

RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



DRUGS AND ALCOHOL EDUCATION AND MANAGEMENT POLICY

Originator	Mrs K Benter
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An Education for Life

DRUGS AND ALCOHOL EDUCATION AND MANAGEMENT POLICY

Purpose of the Policy	The aim of this policy is to acknowledge and clarify Ripley St Thomas's (the "School's") role in drug prevention and education and ensure it is appropriate to pupils' needs. This is to ensure that: <ul style="list-style-type: none">• pupils affected by their own or others' drug misuse have early access to support through the School and other local services;• there is a central reference point for all School staff;• a senior member of staff is identified as having responsibility for this policy and for liaising with the local police and support services.
Teacher responsible for Policy	Mrs K Benter, Vice-Principal
Date of review	October 2022
Related Material	2012 DfE and ACPO Drug Advice for Schools. 2021 Doug Starkey Drug and Alcohol Education – PSHE Association

Named staff/personnel with specific responsibility for managing drug related incidents

Mrs K Benter, Vice Principal
Mr P Wilson, Senior Assistant Principal
Mr J Quarry, Assistant Principal

DRUGS AND ALCOHOL EDUCATION AND MANAGEMENT POLICY

1. OPENING STATEMENT

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole School community. The School has a clear role to play in preventing drug misuse and this is recognised as an essential part of the School's pastoral and safeguarding responsibilities.

This drugs policy has been drawn up within the context of the School's aims in particular

- to encourage each pupil to take responsibility for his/her own learning, personal development and physical health throughout life
- to encourage self-esteem, self-awareness and self-confidence
- to encourage pupils to practise self-discipline and take responsibility for their own actions
- to encourage pupils to act with consideration for the rights and property of others.

The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupils, teachers, support staff and outside agencies or individuals.

The policy reflects concerns for the health and well-being of all members of the School community at a time when there is an increase of availability and range of substances. The policy follows DFE guidance and is linked to other key policies in School including Supporting Pupils with Medical Needs and Behaviour for Learning policies.

Annex C provides details to guide staff about the equipment, signs and symptoms and social presentation relating to drugs and alcohol misuse.

2. DEFINITION of SUBSTANCES

For the purposes of this policy statement the word "Drugs" includes all mood and performance changing substances, both legal and illegal, and includes alcohol, tobacco including e-cigarettes, illegal drugs, over the counter and prescription medicines, new psychoactive substances ("legal highs") and volatile substances.

Medicines

Many drugs are lawfully carried as medicines. If pupils supply prescription drugs to others in School, they are acting unlawfully and so this policy applies.

3. CURRICULUM ISSUES

The Senior Assistant Principal is responsible for planning, resourcing and maintaining the School's drugs education programme. This includes ensuring that pupils have access to and knowledge of up-to-date information on sources of help (Annex B). This includes local and national helplines (see Annex B for details) youth and community services and drug services. These sources are used in addition to the School's own drug and alcohol education.

A key part of the drugs education programme is ensuring that pupils are able to assess and manage risk appropriately and to keep themselves safe.

The School's aims for our drug education programme are as follows:

- To improve pupils' knowledge of drugs and their effects on the human body and correct any misunderstandings.
- To raise pupils' awareness of the consequences of drug use and misuse to the individual, the family, peers, local communities and society including the relevant rules and laws.
- To increase awareness of ways of minimising the risks and unwanted consequences of drug use.
- To enable pupils to make (or plan to make) informed and sensible decisions about their drug use.
- To enable pupils to develop a range of skills and techniques appropriate for handling situations related to drugs and drug use.
- To promote pupils' understanding of the reasons why drugs are used and misused.
- To help pupils to explore and develop their own attitudes to drug use.
- To enable pupils to identify sources of information and appropriate personal support and be able to make use of these sources if they require them.

