



CHOSEN HILL SCHOOL

DRUGS POLICY

DRUG EDUCATION AND THE MANAGEMENT OF DRUG-RELATED INCIDENTS

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DRUGS POLICY

DRUG EDUCATION AND THE MANAGEMENT OF DRUG-RELATED INCIDENTS

1. CONTEXT

We recognise that many of our students will encounter illegal drugs and the misuse of other drugs and substances. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and illegal drugs. Along with parents, it is the school's responsibility to help to reduce the harm that drugs and substance misuse can inflict on young people and to play a role in reducing and preventing the use of illegal drugs and the abuse of other drugs and substances. We acknowledge that we cannot solve the problems of drug misuse in society but recognise that education can play a key role in ensuring that young people know the risks of taking drugs, have the knowledge and skills to resist and know how to access support and help if needed.

Related policies: Behaviour Policy, Anti-Bullying & Conflict Resolution Policy, Child Protection Policy; Confidentiality Protocol

2. POLICY RATIONALE

- The School is committed to safeguarding the health and safety of its members and will not knowingly permit or tolerate possession, consumption, supply or offer to supply any restricted drugs on school premises or during off-site school related activities;
- The School acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the School, will seek to persuade students in need of support to come forward;
- The School actively co-operates with other agencies such as the Police, Social Services, LEA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substances use and misuse. Visitors who support the School will be informed of the values held within this policy.

3. AIMS OF THE POLICY

- To clarify the legal requirements and responsibilities of the school;
- To reinforce and safeguard the health and safety of students and others who use the school;
- To provide clarity over the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community;
- To enable staff to manage drugs on the school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved;
- To ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school;
- To provide a basis for evaluating the effectiveness of the school's drug education programme and the management of incidents involving illegal and other unauthorised drugs;
- To reinforce the school's contribution to local and national drugs' strategies.

4. TERMINOLOGY

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- 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 and alkyl nitrites (known as poppers);
- all over-the-counter and prescription medicines.

5. ROLES OF THE GOVERNING BODY AND HEADTEACHER

The Governing Body has responsibility for establishing this Policy in consultation with the Headteacher and staff of the school.

The Headteacher has overall responsibility for the implementation and monitoring of the Policy through:

- Liaison with the Governing Body, parents, the Gloucester Healthy Living and Learning (GHLL) and appropriate outside agencies;
- The appointment of a substance Co-ordinator - JB who has responsibility for the Policy, including the curriculum organisation of drug education;
- Liaison with the media, taking guidance where appropriate from the GHLL and ensuring that any reporting of incidents remains in the best interests of students, their families and the school.

The school recognises that it is the responsibility of all staff to ensure that the policy is fully implemented.

6. DRUG EDUCATION IN THE CURRICULUM

6.1 Objectives OF Drug Education

Through the drug education in our school we seek:

- To minimize the risks that users and potential users face;
- To enable informed choice;
- To provide accurate information;
- To create an environment where students feel able to explore and discuss drug- related issues;
- To increase understanding about the implications and possible consequences of use and misuse;
- To enable students to identify sources of appropriate personal support;
- To encourage understanding about related health and wider social issues.

6.2 Outcomes of Drug Education

Students will:

- increase their **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;
- develop their personal and social **skills** to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk;
 - communicating effectively;
 - resisting pressures;
 - finding information, help and advice;
 - devising problem-solving and coping strategies;
 - developing self-awareness and self-esteem;

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

6.3 Organisation of Drug Education in the School

Drug education is taught mainly through the CPSHE programme. However, further opportunities to reinforce learning will occur in other areas of the curriculum. The substance coordinator (JB) will maintain a curriculum audit and thus ensure teachers are aware of this policy. An outline of programmes will be attached to this policy as they are developed, planned and reviewed.

7. TEACHING METHODOLOGY

A range of outside agencies are used to support this aspect of the curriculum, primarily GDAS and Infobuzz. In addition to this, aspects of Drugs Education are included in the schemes of work for other subjects such as Science. Teaching methodology is informed by and upholds the key principles outlined in the school's Teaching and Learning policy.

Parental support and understanding for drugs education is achieved through adult education sessions run through an evening meeting in school led by the Parent Support Advisor and follow up based on parental feedback.

