approach to any misuse of drugs, the school's role in drug prevention / education and to ensure this is appropriate to the students' needs. The policy provides information and guidance about drug education, as well as procedures agreed by the Governing Body in order to respond to any drug-related incident, for students, teachers, support staff and outside agencies / individuals.

4. RESPONSIBILITIES:

4.1 The Headteacher

The Headteacher has overall responsibility for the implementation of the policy, for liaison with Governing Body and parents / carers, and external agencies as appropriate, and for the training and support of staff.

The Headteacher must ensure that all students are aware of the policy and its implications.

The Headteacher is responsible for liaison with the media when necessary.

The Designated Person for Child Protection will be the co-ordinator for Drugs and other Substances (DSC).

The Headteacher will ensure that all staff / parents / carers and students are reminded of this policy, and its procedures, on a regular basis.

4.2 The Drugs and Other Substances Co-ordinator (DSC)

The DSC will report to the Headteacher and will liaise with a nominated member of the Governing Body. S/he will attend relevant meetings of the Curriculum and Students Committee of the Governing Body. The DSC will also liaise with the Local Authority's Drug Advisor.

The DSC's main responsibility is to co-ordinate the detail of the school's drugs education programme, to ensure that staff have the relevant skills and to support staff under the Headteacher's direction, and at the discretion of the Headteacher to give or provide advice to students. They should also ensure that the contents of this policy are reflected in the behaviour for learning policy.

4.3 Nominated Governor

A Governor will be nominated to deal with this aspect of the school curriculum and will be the same Nominated Governor as for child protection. S/he will liaise with the DSC as appropriate and will advise the Chair on any urgent action that needs to be taken with regard to drugs education or the misuse of drugs. The Nominated Governor will also support the Headteacher's liaison with parents / carers.

4.4 Curriculum and Students Committee of the Governing Body

In order that the Governors are kept fully informed, the Committee will receive annual reports from the DSC or Headteacher) in the summer term on the progress of the education programme, and, as necessary, any sanctions that have had to be applied.

The Committee has the delegated duty to take what action it deems necessary and make a report to the next meeting of the Governing Body if needed.

4.5 Chair of the Governing Body

The Chair of the Governing Body in consultation with the Headteacher and Nominated Governor is empowered to take any necessary urgent action, and to report this to the next meeting of the governing body.

4.6 All Staff

All members of staff must know the school's policy and to seek to obtain the relevant skills and knowledge to support the policy.

5. DRUGS EDUCATION

The Headteacher will ensure that there is a planned drugs education programme as a part of the PSHCE programme (and other appropriate areas of the curriculum e.g. Science, Physical Education). This reflects knowledge and understanding, attitudes and personal and social skills.

Drugs Education will:

- Increase students' knowledge and understanding and clarify misconceptions about:
 - the short and long term effects and risks of drugs;
 - 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, emotional and political issues surrounding drugs;
 - health and social issues, e.g. sex and sexuality, crime, HIV and AIDS.
- Develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risks;
 - communicating effectively and enabling students to identify sources of appropriate personal support;
 - resisting pressures and developing confidence;
 - finding information, help and advice;
 - developing positive attitudes towards healthy lifestyles;
 - devising problem-solving and coping strategies;
 - developing self-awareness and self-esteem.

- Enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

6. MONITORING AND EVALUATION OF DRUGS EDUCATION

The DSC and the Head of PSHCE are responsible for the overall monitoring of drug education in consultation with the appropriate Heads of Subject and line manager.

Monitoring may include:

- Lesson observation with feedback to teachers;
- Learning walks;
- Looking at a sample of students' work;
- Opportunities for staff to make regular comments on the schemes of work and Lesson Plans;
- Monitoring teachers' lesson plans with feedback to teachers;
- Drug education / PSHCE a regular agenda item at tutor meetings and relevant departmental meetings;
- Evaluation forms filled in after any external speaker contributions.

Monitoring and evaluation outcomes will be carried out by the Head of PSHCE in order to inform the review of the drugs education provision within the school

7. MANAGEMENT OF DRUGS AT SCHOOL

Illegal and unapproved drugs have no place in school. However, there are instances where other drugs may legitimately be in school. All students should be made aware that medication should not be brought into school unless for a known medical condition – both permanent and temporary. This medication must be logged with and held by the First Aider who should be provided with instructions on dosage and frequency.

