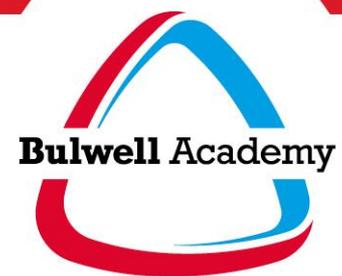




## Drugs, Alcohol and Tobacco Policy

April 2015



## DRUGS, ALCOHOL AND TOBACCO POLICY

### Context: Why we have a policy

The Governments 2008-2018 drug strategy, “Protecting Families and Communities” comprises four strands of work:

- protecting communities through tackling drug supply, drug-related crime and anti-social behaviour
- preventing harm to children, young people and families affected by drug misuse
- delivering new approaches to drug treatment and social re-integration
- public information campaigns, communications and community engagement

The revised “Drugs: Guidance for Schools 2010 – DCSF” outlines effective approaches to drug and alcohol issues and its recommendations form the basis of our school approach and the content of this policy.

Schools clearly have a crucial role to play in educating young people on the consequences of drug use and misuse, educating and enabling young people to make safer choices, involving and informing parents of the role they can play alongside the school through policy and other engagement opportunities.

We are a “DrugAware School” which means that we use the standard for exceptional practice, as set out by the Nottingham Children’s Services Early Intervention Programme, to inform the development of our response to drug and alcohol education and policy.

This policy is intended to clarify:

- ❑ **A definition of drugs**
- ❑ **The physical and professional boundaries of the policy**
- ❑ **The content and delivery of drugs education,**
- ❑ **What happens in relation to drug related incidents**
- ❑ **Support for the school, the curriculum, pupils and staff in relation to drugs issues.**

The school is committed to a healthy environment in which neither the misuse of drugs (including legal substances i.e. tobacco and alcohol) - by pupils, staff or visitors, nor the illegal supply of these substances is condoned.

We wish to continuously work towards being a **Healthier School** in **all** aspects of school life, providing an environment, ethos and curriculum that supports and prepares pupils for the choices they may be required to make in a drug-using world.

We have a commitment to involving the whole school community in the ongoing development of our drugs policy. This policy was formulated with input from members of staff, representatives from the governing body, a Health Promotion Specialist, our School Nurse, Police, pupils and parents. It has been written in line with the recommendations made by the DCFS. We have also addressed drugs issues as they affect the whole school in the areas identified within the National Healthy School Standard.

The school is supported by the local ‘Healthy School Programme’ as well as their DrugAware Programme.

These guidance documents are available for viewing and are stored in the Learning Platform under Policies.

**Roles and Responsibilities:**

The Head Teacher has overall responsibility for the policy and its implementation; for liaison with the Governing Body, parents/carers relevant partners and for the appointment within the school of a Drugs Co-ordinator, who will be responsibility for handling the daily implementation of this policy.

The Drugs Co-ordinator in our school is Chris Fisher

Their responsibilities are:

- overall charge of the process which forms and reviews the drugs policy
- Responsibility for implementing monitoring and review systems
- Responsibility for ensuring this evaluation informs policy review
- Ensuring co-ordination and coherence of drugs education and the management of drug related incidents
- Co-ordinating planned action to manage medicines in school
- Initiating or co-ordinating responses to any unplanned situation involving drugs
- Co-ordinating links and liaison with external agencies and other schools
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The nominated governor with responsibility for drugs issues is Darrell Woodward.

**Staff support and training:**

The Principal will ensure that all staff are adequately resourced and are aware of DCSF Continuing Professional Development Opportunities for Certification of the Teaching of PSHE

It is important that all staff are adequately trained to deliver drugs education but also to implement this policy. We will ensure that staff are regularly consulted as to their training needs and training provided as appropriate to keep abreast of developments in relation to drugs and drugs issues.