Overall responsibility for the CPSHE programme is taken by the Headteacher. Coordination of Programmes of Study, assessment and aspects of monitoring are undertaken by the CPSHE Lead,

8. MEETING THE NEEDS OF ALL STUDENTS

Ability based teaching groups in the delivery of the main school curriculum, including CPSHE, enable teachers to tailor drugs education and support to the needs of each individual, including those with SEN. In addition to the main curriculum Drugs Education programme, individual workshop and counselling programmes are provided, where appropriate, by the Inclusion Manager and external providers. Where child protection issues are evident, a wide range of external agencies, including police counsellors are involved. In these cases the drug education programmes are developed to address the specific needs of the individuals paying particular attention to these students existing knowledge, understanding and experience to ensure that the teaching is highly relevant and engaging.

9. ASSESSMENT

Assessment practices aim to identify:

- what knowledge and understanding students have gained and its relevance to them;
- what skills they have gained and put into practice;
- how students' feelings and attitudes have been influenced during the programme.

Assessment includes formative review and reflection on progress and understanding through self and peer assessment tasks and summative assessment which measures what students know, understand and can do through teacher assessment tasks.

10. MONITORING, EVALUATION AND REVIEWING

The CPSHE Lead and SLT member with responsibility for CPSHE are responsible for the overall monitoring of drug education, including:

- lesson observations and feedback to teachers;
- work sampling;
- teachers making regular comments of the scheme of work/lesson plans;
- feedback and focus group discussions with students;
- drug education and the PSHE programme as a regular discussion item at House and Pastoral Board meetings.

11. STAFF TRAINING

Initial teacher training requires newly qualified teachers to be familiar with the programme of study for citizenship and the framework for CPSHE, relevant to the age they teach. Initial teaching training is supplemented in the NQT year with focus sessions on drug-related issues in the NQT induction and support programme.

Staff, other than NQTs, who are new to the school receive supplementary training as part of the induction programme for new staff.

Training is provided for CPSHE teachers as necessary to support them and to ensure content and methodology of the explicit drugs education programme are in line with current guidelines and best practice.

All staff receive annual general refresher drug awareness training which includes reinforcement of the school's drug and other related policies, including the steps involved in managing drug incidents and identifying and responding to students' needs.

12. MANAGEMENT OF DRUG-RELATED INCIDENTS

Rationale

The school acknowledges that each drug-related incident should be treated individually and recognises that a variety of responses may be necessary to deal with the incidents. The school will carefully consider the implications of any action it may take and seek to balance the interests of the individual(s) involved, the other school members and the wider community. There will not be an automatic sanction applied to any drug-related incident in school. Any response will be taken after considering all the facts and information about a young person and the circumstances in which any drug-related incident has come about. The school response will be part of a supportive network developed to ensure that the school uses its powers to protect the long-term welfare of all the students in the school.

The school is committed to the health and well-being of all its students and will endeavour to help any individual work through his/her difficulties.

A drug incident can be defined as falling into one of the following categories:

- drugs or associated paraphernalia are found on school premises;
- a student demonstrates, perhaps through actions, an inappropriate level of knowledge of drugs for their age;
- a student is found in possession of drugs or associated paraphernalia;
- a student is found to be supplying drugs on school premises;
- a student, parent/carer or staff member is thought to be under the influence of drugs;
- a staff member has information that the illegitimate sale or supply of drugs is taking place in the local area;
- a student discloses that they or a family member/friend are misusing drugs.

There is a range of possible responses that the school may implement, for example (not in hierarchical order):

- Establish an individual teaching plan, personal support programme or other support plan;
- Change things at school e.g. teaching set, tutor group, subject options;
- Make sure the student is not a victim of bullying or similar treatment;
- Use the rewards system for appropriate behaviour changes;
- Encourage positive input to school e.g. participation in peer education programmes;
- Assessment by the educational psychology service;
- Consultation with support services;
- Access to counselling;
- Statementing;
- Application of the school's sanction system for inappropriate behaviour;
- Supervision of break/lunch times;
- Referral to the school nurse and/or referral to Infobuzz, the local drug support agency;
- A letter home to parents/carers;
- The parents/carers being asked to attend school;
- Involvement of the police – The school will consider involving the police for serious offences or where there is lack of cooperation from the students or parents. In addition the school may impose internal sanctions to help the student benefit from the experience and use the incident as a deterrent within the school;

- Fixed term or permanent exclusion – may be used when other options have been explored or where it is demonstrated that there is significant risk to the safety or welfare of staff or students.