4. DRUGS EDUCATION CURRICULUM

Drug education at the School aims to be part of a well-planned programme of personal, social and health education (PSHE) delivered in a supportive environment, where pupils are aware of the School's rules, feel able to engage in open discussion and feel confident about asking for help if necessary. The content of the the School's drugs education curriculum is reviewed annually and responds to particular demands and issues.

Pupils need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly. Different topics, age groups and contexts require different teaching strategies. Using a range of styles and techniques helps to ensure that all pupils have the opportunity to learn and to maintain interest.

5. INTERVENTION

All staff have a key role in identifying pupils at risk of drug misuse. Staff should alert the senior leadership team and/or pastoral colleagues and follow the School's safeguarding procedures where they have concerns. The process of identifying needs will distinguish between pupils who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support. See Annex A for further guidance.

6. LIASION WITH OTHER AGENCIES AND SCHOOLS

We work with local children and young people's services, health services and voluntary sector organisations to ensure support is available to pupils affected by drug misuse (including parental drug or alcohol problems). When there are concerns, we will work with other schools where needed.

7. MONITORING AND REVIEW

Evaluations are carried out after the PSHE days through the use of questionnaires and verbal feedback from members of the School community. The Governors' Student Affairs sub-committee will receive reports on drugs education and management.

8. INFORMATION SHARING

Staff should never offer absolute confidentiality as they are obliged to share information relating to drug abuse in line with safeguarding procedures. There can be no guarantee of confidentiality in the classroom.

Visitors contributing to the curriculum work to the School's policy on confidentiality.

Professionals holding 'drop-in' clinics (i.e. school nurse) on the School's premises work to their own policy.

9. THE SCHOOL'S STANCE TOWARDS DRUGS, HEALTH AND THE NEEDS OF PUPILS

Our first concern in managing drugs is the health and safety of the whole School community and meeting the pastoral needs of our pupils. The possession, use, or supply of illegal and other unauthorised drugs in the School or while taking part in an off-site activity such as a visit is unacceptable. Any substance related incidents will be taken seriously.

The School is a no smoking school. Nobody may smoke on the School's premises. Pupils must not bring cigarettes and lighters or vaping apparatus into the School or on educational visits. The School aims to provide a supportive environment for those who wish to stop smoking.

Alcohol is not to be brought into School or consumed on School premises by pupils. The School aims to provide access to support where drinking is a problem

Any alcohol, vaping apparatus, cigarettes or lighters found in School will be confiscated and parents informed.

10. SUBSTANCE – RELATED INCIDENTS

A substance related incident is defined as when

- drugs or associated paraphernalia is found on or in the vicinity of the School premises
- a pupil is found in possession of drugs or associated paraphernalia (this could also include being found in a pupil's locker or in the case of sixth formers, their car)
- a pupil is found to be supplying drugs on or in the vicinity of the School premises
- a pupil, parent/carer or staff member is thought to be under the influence of drugs
- a pupil discloses that they or a family member/friend are misusing drugs

The incident may have taken place out of School but will be classed as a Substance-related incident by the School if it has a detrimental impact on members of the School or the reputation of the School.

In dealing with a substance related incident the School will take into consideration

- the seriousness of the incident (see Annex A for examples of instances when immediate action is needed)
- the identified needs of the pupil and the wider School community
- consistency with published School rules, codes and expectations
- consistency with disciplinary action for breaches of other School rules

The management of drug-related situations should be co-ordinated through a senior member of staff.

If a pupil is suspected of taking any drug on School premises or is under the influence of drugs, the Principal or Vice-Principal should be informed. The Principal or Vice-Principal should organise for parents to be contacted and medical attention should be arranged. In every case of an incident involving drugs, staff should place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help from the First Aider, or Senior Leadership Team before addressing further issues. If staff are in

doubt, they should seek medical assistance immediately and this may include summoning an Ambulance.

After immediate medical needs have been addressed, the nature and circumstances of any incident should be established and an assessment made of the needs of the pupils involved. The pupil should be interviewed by an appropriate member of staff (eg a senior leader or pastoral colleagues) in front of a witness. Accurate notes should be kept.