**Definition of Drugs and Boundaries of the policy**

This policy encompasses all prescribed and over the counter medication, tobacco and nicotine products including e-cigarettes, alcohol and novel psychoactive substances (NPSs are legal highs), solvents glues or gasses or other intoxicants misused to get high and illegal drugs as covered by the misuse of drugs act.

The policy, in line with all other school rules and expectations of behaviour, applies not only within the school boundaries but on all school visits, trips and residential activities, including those made outside of normal school hours.

It will also be upheld on all school transport and may be applied to the immediate vicinity of the school if appropriate.

Other policies that relate to the implementation of this policy are:

- Equal opportunities policy
- Responsibility policy
- Health and Safety Policy
- PSHE and Citizenship policy

These policies are kept on the Learning Platform and with Tracey Sadler (PA to Principal).

## **Curriculum: Drugs Education:**

### **Context**

In response to our shared concerns at a local and national level, we wish to state that as part of its care for the welfare of its pupils, this school takes a pro-active stance, believing that Drug Education is a vital part of the Personal, Social and Health Education of every pupil. Effective drug education requires pupils to develop their understanding of drugs issues and appropriate skills and attitudes to assist them in making informed decisions.

Drug Education forms a part of the statutory order for National Curriculum Science and will also be provided in the broader context of PSHE through the Business Community curriculum. We will ensure that opportunities are secured across the curriculum for drugs education and a broad range of up to date **resources** are available to support this. We endeavour to deliver a minimum entitlement of:

#### At Key Stage 3

- *a baseline assessment with pupils across the key stage to find out what they already know and believe about substances and this is used to plan drug education*
- *A minimum of 12 hours teacher-led drug education across KS3*
- **appropriate** involvement of external providers to enhance (not substitute) planned programme of drug and alcohol education

#### At Key Stage 4

- *a minimum of 5 hours of **teacher-led** drug education at KS4 covering drugs and alcohol education supporting transition to independence and adulthood issues (EG: links to sexual health, legal rights and responsibilities, employment, travel, relationship violence, parenting and street safety)*

This provision will be supported by **the school's commitment to a healthy environment** as detailed on Page 2.

### **Baseline data**

To ensure that our drugs programme is needs-based we collect anonymous data at least every 2 years using the D-Vibe drug and alcohol education survey. This data is used to plan and evaluate our programme.

### **Support from visitors**

The school appreciates the valuable contribution of outside agencies, but recognises that their contribution alone does not constitute a complete drug education programme. We believe it is the responsibility of the school to ensure that the contributions made **by visitors** to the classroom reflect our own philosophy and approach to the subject.

### **Aims of Drugs Education**

Drug education is an important aspect of the curriculum for our school. Through the curriculum and a supportive school ethos, we aim to:

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

### Teaching Methods

OFSTED have stated "Good teaching of drug education shares many of the features of well-taught lessons in any subject" but also noted that where skills are learned, such as assertiveness or resistance to bullying as part of one topic young people do not necessarily transfer those skills to situations involving substances unless the link is made explicit. We will therefore ensure that where drug education is taught cross curriculum or through other learning opportunities, these skills will be explicitly linked to drug and alcohol use so young people can use them effectively in risk situations.

Teaching methods adopted in the classroom offer a **rich variety of opportunities for active learning** and include; circle time, group discussions, role-play and drama. Due to the sensitive and sometimes controversial nature of the subject, ground rules will be negotiated and adopted and **pupils' knowledge-level assessed** prior to any input to ensure appropriateness of context. We use the D-vibe Survey to ensure an appropriate needs-based programme for young people.

### Cross curricular links

There are also opportunities for making cross-curricular links more broadly, other related disciplines. Elements of drug education taught across subjects will be identified and documented.

Citizenship at all Key Stages can contribute to drug education by, for example, providing opportunities for pupils to:

- understand rules and law and how they relate to rights and responsibilities
- consider different points of view
- explore moral, social and cultural issues
- discuss and debate topical issues

## **Drugs in the School Environment**

### **Storage and Administration of Medicines**

The school acknowledges that parents and carers have prime responsibility for their child's health and should provide us with information about their child's medical condition when appropriate, this will be recorded on an admissions form stored in the main office or on a medicines information slip provided by the office.