13. STAFF WITH KEY RESPONSIBILITY FOR DRUGS-RELATED ISSUES IN SCHOOL

Oversight and management of drug issues in school – Deputy Headteacher, Assistant Headteacher (KS5), Director Personal Development

Monitoring and Review of whole school Drugs Education programme –Deputy Headteacher

Development and delivery Drugs Education Programme in CPSHE –, CPSHE Lead

Drugs Information and guidance referral – Deputy Headteacher, Director Personal Development, Learning Leader

14. THE USE OF MEDICINAL, PRESCRIBED AND OTHER LEGAL DRUGS IN SCHOOL

The possession and use of drugs (including alcohol, tobacco, solvents or hazardous chemicals) in school, on the way to or from school and during any school supervised event or visit is totally unacceptable other than medicinal and prescribed drugs which should be handed to First Aid Lead on arrival at the school and taken or administered in the medical room when necessary. They should not be carried around the school by students. All other drugs covered by this policy must not be brought on to the school site. The only exception to this is the use of alcohol by adults when attending specified social functions.

15. SMOKING

The 2006 legislation makes it unlawful to purchase cigarettes below the age of 18 or for anyone to smoke on a school campus.

Chosen Hill School is a smoke-free school. Our school policy is that if a student is found to be smoking on school site, congregating with those who are, or considered to smell of smoke following social times, the response follows a five stage structure as outlined below:

KS5 – Letter 1 would be given to Sixth Form student only and would not necessarily incur a detention. Otherwise students will follow the same procedure

Stage 1:	Letter 1* sent home and 1 after school detention
Stage 2:	Letter 2* sent home and 1 after school detention
Stage 3:	Letter 3* sent home. Day in Removal (including break and lunch) Compulsory session with Medical Officer, who can offer support and advice about giving up smoking
Stage 4:	Meeting with parents
Stage 5:	Letter 4* sent home. 1 Day external exclusion

Please also be aware that students smoking outside the school gates; whilst in uniform; or clearly identifiable as Chosen Hill students may also be sanctioned for bringing the reputation of the school into disrepute.

16. STAFF AND SMOKING (see GCC Code of Conduct Section 5 – Gross Misconduct)

Whilst not enforceable, in terms of being good role models for our students, it is appreciated by the Head teacher and Governors, that staff who do smoke, do so away from the immediate vicinity of the school.

17. STUDENTS ARRIVING AT SCHOOL UNDER THE INFLUENCE OF DRUGS, INCLUDING ALCOHOL AND VOLATILE SUBSTANCES

If the behaviour of a student arriving at school indicates that the student may be under the influence of drugs, they will be taken to a suitable location and questioned while an assessment is made of their condition. In most cases, the student's parents will be contacted and they will be asked to take the student home. If the decision is made that the student can remain in school, the parents will be informed at the earliest opportunity so that they are aware of the situation.

18. THE USE OF ILLEGAL DRUGS IN SCHOOL

18.1 Discipline and sanctions

The boundaries of acceptable behaviour in the school are outlined in the behaviour policy. Discipline and sanctions applied in the case of a drug-related incident will take into account many factors including the nature of the incident, the age of the student(s) involved and the circumstances surrounding the incident. In applying sanctions the school recognises the need to balance the interests of the student(s) involved and the well-being of the whole school. The Headteacher and Governing Body will seek to help any student to work through his/her difficulties, and in keeping with this, permanent exclusion is seen as a last resort since this may only compound or transfer the problem. Students giving or selling substances to others endanger the health and welfare of other students and will be dealt with appropriately.

18.2 Arrangements for screening and searching (*read in conjunction with The Searching, Screen & Confiscation Protocol*)

The law permits school staff to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a student from harm and/or committing an offence of possession.