When responding to pupils involved in drug related incidents, the School will take account of confidentiality (although information may need to be disclosed to ensure child protection, the need for advice from a more experienced member of staff, cooperation with a police investigation, or referral to external services, and pupils will be made aware of the limits of confidentiality before they disclose in confidence wherever possible); and use open ended questions to determine the nature of the incident.

The School may require that pupils undertake a drug test. All reasonable attempts will be made to contact parents before a drug test is carried out. Drug tests can only be carried out with the consent of the pupil and be administered with another member of staff acting as a witness. Photographs of test results must be made. Copies of pictures will be kept on the pupil's file. A full note of any action must be made and the pupil or parent given the opportunity to counter sign as to accuracy. Failure to take this opportunity should also be noted.

If during the course of its investigation the School decides that the police should be involved they are advised to cease detailed questioning and leave this to the latter.

Cases involving substance misuse or supply are considered very serious infringements of the School's expectations. The Principal will discuss the matter with senior colleagues and if appropriate the Chair of Governors. Each incident will be considered individually based on the particular set of circumstances. The School will balance sanctions, support and education to ensure the wellbeing of the School community. A range of responses / sanctions may be used including the involvement of outside agencies. A fixed term exclusion or permanent exclusion may be considered as an appropriate response although the School will seek to balance the interests of the pupils involved, the other School members and the local community. Parents will be informed of any case where a child is involved in an incident of substance misuse.

The School recognises the importance of adopting flexible procedures to ensure that there is a coordinated, consistent approach to dealing with drug related incidents. Pupils need to see that rules and sanctions are used consistently and fairly and that teachers are approachable and able to offer support and care.

11. SEARCHES AND CONFISCATION

Any member of School staff can search a pupil for any item provided the pupil agrees. The School does not require formal written consent from the pupil or parent/carer for this sort of search. However, staff must take into consideration the age and any other circumstances, which would allow the pupil to provide adequate consent for a search before undertaking any action.

The Principal and other authorised members of staff can search pupils without consent

provided that they have reasonable grounds for suspecting that the pupil may have a prohibited item. Illegal drugs, cigarettes, vaping apparatus and alcohol are on the list of prohibited items. The School does not require formal written consent from the pupil or parent/carer for this sort of search.

A member of staff having good reason for believing that a pupil may be in possession of a substance may ask that pupil empty his/her bag or locker. If the pupil refuses the matter should be referred to senior staff.

In carrying out a search, staff should have a witness present. Any substances found should be confiscated.

In some circumstances, a member of staff may need to use force to carry out a search for a prohibited item. Such search may only be carried out by an authorised member of staff unless there is an immediate threat to the personal safety of the pupil or members of the School community. Force must be reasonable in the circumstances and carried out in a way to avoid causing injury to the pupil.

The School will undertake all searches in accordance with the requirements of government guidance set out in Searching, Screening and Confiscation Advice for Schools 2022.

Schools' general power to discipline means that members of staff can confiscate, retain or dispose of a pupil's property as a sanction, when it is reasonable to do so.

Other substances that are not believed to be controlled drugs, but that might be harmful or detrimental to good discipline, can also be confiscated, for example 'legal highs'. If staff are unsure, they should treat the substance as a controlled drug.

Schools are not required to inform parents of a search taking place (refer to search and confiscation policy). However, the DfE guidance points out that it is good practice to do so. Where schools find alcohol, illegal drugs or potentially harmful substances during a search, the individual pupil's parents will be informed. The School will keep a record of all searches that have been undertaken and of any items confiscated. Complaints about screening or searching will be dealt with through the normal School complaints procedure.

Senior staff will liaise with the police, and there should be a shared approach to dealing with incidents. The police will not normally be involved with incidents involving legal drugs which the School will dispose of itself, but staff must deliver controlled drugs to the police for disposal.

