



Drugs Policy *January 2005 – January 2007* (under revision)

The over-riding intention of this policy is to ensure the well-being of the students in The Duchess's School.

It is vital that all aspects of the policy are equally and effectively delivered and administered and that practices with regard to education, support, deterrence and sanction are offered as one cohesive whole.

The school will ensure that the policy is maintained and kept alive and that full processes of consultation are effectively executed.

The policy is intended to be inclusive – we want our students to be successful and we will work to ensure positive outcomes, being conscious of the potentially damaging effect that we can have on a young persons' future on the basis of decisions reached.

We recognise a need to provide balanced outcomes whenever a drug related situation occurs, addressing the needs of an individual and balancing those against the broader needs of the whole school community.

We recognise that we must reflect the Law in relation to drug related matters and that these should reflect in our whole thinking.

Section 1: Introductory sections

Development Process, Dissemination, Monitoring And Review

This policy was prepared in its draft form by a committee of people who will hold a continuing responsibility for overall strategy, particularly with regard to the consultation, implementation and monitoring processes. The committee was made up of students, staff and governors.

The policy reflects national guidance and priorities as outlined in DfES Drugs: Guidance for Schools (2004), the Updated Drug Strategy (2002) and the National Healthy School Standards, QCA Curriculum Guidance (2002).

A copy of this policy is provided for each member of staff (teaching and non teaching) and each member of the governing body. Reference copies are available from the head teacher for parents/carers and all other persons who come into contact with the pupils. Relevant extracts are published in the school prospectus and staff handbooks and flyers containing the vital aspects of the policy have been distributed to all students.

The policy will be reviewed every two years by the Head teacher, Governors, all Staff, Pupils and outside agencies. This will include evaluation of teaching and learning activities, resources, staff training requirements and the use of outside visitors. Evaluation tools may include discussion groups, feedback from external inspection.

The policy will also be revisited and reviewed at any time the school has to address an incident involving illegal or illicit drug use.

Section 2:

What Is A Drug?

What Drugs Are Covered By This Policy?

A drug is any substance that affects the way in which the body functions physically, emotionally or mentally.

The policy covers all of the following:

- Medicines
- Tobacco

- Alcohol
- Solvents – glues, gasses, aerosols
- Legal drugs - poppers, ketamine, anabolic steroids
- Illegal Drugs – Cannabis, amphetamine, heroin, prepared magic mushrooms, LSD, ecstasy, cocaine

What Is The Purpose Of The Policy?

As has been stressed in the over-riding intentions of this policy, The Duchess's school is committed to the health and safety of its members. It will take necessary action to safeguard the well-being its students, staff and visitors to the premises. The school acknowledges the importance of its pastoral role in the welfare of its pupils and, through the general caring and supportive ethos of the school, will seek to provide quality drug education and guidance both generally and, specifically, for any student identified as having a drug-related need.

Rationale

Current research indicates that drug use both legal and illegal is rising amongst young people and as part of the school's care and welfare of the pupils we believe we have a duty to inform and educate them about drug use. Drugs are a reality in children's lives and schools share responsibility with parents and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy informed choices. There is a particular 'problem' with the use of alcohol within our own local community and, therefore, this will feature considerably in our thinking.

To Whom Does The Policy Apply?

This policy applies to school pupils, all staff, parents and other visitors on site.

Where Does The Policy Apply?

This policy applies at all times when staff are acting in loco parentis this includes educational visits in line with the Schools Educational Visits Policy/County Guidelines on visits off site. The policy applies to pupils travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours.

Organisers of any after school events will be made aware, through the Community Association, of the policy and their responsibility to implement it.

What Responsibilities Do People Have In Relation To The Policy?

Head-teacher – the head teacher takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for

this policy, its implementation and for liaison with the Governing body, parents, LEA, media and appropriate outside agencies in the event of a drug related incident. Pupils who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies.

Governors – as part of their general responsibilities for the management of the school the governors play a key role in the implementation of the school's policy for drug education and prevention (as referenced in Drugs: Guidance for Schools 2004). They will continue their involvement through regular evaluation of the policy.

The named lead Governor with responsibility for this policy is Mrs L Bosanquet.

Drug Education Coordinator (DEC) – Will assume responsibility for coordinating all drug related matters in school. He/she will liaise closely with the Head-teacher, Pastoral Team and support agencies in fulfilling the role.