There is no legal duty which requires teachers to administer medication; this is a voluntary role and will only be called upon in exceptional circumstances. Where exceptional circumstances exist, a contract will be agreed between the school and the parent or carer and records kept appropriately. Where necessary, school staff will receive training on specific medical conditions.

In this school Jo Reddish (or any other delegated First Aider) is responsible for administering medication, its safe storage and keeping of appropriate records.

All necessary medication is stored in the First Aid Room in either the refrigerator or the labelled secure cupboard. **Additional** information will be provided by parents/ carers if pupils are going on trips or residential and a designated staff member will carry the medication and be responsible for its safe storage and administration in line with the policy

### **The School Culture and Environment**

The school is committed to promoting a healthy and supportive environment for the benefit of pupils, teaching and non-teaching staff and visitors. The school is defined by the boundary fence and gates at the front of the building and the boundary fence along the sides and back of the building.

We will do our best to ensure that the school premises are safe and have identified safety procedures in the rare event that a syringe or needle or other drug-using equipment are found discarded in the school premises. A **sharps bin** is situated in the medical room.

#### **Smoking:**

A no-smoking policy has been developed and accepted by staff and governors. The policy states that smoking is prohibited on any part of the school premises. We support this policy by providing access to / information about stop smoking support and clinics.... (see support section)

#### **Alcohol:**

The use of alcohol by all members of the school community, including visitors, is also prohibited except for occasional adult functions out of school hours. This is with the prior permission of the school's management.

#### **Pupil Support:**

We will provide pupils with opportunities to gain appropriate support and information if they have worries or concerns about drugs issues. This will be through:

**School Pupil Counsellors, School Nurse - Cathy Harrison  
Lifeline 'Journey' Education Link Worker Service or Explore Family (for those affected by parental or family use)**

**Referral forms and information on these services are at:**

<http://www.nottinghamdrugaware.co.uk/supportyp.php#agencies>

### Identifying young people's additional needs

As part of our commitment to ensuring the safety and wellbeing of all pupils we will automatically support any pupils who have or have given concern in relation to their own or another's drug-use. The school will provide an initial contact with a trained drug support worker to give them the opportunity to discuss their needs and to assess if any support is needed.

See Joint Working Agreement Appendix I

#### **When a person might be encouraged to access support for substance related issues?**

1. The CAF process identifies the need for intervention or support from a specialist agency
2. There is a verified incident of possession or use\*
3. There is a disclosure of parental use.
4. Where the pupils requests an initial contact\*

\* all pupils involved in drug-related incidents or who ask for support will automatically be supported to meet with a trained worker who will create the opportunity for the young person to identify their needs in more detail. We use the NGAGE Toolkit to offer the opportunity to vulnerable or concerned pupils to discuss their additional needs and we have staff specifically trained (BCSW's) to use this mechanism. The outcome of such assessments will be linked to the CAF process an onward referral through the school's multi-agency team. The outcome of this session will determine if a referral is made.

#### **If a referral is made or a care plan set out:**

- Parents will be informed unless there is a reason not to do so  
**(see note for exceptions)**
- The school will support the pupil to receive intervention in school where possible and ensure that they work in a multi-agency team to support.

#### **Note: Parental Consent: Exceptions**

- Where the young person is at risk of harm if parents are informed
- Where the young person may refuse to engage with appropriate support in the early phase of intervention if parents are informed
- Where there is a criminal investigation pending which may be adversely affected.

