



WALLINGTON HIGH SCHOOL FOR GIRLS

DRUGS EDUCATION AND SUBSTANCE USE AND MISUSE POLICY

1 Definition	2
2 Purpose	3
3 Aim	3
4 Responsibilities	3
5 Drugs Education	4
6 Monitoring and Evaluation of Drugs Education	5
7 Management of Drugs at School	6
8 Action to be taken in incidents involving student misuse of drugs and drug related offences within the school	6
9 Drug offences outside the school	8
10 Action to be taken in incidents involving staff misuse of drugs and drug related offences within the school	8
11 Involvement of the police	9
12 Involvement of parents/carers	9
13 Staff Training	10
14 Liaison with external agencies	10
15 Disclosure	10
16 Media Liaison	10
17 Monitoring and Review	10
Appendix 1	11
Appendix 2	13

REVIEW

Last Reviewed:

January 2020

**To be reviewed:
as legislation changes**

January 2022 or

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: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf

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

The definition of a drug given by the United Nations office on Drugs and Crime is: "A substance people take to change the way they feel, think or behave". Here, "drugs" and "drug education" is used to refer to: • 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), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs') • all over-the-counter and prescription medicines. These lists are not exhaustive.

The policy also refers to and includes the term drugs paraphernalia. By this term 'drugs paraphernalia' we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc

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.

Drugs on school premises

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit.

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 PSHCE Coordinator 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.

Responses to drug related incidents

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Student reports of parents, staff or students using drugs
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties)
- Glamorising or encouraging the use of drugs and other substances

This list is not exhaustive.

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 and School Nurse.

- **Alcohol**

No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult (or staff, students, parents, carers and visitors) under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to remove their children from the school and will be encouraged to seek immediate medical support.

- **Smoking**

School premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed. Smoking on or within 200m of the school premises will result in a Fixed Term Exclusion. This also applies to "vaping" and the use of electronic cigarettes.

- **Illegal drugs and "psychoactive substances"**

No illegal drugs, new psychoactive substances or Drugs Paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or glamorise illegal drug use or the use of psychoactive substances either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy.

- **Solvents**

8.3 A member of staff suspecting drug use or abuse should discuss this with the Designated Person for Child Protection (the Designated Safeguarding Lead) 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

Right to Search

In line with recent legislation the staff at Wallington High School for Girls reserve the right to search students if they have reason to believe that they are carrying offensive weapons, illegal substances or anything that is illegal or dangerous.

Searches will be carried out by members of the Senior Leadership Team and parents / carers will always be informed when this has happened.

If inappropriate articles are brought into school or used inappropriately they may be confiscated and kept in the school safe for collection by parents and carers at the end of the day. If these items are dangerous or illegal they will be handed to the police for safe disposal.

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. Students will be offered support from external agencies at any time that this seems appropriate. See Appendix 2 for some suggestions available at national level.

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.

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

Drug Misuse outside the school premises

In line with DFE Guidance *Behaviour & Discipline in Schools* (January 2016) the school may impose sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity or
- travelling to or from school or

- in some way identifiable as a student at the school.

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the school

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.

Exclusion from school is not an automatic response to a drug incident but permanent exclusion is considered in serious cases where:

- There is a serious breach or persistent breaches of our Drugs and/or Behaviour Policies and
- Allowing a student to remain at Wallington High School for Girls would seriously harm the education, safety or welfare of the student or others in the school

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 External Agencies

The Headteacher and Designated Safeguarding Lead will evaluate whether external agencies such as social services need to be informed regarding any drugs misuse related incidents. Parents will always be informed if a decision has been made to inform social services.

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
2. Useful organisations

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.

Useful Organisations

Smokefree - NHS Smoking Helpline: 0300 123 1044;
Website: <https://www.nhs.uk/smokefree>

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.
Tel: 0808 800 2222 Website: www.familylives.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.
24 Hour Helpline: 0300 123 6600 Email: frank@talktofrank.com; Website: www.talktofrank.com

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.
Tel: 0300 123 1110 (lines are open 24 hours a day)

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)

A national charity providing information for teachers, other professionals, parents and young people. Text: 07496 959930 Information line: 01785 810762. Email: info@re-solv.org Website: www.re-solv.org