The DEC at the Duchess's school is Mr S Handley and in his absence Mr M Hall will assume responsibility.

All Staff – Drug prevention is a whole school issue. All staff, both teaching and non-teaching should be aware of the policy and how it relates to them should they have to deal with a drug related incident. This includes lunchtime supervisors, caretaker and cleaning staff. If they have any queries or training requirements these should be made known to the DEC.

At present, the following staff have completed training in Drug and Alcohol Awareness:

G Adamson	Level 2 Training
P Burrow	
I Rose	Level 1 Training
L Coxford	Level 1 Training
K Broughton	Level 1 Training
V Rule	Level 1 Training
S Forrest	Level 1 Training
R Wood	Level 1 Training

Caretaker –The school has discussed the disposal of drug paraphernalia with the caretaker and every effort will be made to ensure the school grounds are kept free of any such materials. In the case of needles and syringes they will be placed in a secure container, using gloves. The use of bottles or cans for the storage of needles is not appropriate. The school will then contact the local police or environmental health to discuss disposal of the paraphernalia. Any paraphernalia found will be reported to the DEC and a written report made.

Parents – Parents are encouraged to support the school's drug education programme and have access to this policy. They are responsible for ensuring that the guidelines

relating to medication in schools are followed. The school will play its part in ensuring that parents have up to date information regarding drugs. Parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The head teacher will consider if there are any special circumstances, which may temper this appropriately.

An annual programme of Drugs and Alcohol Awareness training will be offered to parents – organised in conjunction with Carol Leckie (LEA), Sandy Smart (School Nurse) and Paul Bolton (DAT).

Section3:

Drug Education

Drug education is a vital part of the whole process. It is essential that students are provided with the necessary facts with which to make informed choices.

Some aspects of this are covered within the science curriculum and others in timetabled Citizenship classes. There will also be specific event that will place a focus on aspects of this policy e.g. No-Smoking Day Activity, Drugs and Alcohol Awareness day.

A Health days are scheduled for Y9 and part of this day will be related to Drug and Alcohol awareness raising.

Aims And Objectives

Drugs Education aims to:

1. Encourage self-awareness, self-confidence, self-esteem and self-respect
2. Respect, appreciate and applaud individuality
3. Encourage the individual to consider the consequences of any decision they may make
4. Consider reasons why people become involved in drug misuse
5. Provide factual information on a range of substances including alcohol and tobacco
6. Challenge attitudes with regard to different substances, especially alcohol and tobacco
7. Encourage an awareness of the social and economic aspect relating to drug misuse
8. Consider the potential impact of drug misuse for the individual, friends and family
9. Develop an understanding of the Law in relation to drugs
10. Provide knowledge and skills to identify support agencies as appropriate.

Guidelines:

The school recognises that all pupils are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The school will strive to use pupils existing knowledge, beliefs, experiences and their views on what should be included in their drug education as a baseline for the development of the programme. Inclusion of this information ensures that the content is credible and relevant and it provides the baseline against which the programme can be evaluated. Existing knowledge and understanding will be identified through draw and write activities, circle time, graffiti sheets, questionnaires and through discussion in school or class councils.

The school acknowledges that special consideration must be given to particular groups of young people, including pupils with special educational needs, pupils whose parents/carers or relatives use drugs, pupils who have missed substantial amounts of schooling, pupils vulnerable to drug misuse. The school will ensure an appropriate focus is placed on drug education for these groups and where appropriate will provide targeted interventions that may involve the use of external agencies to enhance delivery.

The drugs education programme has been designed with and will be supported by a range of individuals representing many local agencies including School nurse, LEA staff, SORTED and local police officers.

The scheme is based on many local and national guidelines in particular, the National framework for PHSE and Northumberland's Drugs Education Guidelines.

Drugs Education will be the responsibility of G. Adamson who has trained to Level 2, NCFE, Certificate in Drugs Awareness Studies.

Other staff who have a qualification in Drug and Alcohol Awareness are detailed above.

All resources used will be provided by approved sources including Northumberland's 'High School Drugs Education'.

Assessment, Monitoring, Evaluation and Review

The elements of drug education delivered as part of the science curriculum will be assessed in accordance with national Curriculum requirements. The learning from other elements of drug education will be assessed as part of overall PSHE provision. The school will use a variety of methods to assess drug education and will not concentrate solely on the knowledge gained.