In cases of visitors suspected of being under the influence of drugs on the school premises, the police may be called.

8. ACTION TO BE TAKEN IN INCIDENTS INVOLVING STUDENT MISUSE OF DRUGS AND DRUG-RELATED OFFENCES WITHIN THE SCHOOL

It is vitally important that staff, students and parents / carers should be clear about the action that will be taken in any drug related incident. It must be remembered that the needs of the student must be considered in all cases. Sensitive information is only disclosed internally or externally with careful attention to the students' rights and needs.

In instances involving substance misuse or supply on the premises, and following discussion between staff members who know the students well, parents / carers will be informed at the earliest opportunity by a member of the SLT. The school and parents / carers can work together to support the young people involved.

Any medical emergencies will be dealt with immediately. Staff should be aware of the Medical Emergency procedures of the school.

The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any actions it may take. It seeks to balance the interest of the student involved, the other school members and the local community. In accordance with the school's Behaviour for Learning Policy a range of sanctions may be appropriate.

- 8.1** Students found smoking cigarettes or cigarette substitutes, or with smoking materials in school, are counselled by Heads of Year and may be referred to the School Counsellor or Emotional Literacy Support Assistant (ELSA). Parents will be informed and the student may be placed in detention and/or on report in the first instance. In the case of repeat offences appropriate sanctions will be considered in accordance with the school's Behaviour for Learning Policy.
- 8.2** Students who come to school with alcohol or who are already drunk will have their parents / carers informed and where possible, parents / carers will be asked to collect their child from school. The student will be internally or externally excluded on the same day or the next day and they will be directed to speak with the School Counsellor or ELSA.
- 8.3** A member of staff suspecting drug use or abuse should discuss this with the Designated Person for Child Protection or another member of the pastoral team.
 - 8.3.1** If there is evidence that a student has been using drugs or other solvents, the member of staff must inform the Headteacher who will contact the parents / carers and consider appropriate sanctions in accordance with the school's Behaviour for Learning policy.
 - 8.3.2** If a student is found to be in possession of an illegal substance a member of staff will confiscate the substance and pass it to the police. The student will be referred to the attached Police Liaison Officer for the school.
 - 8.3.3** The legal duty to search a student and/or confiscate any findings may be used in instances where students are suspected of carrying drugs. This guidance can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf
 - 8.3.4** If there is evidence that a student is dealing or intending to deal in drugs, the member of staff must inform the Headteacher as soon as possible who will contact parents / carers and consider appropriate sanctions, including fixed term or permanent exclusion, in accordance with the school's Behaviour for Learning policy. The police will also be informed. Where the Headteacher is contemplating exclusion for a drug-related offence s/he will consult the school's DSC and inform the Nominated Governor and/or the Chair of Governors.

9. DRUG OFFENCES OUTSIDE THE SCHOOL

If a student is involved in a drug-related incident outside the school the Headteacher will assess the implications for the student and the school and determine the best course of action bearing in mind the interests of the student and the interests of the school and wider community. Exclusion would not normally be appropriate for a first outside-school offence.

The Headteacher will consult the DSC, and as appropriate the Police Liaison Officer or other agency before making a decision.

10. ACTION TO BE TAKEN IN INCIDENTS INVOLVING STAFF MISUSE OF DRUGS AND DRUG-RELATED OFFENCES WITHIN THE SCHOOL

The school will follow guidance provided in the staff code of conduct and within the Health and Safety Policy and Procedures in the event of a member of staff being suspected of being under the influence of drugs on the school premises. These procedures are devised in order to reduce to a minimum the possible effects of substance misuse on the user, other employees, the students and the environment.

In the event of a member of staff being found to be under the influence of drugs at school, they will be sanctioned in line with the school disciplinary policy.

11. INVOLVEMENT OF THE POLICE

Although there is no legal duty to inform the police of any drug incident in the school, the Governors' policy is that the Headteacher will determine whether to inform the Police Liaison Officer and will seek any relevant support and advice.

Where the school suspects that drugs are being sold on the premises all relevant suspicions and information will be passed to the police.