In taking temporary possession and disposing of suspected illegal drugs, staff are advised to:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- store it in a secure cabinet in a locked office
- without delay notify the police, who will collect it and then store or dispose of it in line with locally agreed protocols
- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this would jeopardise the safety of the pupil.

It is not appropriate for a member of staff to carry out a personal search.

12. INFORMATION SHARING

Parents will normally be contacted and other agencies may be involved where appropriate.

13. RECORDS

It is vital that a proper record is kept of all situations, whether they are emergencies or not. All situations should be accurately recorded, including the School responses and monitoring of pupil progress. Detailed written accounts of all incidents involving drugs should be recorded.

Where the police have been involved in an incident, the School will maintain a full record of the incident and keep a copy of the police incident reference number.

14. TRAINING

The Vice-Principal has received appropriate training. Details of relevant courses will be made available to staff and relevant INSET provided. The Principal will ensure that all staff are adequately supported and trained.

15. PRINCIPAL and GOVERNING BODY

The Principal takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, LA, parents and agencies. The Principal is responsible for the appointment of the teacher with responsibility for drugs education.

As with other matters concerning the direction of the School, the Governing Body has been involved in the development of this policy and is actively involved in responses to this issue. The Governing Body take the issue of substance misuse very seriously and support the Principal and staff in maintaining the School as a 'drug free zone'.

16. PARENTS

The School considers support of parents essential and will endeavour to ensure that parents are informed of this policy through publicising it on the website.

Where parents enter School premises under the influence of drugs and alcohol, the School may consider invoking child protection procedures, or where the parent is causing a danger to members of the School community, may request the police remove the parent from the School premises.

17. PROCEDURE FOR DEALING WITH INCIDENTS INVOLVING STAFF ON SCHOOL PREMISES OR EDUCATIONAL VISITS

Substance misuse related incidents involving staff is subject to The Bay Learning Trust's disciplinary policy and procedures. When any incident is raised, staff will immediately be sent home to ensure that they and others are removed from potential risks and ensure that

the School is compliant with guidance from the Health and Safety Executive whilst any investigation is ongoing.

To ensure the safety of all children and staff, the consumption of alcohol by staff during the working day is forbidden, as is the use of illegal drugs. Prescribed or over the counter drugs can only be used for their intended purpose and where the safety of others is not compromised. In the event that prescription drugs may cause side effects that compromise the ability of a staff member to undertake their duties, the Principal must be informed as reasonable adjustments may need to be made. Failure to comply with these obligations may result in action being taken under the School's disciplinary policy.

All staff are expected to ensure that their personal consumption of alcohol or use of prescribed drugs does not interfere with their ability to perform their duties safely and competently. Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student, pupil or staff safety is at risk, the member of staff can be suspended pending disciplinary action. This may include dismissal, however the School will try to adopt a constructive and supportive approach to staff who request assistance in dealing with their dependence/addiction to try and avoid the need for dismissal.

Staff are obliged to cooperate with testing procedures, including giving biological specimens for analysis, when there is reasonable suspicion of substance abuse. Refusal to cooperate is a disciplinary offence that could result in disciplinary action including dismissal. Arrangements for drug testing will be discussed with affected employees should such screening be required by the School.

The School reserves the right to conduct searches for alcohol or drugs, including, but not limited to searches of classrooms/offices, staff desks, lockers, filing cabinets and desks and packages sent to any School property. Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the School's disciplinary policy.

Supply of illegal drugs or alcohol to school students in school or on school visits is potentially gross professional misconduct and the School's disciplinary policy would be used. Possession or dealing in drugs at work will be reported immediately to the Local Authority Designated Officer and police and the School will follow any instructions provided by these external bodies.

The School aims to ensure that the confidentiality of any member of staff experiencing alcohol or drug related problems is maintained appropriately. However, it needs to be recognised that in supporting staff, some degree of information sharing is likely to be necessary.