Section 4:

Managing A Drug Related Incident

This section of the policy provides the framework of procedures for dealing with an incident if one should occur. The primary concern of the school is the care and welfare of the pupils and as such will seek to balance the safety and security of the school with the needs of pupils.

The member of staff responsible for coordinating the schools response to drug incidents is Mr S Handley.

School Rules In Relation To Drug Related Incidents

Medicines

All medicines brought into school must be handed in to the Main School Office.

The secretary will record medicines in a book and will administer these to students according to the prescription. Medicines will be kept in a secure locker in the school medical room.

Students who have medicines on their person e.g. inhalers must inform the office staff that they are carrying them in school. Details will be recorded for monitoring and reference purposes.

Teachers who bring over the counter or prescribed drugs into school for their own use must take a personal responsibility to ensure that they are always kept safely away from students.

Tobacco

Students are not allowed to smoke in school or within the vicinity of school.

This rule also applies to school visits and trips.

Anyone caught smoking will serve two days in internal isolation and their parent(s)/carers will be informed. The Head of Year will arrange for the students to have some health related education/support from the school nurse and/or a member of the smoking cessation team.

The school will be working towards becoming a Smoke Free Zone for all members of the school community within the next twelve months. Kerry Lynch of the Smoking Cessation Team will support us in achieving this status.

Alcohol

The possession or consumption of alcohol by pupils is banned.

This also applies to all school functions and trips (unless students are 18 and the approval of the parent/guardian

has been sought)

Students who are clearly under the influence of alcohol may be dealt with in a number of ways:

If the situation warrants it, the student may be taken to casualty. Parent(s)/guardian would be immediately informed.

If there is a suspicion that a student has been drinking alcohol the parent will be called and the student removed from the school premises. An automatic two-day exclusion would be applied (see later).

In both of the instances above the student will spend two days in internal isolation on return.

Support from the school nurse or agency may be appropriate. It would certainly be necessary to clarify reasons for the intoxication and follow this up in an appropriate manner.

Using alcoholic drink at fund-raising events

Alcohol may be made available for some school social functions and meetings. It will never be offered to students who are members of the school. It will always be kept in a secure place prior to the event. Students should never be used to serve alcoholic drinks.

Solvents

The school will ensure that potentially harmful substances, including aerosols, are stored safely and pupils supervised carefully in the event of them being used in the course of the school day. The care taking staff will monitor this.

Sanctions in relation to possession/supply of volatile substances e.g. lighter fuel (if there is cause to think that students have/are about to indulge in dangerous behaviours) will follow the guidelines for illegal substances as documented below.

Illegal Substances

No illegal or illicit substances should be brought to school or used on school premises.

Students who are caught in possession or who have been identified as having supplied illegal drugs to other students would face an immediate two to five day exclusion from school. This would be documented in a letter to the parent(s)/carer. During this period of exclusion a thorough investigation of the matter would take place. This would involve the DEC/Deputy Head Pastoral/Named Governor and any students/staff as appropriate. Once the exact nature of the incident has been identified further adjustment of the exclusion may prove necessary, up to, if appropriate, a permanent exclusion.

On return to school (and during the investigation period) any student who has been involved in a drug related incident would be entitled to support and guidance at an appropriate level.

Management of drugs at school

In the event of a drug related incident occurring on school premises the school will follow the guidelines recommended by the LEA.

What constitutes a Drug Related Incident?

These may be categorised as follows:

- A drug related (or suspected) medical emergency.
- A student who offers a teacher information about their own drug misuse or that of another student
- A student who is in possession of a banned substance
- A student who is supplying drugs on the school premises
- Substances found on the school premises
- Suspicion of drug misuse
- A parent who is under the influence of a drug on the school premises.

A Drug Related or Medical Emergency:

If the young person is drowsy or has lost consciousness, first aid and other emergency procedures must take precedence over any other actions.

Acute intoxication, unconsciousness or semi-unconsciousness should be regarded as medical emergency. The ambulance should be called and someone with parental responsibility informed. At DCHS the office staff would be involved in this process.

Inform the school's DEC, a member of the pastoral team or the school office immediately.

Arrange for someone to accompany the young person to hospital. Any tablets or substances found should be retained for examination at the hospital and in subsequent investigations.

First aid measures for collapse need to be applied immediately.