Pupils can also request initial contact sessions with the Education Link Worker by:

- Telephoning them direct on 9248232
- Asking the school nurse to set it up
- Through a drop in session

#### **Support for Pupils or staff to stop smoking**

**Cathy Harrison, school nurse, Sharron Albery, Family Liaison Officer and the Year Manager responsible for the relevant year group can provide support and refer on for additional support.**

#### **Giving pupils a voice:**

We encourage pupils to contribute to the development and implementation of our drugs policy by Consultation with Form, or Year or School Councillors

## Giving the whole School Community a voice:

This policy was developed in consultation with the whole school community. If any member of our community wishes to raise further issues with the school relating to drugs or drugs education we invite them to do this by: contacting our Drug Aware Co-ordinator.

## Drug-related Incidents

The school will consider each incident individually, recognising that a variety of responses will be necessary to manage such incidents. We will consider very carefully the implications of any action taken and will seek to balance the interests of the persons involved with other school members and the local community. Any sanctions enforced will be consistent with existing school rules relating to behaviour, discipline, equal opportunities and exclusions (please see exclusions sections); and will reflect the seriousness of the incident.

After immediate medical needs have been addressed the nature and circumstances of any incident will be established and assessment made of the needs of the pupils involved. We recognise that any pupil misusing drugs may be in need of our support for an extended period of time or in exceptional circumstances from an appropriate outside agency.

All staff are **familiar with the recommended procedures** identified in the flow chart, "Situations involving drugs without medical authority". In Drugs: guidance for schools DfES 2010

Please note however that under the Misuse of Drugs Act 1971:

'It is an offence for the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.' (See appendix 'The Misuse of Drugs Act - 1971')

This is not clear in the flow chart, but is reproduced in circular 4/95 page 13, 48 (iii).

All pupils and parents have been **made aware of** the school's policy.

## Searching pupils and their possessions

The Principal can authorise a search of pupils or their possessions (including bags and lockers) without their consent if there are reasonable grounds for doing so. The conduct of pupil searches is a power available to head teachers and principals, not a duty. Reasonable force may be used to execute the search.

At present this power only applies to searching for weapons but the law is being extended to cover also alcohol, controlled drugs and weapons\*.

*\*A clause in the Apprenticeships, Skills, Children and Learning [Act] has extended the powers schools and colleges currently have to search learners without consent for weapons to also cover alcohol, illegal drugs and stolen items. Normally, the conduct of pupil searches is undertaken by staff other than teachers, including staff employed specifically for this purpose such as security staff.*

Teachers cannot be required to undertake searches of pupils.

## Statement on Inclusion.

(Please refer to notes on alternatives to exclusion)

This school fully endorses the view that exclusion blights the life of thousands of children, often those most in need of education. Many pupils excluded from school never get back into mainstream education, making

it more likely that they will be excluded from society later in life, at a cost to both society and the individuals concerned. It is therefore committed to maintaining the inclusion of all its pupils wherever possible. Guidance has been taken from 'The Management of Drug-related Incidents in Schools', Steve Kenny and Tom Cockburn 1998 (Alternatives to exclusion, The Management of Drug-related Incidents in Schools, 1998 (ref 10). The need to act preventatively in relation to the criminalisation of young people is recognised by ACPO (Association of Chief Police Officers) recognising in police protocol that criminalisation of young people for first, minor drug-related offences, is more likely to lead to further drugs-related issues and that early intervention has a key role to play in preventing young people becoming the drug users, and offender, of tomorrow,

**Confidentiality:**

Although it is important to maintain confidentiality throughout the handling of any incident or disclosure, pupils will be made aware that complete confidentiality cannot be guaranteed. This will help in retaining the trust of pupils and parents/carers and will ensure that the sharing of appropriate information is kept to a minimum. We ensure that students are clear on information sharing policy and support opportunities within the academy and beyond.

**See also parental consent****Responding To the Media:**

As drug-related incidents are likely to generate media interest, all members of staff have been advised not to respond to journalists' questions, but to refer journalists to the Principal. Principal will make a considered response after seeking assistance from the local Authority Press Office.