Annex A

Immediate action is needed when there is a clear risk to safety. For example:

An adult collecting a child or young person appears to be under the influence of drink or drugs;

Action: apply school safeguarding procedures, involve the police if adult is aggressive.

A child or young person/adult appears ill or unsafe as a result of substance misuse;

Action: apply first aid or seek medical advice, apply safeguarding procedures and usually inform parent/carer.

Substances are being supplied on, or near premises;

Action: contact police.

There is ready access to controlled drugs;

Action: contact police.

The premise has potentially hazardous substance misuse related litter e.g. needles, syringes;

Action: arrange safe removal of litter according to Health and Safety policy, involve police if related to illegal substance misuse.

Substance misusers behaving aggressively;

Action: seek urgent police assistance to remove.

A child / young person discloses that they are misusing drugs or their parent or other family members are misusing drugs;

Action: Contact children's services or specialist substance misuse service for advice on how to respond.

Annex B – Useful Organisations

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 02038179410 Email: admin@adfam.org.uk

Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems.

Tel: 02039078480. Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 02074040242 Email: enquiries@ash.org.uk

Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

[Tel:01206714650](tel:01206714650) info@coram.clc.org.uk

Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. 02031742279

Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 02077669900 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0300 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: www.drugeducationforum.com/

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: 03001236600 Email: frank@talktofrank.com Website:

www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 02075539920. Email admin@mentoruk.org

Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives.

Website: www.ncb.org.uk

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:08008002222 Website: <http://familylives.org.uk/>

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.

Tel:01785810762

Email: information@re-solv.org Website: www.re-solv.org

Smokefree - Website: www.nhs.uk/better-health/quit-smoking/

Strawberry Fields Training CIC – Local specialist in training and support services for the CJS, Alternative Education Provision, and Alcohol & Drug services. Specialising in young people, criminal justice support, all alcohol & drug related issues and awareness training: REWIND Project supports schools and YP. Early Intervention Programme supports young people and families - 01524 874246 www.strawberryfieldstraining.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>

Annex C – Guidance for staff

Some signs of drug abuse can be confused with signs of other problems of quite innocent behaviour. Therefore, it is important that all staff (teaching and non-teaching) should take extreme care about not jumping to a conclusion, which might be inappropriate. However, in order to support staff in their identification of possible drug and alcohol misuse or related behaviour the information below has been included in this policy. If a member of staff has any concerns they should speak to DSL/DDSL, pastoral staff and/or SLT.

Equipment that may be used for drug use:

- Containers made from silver foil perhaps discoloured by heat
- Small bottles or pillboxes
- Stash cans – disguised as everyday objects e.g. deodorants or coke cans
- Twists of paper
- Straws
- Syringes or needles
- Empty solvent containers
- Cigarette lighters
- Drinks cans with extra holes and signs of scorching
- Spoons discoloured by heat
- Sugar lumps
- Spent matches
- Plastic bags or butane gas containers
- Stamps, stickers, transfers
- Grinders

Physical symptoms/signs of drug use:

- Sudden changes in mood/behaviour, unusual outbreaks of temper
- Disregard for physical appearance
- Loss of appetite or increase in consumption of set foods
- Use of deodorant to cover smell of drugs or solvents
- Drowsiness, sleepiness or slurred speech
- Unusual small, stained or marks on clothing or body or around the mouth and nose
- Marked interest in glue or solvent based products
- Soreness or redness around the eyes or mouth
- Flushed face or neck
- Dilated pupils
- Small groups meeting in secretive places
- Unsteady on feet
- Staining on hands

Social Presentation:

- Keeping away from other students
- Being the subject of rumour about drugs
- Use of drug slang
- Excessive spending or borrowing of money
- Unexplained loss of money or belongings from home
- Perpetual stealing of money or goods that are then sold
- Changes in attendance patterns
- Reluctance to participate in school activities
- Loss of interest in a sport or a hobby

- Sudden changes in friendship group
- Performance at school shows a marked decline
- Strangers on or around the School premises