- a) Loosen clothing around the neck
- b) Make sure the airways are clear
- c) Send for help as quickly as possible
- d) Keep the casualty warm
- e) Stay with the casualty until help arrives

Intoxication

It is difficult to talk to a person who is intoxicated or 'high'. In such situations it is important to keep the

person under observation. Put them in a quiet, airy room and talk quietly and calmly to them. If the person is to be taken home, ensure that there will be someone there to care for them.

As a follow up to any medical emergency there will be an investigation into the whole matter and appropriate support/guidance/sanction will be arranged on return to school. We will liaise with relevant external bodies in ensuring this.

The school's DEC will take responsibility for ensuring that all matters are well documented.

Disclosure of a drug-related incident to a member of staff.

Confidentiality

Pupils disclosing information about their own drug use or drug use by people they know should be reminded that a teacher cannot offer absolute confidentiality. Any disclosures will be dealt with in line with the schools confidentiality and Child protection policies.

If, however, young people are to be encouraged to trust their teachers and tutors, confidentiality should be respected as far as possible. To ensure this the following should be considered.

- a) Before talking with a young person, staff should make clear to them what confidentiality can be expected (see child protection guidelines).
- b) When a member of staff receives information about a young person concerning drug use, they should think carefully before deciding who they might pass this information to and for what purpose. It is important that we avoid situations where personal information and rumours about young people are passed around staff rooms or inadvertently given to other students

In most instances the student will be happy for you to make an appointment for them to speak with the school's DEC or school nurse who can then decide on whether further referral is needed. It is possible to do this without informing parents (though we may suggest that a child should talk with an adult relative if they are able).

If a young person does approach you to discuss his or her drug use, be positive and open in your initial response. Assess whether or not this is an appropriate moment to deal with the issues raised.

Consider what further support you may need. Consult the DEC if the student is unwilling to see that named person. Clarify the ground rules for confidentiality before you begin.

To enable the young person to talk:

- a) Listen carefully
- b) Ask open rather than closed questions
- c) Be non-judgemental in your response
- d) Be positive
- e) Keep a focus on the person rather than the drug
- f) Use a comfortable and relaxed setting if you can
- g) Establish the facts without being threatening and by accepting what the young person has to say – if there are inconsistencies in the young persons' story pick them up and feed them back for further explanation
- h) Make information about drugs and support agencies available – see DEC for this

Detailed records of all of your conversations must be kept. You must make the DEC aware of what is happening and inform the student that you are doing this. It is vital that you have professional support if you are dealing with a student in this capacity.

A Student who is in possession of a banned substance or who has supplied a banned substance on the school premises:

Guide to relevant legislation:

It is an offence under the Misuse of Drugs Act 1971:

- a) To supply a controlled drug to another in contravention of the Act:
- b) To be in possession of, or to possess with intent to supply, a controlled drug in contravention of the Act: it is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it he took all steps as were reasonably open to deliver it to destroy the drug or deliver it into the custody of a person lawfully entitled to take custody of it:
- c) For the occupier or someone concerned in the management of premises to knowingly permit or suffer the use of, supplying, attempting to supply or offering to supply a controlled drug to take place on the premises.

Whenever a member of staff finds or confiscates an illegal substance they should contact the school's DEC immediately so that the appropriate action can be taken.

If a student has been found in possession of an illegal substance TWO members of staff should, wherever possible, witness all of the actions and discussions that ensue. The school's DEC should always be involved.

Matters will be dealt with according to the guidelines as shown above (see school rules) in conjunction with the following.

Removal of the drug:

To ensure the safety of all young people and staff the school will take possession of any drugs and will deal with them in the following manner:

Illegal drugs will be confiscated, packaged in a plastic bag or envelope and all details relating to the incident recorded and stored with them. The drugs will then be stored in the school safe and the police will be contacted to deal with the disposal of the substances. All of this action should be witnessed by at least two members of staff. Staff should not attempt to identify drugs by tasting them and should not leave the school premises with any substances in their possession. Full details of the incident must be recorded on an incident report form and a copy of this will be sent to the LEA. These forms are available from both school staff-rooms and the general offices

In the case of other drugs (alcohol, tobacco, volatile substances and medicines) the school will confiscate the substances, store them securely as above, and will, as part of the whole procedure invite parents to collect the substances. If they have not been collected within one week they will be disposed of.

Involvement of the police.