Staff may search school property – for example, lockers or desks – if they believe drugs are stored there. Prior consent should always be sought. Individuals should be made aware that if consent is refused, the school can proceed with the search. The Headteacher and members of the Senior Leadership Team have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items include illegal drugs. However, where consent is refused, the member of staff needs to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

When a student is suspected of concealing illegal or other unauthorised drugs it is not appropriate for a member of staff to carry out a personal search – a search including searching outer clothing and inside pockets. Every effort should be made to persuade the student 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, and the member of staff wishes to undertake a personal search of outer garments, pockets and bags, s/he must secure consent for the search from the student and have a second adult witness present. If the student refuses and the member of staff wishes to proceed, then the parents/carers could be notified and encouraged to persuade the child to give consent, where the child is not at risk. Where the search is still refused and following contact with parents/carers, 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 to others following an arrest.

18.3 Confiscation and disposal of unauthorised drugs

Where it is necessary to confiscate suspected illegal drugs, a senior member of staff will take *temporary* possession of the substance for the purpose of preventing an offence from being committed or continued in relation to that drug. When taking temporary possession, a second adult witness should always be present throughout. The sample should be sealed in a plastic bag with a label including details of the date and time of

the seizure/find and the witness present. The sample should then be stored in a secure lockable location; usually the school safe and prompt action is taken to ensure its disposal. This is achieved either:

- By disposing of the substance, i.e. flushing the substance down the toilet, in the presence of a witness and recording the action taken;

or

- By handing the substance to the Police for disposal. Where possible the police will be contacted to arrange for collection. If it is necessary to take the substance to the police station, the name of the officer who will receive the substance will be obtained prior to departure. A record will be kept of the action taken.

Where drugs paraphernalia has been found or confiscated, it should be placed in a secure container using gloves and secured as outlined above.

Under no circumstances should a member of staff retain any suspected illegal substance or drug-related paraphernalia as they will render themselves liable for prosecution for possession. All substances and paraphernalia should be passed immediately to a senior member of staff. Under no circumstances will the substance be kept overnight on the premises or in the possession of any member of staff.

18.4 Police involvement

The school reserves the right where appropriate to contact with regard to any incident. There is no legal obligation on the school to inform the police of incidents, although it is recognised that they may be able to provide relevant support and advice. Parents will always be contacted where there is police involvement.

19. CONFIDENTIALITY (See Confidentiality Protocol)

The possession and use of illegal drugs will be of immediate concern to school staff. It is important that any action taken is in the best interest of the students concerned, the whole school and wider community. Where these interests are in conflict it may be necessary to give priority to the whole school.

The school may maintain confidentiality and is not obliged in law to take any action in the following circumstances:

- Being told that a young person has used an illegal drug;
- Observing possession or use of illegal drugs outside the school day or off the school premises.

There will of course be occasions where, although not legally obliged to do so, the school will feel it appropriate to inform parents and/or police.

The school has a statutory requirement to breach confidentiality:

- When a third party or child is at risk from serious harm;
- When life is in immediate risk;
- When a member of staff is required to give evidence in a court of law.

We recognise the limitations of confidentiality in a school setting and therefore, we will provide information and/or opportunity for students and parents to access confidential advice, information and support through an appropriate outside agency.

20. RECORDING OF AN INCIDENT

The Deputy Headteacher with responsibility for management of drugs in school makes a full record of every drug-related incident including the time, date, place, people and people present, which is held securely and in accordance with the Data Protection Act 1998. These records may be used in any related court proceedings.

21. DEALING WITH RUMOUR AND HEARSAY

The school will deal responsibly with any information gained through rumour or hearsay. The decision to attempt to substantiate the information will depend on the circumstances involved; recognising that opening up discussion on rumours can be harmful. A record will be kept of any action taken.

22. DEALING WITH THE MEDIA

In the case of contact or interest from the media or any drug-related issue, the Headteacher will be informed and will normally make any response. The Governing Body and where appropriate, parents will be kept informed. Guidance will be sought from the LEA Press Office.