12. INVOLVEMENT OF PARENTS / CARERS

Unless there is a sound safeguarding reason not to, parents / carers of any student involved in any form of drug abuse in school will be informed by the Headteacher – whether the incident involves legal or illegal drugs.

13. LIAISON WITH THE LA

Where the Headteacher deems it necessary to inform the LA of any drug-related incident s/he will do so as quickly as possible.

14. STAFF TRAINING

All staff should know this school policy and be informed of any changes to it. It should be read in conjunction with the Behaviour for Learning Policy.

15. DISCLOSURE

Confidentiality issues will be discussed by the Headteacher and the DSC, who will decide on who needs to know about any given situation.

16. MEDIA LIAISON

The Headteacher will take responsibility for liaison with the media, where required. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take the appropriate advice from the LA press office and the School's legal advisors to ensure that any reporting of incidents remains in the best interests of the students, their families and the school. The LA should be informed of any incidents as soon as possible. This may be done via the LA advisor for drugs education, or the Police school support officer.

17. MONITORING AND REVIEW

The GB Curriculum and Students committee will review the policy every 3 years and will assess its effectiveness and whether any changes are necessary.

Any changes will be notified to the staff and parents/carers.

Appendices

1. Confidentiality Statement

Reviewed: May 2015

To be reviewed: 2018 (unless legal requirements change).

The policy is available on the school website or by request from the school office.

CONFIDENTIALITY STATEMENT

1. AIMS

- 1.1** To ensure that all members of the school community understand their respective roles in relation to confidentiality.

2. GUIDELINES

2.1 Students

The School will ensure that students:

- 2.1.1 know that teachers cannot offer unconditional confidentiality;
- 2.1.2 know that if confidentiality has to be broken, they will be informed first and then supported as appropriate;
- 2.1.3 are reassured that their best interests will be maintained;
- 2.1.4 are encouraged to talk to their parents or carers and are provided with support to do so;
- 2.1.5 are informed of alternative sources of confidential help, for example, the school nurse, counsellor, GP or local young person's advice centre;
- 2.1.6 are given the opportunity to negotiate a Group Agreement for lessons where sensitive issues may arise. This Agreement should be behaviour focused and implementation should be consistent and rigorous. The ground rules should be agreed at the outset.

2.2 Parents / carers

The school will ensure that parents / carers:

- 2.2.1 understand the school's policy in relation to confidentiality;
- 2.2.2 are encouraged to talk to their children and opportunities to support them in this are built into school planning.

2.3 Staff

The school will ensure that staff understand:

- 2.1 the school's policy in relation to confidentiality;
- 2.2 that they cannot offer unconditional confidentiality to students;
- 2.3 the boundaries agreed by the school in relation to sensitive issues;
- 2.4 the agreed procedure for recording and reporting disclosures and the nature of access to this information.

2.4 Headteachers and School Governors

Headteachers and School Governors should monitor:

- 2.4.1 disclosures to staff within the agreed boundaries in the school. (If disclosures are frequent this may point to deficiencies in young people's awareness of, or confidence in, sources of confidential medical advice. This should be addressed in the school's PSHEE / CI programme).
- 2.4.2 for consistency in implementation of the policy, ensuring boundaries are not being overstepped and that new staff receive information about this policy during their induction.

2.5 Specialist Agency Involvement

- 2.5.1 Outside agencies working with the school will work within the agreed framework for Agency Involvement.
- 2.5.2 Outside the teaching situation, health professionals (such as School Nurses) can give one-to-one advice or information to a student on a health-related matter and exercise their own professional judgement as to whether young people have the maturity to consent to medical treatment. (The criteria for making such a decision can be found in the Fraser guidelines). Any competent young person, regardless of age, can independently seek medical advice and give valid consent to treatment.

2.6. Boundaries

The following has been agreed by school staff:

- 2.6.1 If there is any possibility of abuse, school's child protection procedure should be followed.
- 2.6.2 If a student discloses information at an inappropriate time or place, the teacher should make every attempt to talk to the student again before the end of the school day.
- 2.6.3 If the teacher is unclear about the seriousness of the disclosure, it is important to try to clarify the issue with a trusted colleague, without giving the name of the student, before deciding to share the information