(See page 59 of Government recommendations for further guidelines regarding the involvement of the police)

The police will not normally be involved in incidents involving legal drugs unless information comes to light that the school believes may be of use to them e.g. inappropriate sale of alcohol or tobacco.

Schools have no legal obligation to report an incident to the police. Each case will be judged on its own merits and a decision in this regard will be made according to the findings of internal investigations.

Section 62 of the Crime and Disorder Act 1998 states that, if it is brought to their attention that evidence to suggest a crime has been committed (such as a pupil found with a drug) they must be arrested. Police are not able to give words of advice or informal warnings. They can however be approached informally (names can be withheld) for advice.

The police will always be involved in the disposal of illegal drugs.

It is likely that the school would want to inform the police if supply of drugs is taking place on school

premises and, also, in incidents where Class A drugs are involved.

The school will work in partnership with the Community Police officer in Drugs Education and in other aspects of Citizenship. They are always available for consultation as and when they are required.

Sanctions:

There are no clear guidelines for sanctions that may be applied in any circumstance.

ALL illegal drug-related activity (including alcohol) will be subject to an immediate two to five day exclusion and the parents will be informed unless confidentiality rules or child protection issues deem otherwise.

During this period thorough investigations will be carried out and consultation take place with the parents and whatever agencies are deemed to be appropriate. These may include the school nurse, SORTED, the school support and Pastoral teams and the police. The student and parents will also be involved in the discussions.

The initial exclusion may be extended, depending on the outcome of the investigations.

Some guidelines are:

Possession	5-day exclusion
Supply	
Second offence of possession	10-day exclusion
Dealing, supply, third offence of possession	Permanent exclusion

These are examples only and the length of the exclusion period will depend on the circumstances and the class and quantity of drug involved.

In every case the student and parents involved will receive information and support so that the exclusion period can be not only an effective deterrent but also a positive step towards change in the student's behaviour.

The school acknowledges that any response taken to deal with drug related issues must balance the needs of the individual with those of the wider school community. Information regarding young people's needs in relation to drug use will come from a variety of sources not just as a response to an incident. The school will carefully examine all evidence before proceeding with any action and will use a wide range of responses take into consideration

The LEA has produced Exclusion protocols and should be considered if and when exclusion becomes an option.

In every case, it is likely that parents(s)/carers will be involved and in cases involving Class A drugs the police will automatically be consulted.

Searches

Personal searches:

When a person is suspected of concealing illegal or other unauthorised drugs IT IS NOT APPROPRIATE FOR A MEMBER OF STAFF TO CARRY OUT a personal search; this includes the searching of outer clothing and inside pockets. Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, then the police must be called. The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest. Schools are not permitted to detain a person without their consent unless a citizen's arrest is made.

Searches of school property:

Staff may search school property e.g. pupils' lockers if they believe drugs to be stored there. Prior consent should always be sought. Individuals should be made aware that if they refused the school may process without a search.

Searches of personal property:

Schools must not search personal property (School bag, pencil case) without consent. If a student refuses parents/carers can be notified – they may persuade the student to give consent. Alternatively, the school can proceed along formal lines and call the police.

After any search (whatever the outcome) parents/carers should normally be contacted by the school.

Support:

Students involved in any form of drug related activity will always have an entitlement to an appropriate level of support and guidance.

If there are wider implications, for which the drug use simply represents the tip of an iceberg it is vital that the 'whole person' is considered. A detailed Pastoral Support Plan may emerge as a means of supporting a young person through a complex/difficult period of their lives.

All of the activity in relation to possession and supply must be well documented in school.

A range of support agencies are available

Substances found on the school premises:

Where a member of staff comes into possession of a controlled drug as "found property" (i.e. this has not been taken from a person) they are only allowed to hand it to the police. This must be done immediately. They are not allowed to dispose of it without reference to the police.

Suspicion of Drug Use

All suspicions of drug related involvement should be reported to the DEC on the appropriate documentation.

Dealing with parent(s)/carers under the influence of drugs on the school premises

If staff are concerned they should maintain a calm atmosphere whilst attempting to continue a discussion with the parent/carer. If they are there to take the young person home staff will discuss alternative arrangements to ensure the young person will remain safe. The safety of the young person should be the key focus at all times. Any such incidents must be recorded and if they occur repeatedly or if the parent becomes abusive or violent the school will invoke child protection procedures and may inform the police.

George W Adamson November 2004

To be reviewed February 2009