23. PARENT / CARER OR FAMILY MEMBERS MISUSE OF DRUGS

The school recognises the impact that parental or family member drug misuse can have on a student and his/her education. Students whose parents/carers misuse drugs may be at greater risk of emotional and/or physical harm, but this is not always the case. Staff should be alert to behaviour which might indicate that a student is experiencing difficult home circumstances. A student may respond to parental or family member drug misuse in a variety of ways, including disturbed or anti-social behaviour; becoming reliant on drugs themselves; running away from home; losing concentration in class and showing reluctance to form friendships. Where problems are observed or suspected, or if a student chooses to disclose that there are difficulties at home and it is deemed a child protection issue, it should be referred Designated Safeguarding Lead (DSL) Assistant Designated Safeguarding Leads (ADSL)

When dealing with parents/carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the member of staff should refer to a senior member of staff, who may discuss with the parent/carer if alternative arrangements could be made, for example, asking another parent or carer to accompany the student home. The focus for staff is always the maintenance of the student's welfare and not the moderation of the parent's/carer's behaviour.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police.

23.1 Parents/Carers

The school recognises the importance of working in partnership and sharing the responsibility of education of students with parents. This is achieved by keeping them informed and involved at all times.

Effective communication and cooperation with parents are essential to the successful implementation of this policy.

24. STAFF CONDUCT AND DRUGS

The Headteacher has a responsibility for the health, safety and welfare of students and staff at all times. Under the Health and Safety at Work Act 1974 the school has a duty to:

- ensure the health, safety and welfare at work of all members of staff;
- ensure that all members of staff do not injure themselves or endanger the public or colleagues.

Under the Management of Health and Safety at Work Regulations 1999, the school has a duty to assess the risks to health and safety of its staff. The school can be liable to prosecution if it knowingly allows a member of staff to continue working under the influence of alcohol or drugs if that member of staff's behaviour places themselves or others at risk.

Equally, members of staff are required to take reasonable care of themselves and others who could be affected by their actions at work.

Where a member of staff is deemed incapacitated by the influence of alcohol or drugs, the head teacher will take action to prevent any student or member of staff being placed at risk by the actions of that member of staff. The misuse of illegal drugs, prescription medicines or problem drinking by staff is regarded as a health matter and appropriate occupational health and advice will be provided. Staff misuse of drugs, however, can be a disciplinary matter. Where circumstances and evidence warrants, it can lead to barring or restriction of a member of staff's employment, for instance, if it leads to criminal activity or to behaviour that involves an abuse of the teacher's position of trust or a breach of standards of propriety expected of the profession. The school has a statutory duty to inform the Disclosure and Barring Service (DBS) and provide specific information when they cease to use a person's services (or might have ceased to use the person's services if they had not withdrawn them) on the grounds of their misconduct, unsuitability to work with children or where a relevant health issue is raised.

25. REFERRAL AND EXTERNAL SUPPORT

The school will refer students to other services where needed. Where possible, and where this does not compromise the student's safety, the school will seek the involvement of the student and the student's parents/carers in such a decision. Where the student is thought to be 'suffering, or at risk of suffering significant harm', the protocols for the Area Child Protection Committee will be applied. The school will proceed in accordance with the school's confidentiality protocol.

The school ensures that students have access to up-to-date information on sources of help for illegal drugs use, referral will be made using the GHLL common misuse of drugs screening tool, School Nurse Smoking counselling service for tobacco and drugs and social services for alcohol. Information about support groups is prominently displayed so that those who need help but who are reluctant to approach school staff can easily access it. Information boards can be found in the library, the Hub and the medical room. The drug education programme provides details of services and help lines, explains how they work and aims to develop students' confidence in using them.

26. PASTORAL CARE AND SUPPORT FOR STUDENTS AT RISK

The school seeks to provide all students with support and guidance through the pastoral system. Where students are identified as being at risk, every effort will be made to ensure they receive the appropriate balance of support and guidance to enable them and their family to overcome their difficulties. The school maintains strong links with a range of specialist agencies, such as the School Counsellor, Parent Support Advisor, Teens in Crisis etc., which can offer individual and, where appropriate confidential support.

26.1 The Role of Governors

The Governor with specific responsibilities relating to the provision of drug education is tbc

27. MONITORING AND EVALUATION OF THE POLICY

The effectiveness of the Policy will be monitored by the Headteacher and named co-ordinator. The Governing Body will review the Policy annually.

Governors Sub-Committee	Community & People
Date approved on behalf of the Governing Body	July 2020
Date of Next Review	July 2021
Signed (signature)	
Name	Mrs Amanda Aston (Chair)