**Policy Monitoring and Evaluation:**

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the drugs co-ordinator

Any suggested amendments will be taken into consideration and adopted where appropriate.

## Appendix I:

### Joint Working Protocol between Compass Young People's Drug and Alcohol Service And the School

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#### Assessing the Needs of Young People

- ▶ **The school** will automatically facilitate an initial session with a trained worker to engage the young person where drugs are felt to be an issue. (called "Initial Contact")
- ▶ **Compass** (or other trained worker) will assess the needs of the young person in relation to drugs issues at this initial contact using a standardised framework.

#### Process of Engagement

1. Initial contact meeting made for pupil to meet the Compass worker and gain engagement/referral
2. Referral put in motion
3. Multi Agency Team / SMT informed/involved relating to care plan

#### Parental Consent

##### 1. Assurance - Compass

- ▶ Compass workers will encourage pupils to tell/involve parents
- ▶ Parental support will be arranged as appropriate

##### 2. Exceptions

The School will support pupils to see ELW in school **without parental consent** if:

- ▶ **Pupil is very likely to disengage with the service at the early stage if parental consent is sought ( and is assessed and deemed competent within the Frasier Guidelines)**
- ▶ There is a real risk of harm to the young person if parents are told but the young person needs support.
- ▶ If there is a criminal investigation pending which may be adversely affected.
- ▶ If the pupil has have been deemed competent to access services without parental consent by an appropriate agent.

##### 3. Pupils may also engage with an external drug agency without parental consent if:

- ▶ Pupil self-refers and referral is made off school premises.
- ▶ Pupil arranges to see Compass worker off-site and out of school hours (after **initial contact** in school without parental consent)
- ▶ Pupil sees school nurse and the School Nurse refers the young person to Compass off premises and supports young person within their ethical code.

#### Child Protection/Safeguarding Referrals

If the Compass worker thinks a Child Protection referral is appropriate they will:

- ▶ Discuss it with the Head Teacher/Child Protection Officer
- ▶ If proceeding with a CP referral, this will be managed by the school and all necessary information will be shared with the CP officer by the ELW.

## Confidentiality

### When an incident occurs or a disclosure is made (school staff):

Staff becoming aware of drug-related issues in relation to individual young people should hand the matter as soon as possible to the Drug coordinator / CP / SMT ensuring that pupils understand, that any information passed to them at this point will be conveyed to Drug coordinator / CP / SMT to ensure they are safeguarded and that confidentiality cannot be guaranteed.

### When processing the incident (drugs coordinator/SMT/CP)

Drug coordinator / CP / SMT will process the incident or disclosure in line with the procedures set out in the school drugs policy and the DfES Drugs Guidance for Schools 2004 keeping information sharing to a minimum and sharing only that which is relevant to the safety, care or sanction of the pupil.

### The Education Link Worker

The Education Link Worker or the school's designated, trained drugs needs assessor will only share information that is relevant to securing an appropriate referral or care plan for a young person or that relates to child protection.

## Information Sharing

Information may be shared with:

- ▶ Senior Management Team and the named multi-agency team
- ▶ Child Protection Officer and the named multi-agency team
- ▶ Parents
  - when there is a child protection issue
  - when the Young Person wishes/allows it to be shared to assist support/education

### Working with a Multi-Agency Team (MAT)

It may be appropriate to involve significant staff member such as mentor (if they are involved and this will be advantageous to the young person's care plan) in the MAT.

- ▶ In each case there will be clarification of who is involved in the team for that young person. Information will not then be shared outside the MAT team unless it is necessary for child protection.
- ▶ The MAT will agree *not* to share this information outside of this MAT.

## Resources

Designated, private room for one-to-one session

Time for pupil to meet with Compass worker that is accessible and discreet

Time/space to engage in support work with the young person/s



### Confidential Information

#### Record of incident or concern involving drugs / alcohol

Nottingham Children’s Services Young People’s Drug and Alcohol Team

**Page 1 of 2**

1. For help and advice re incident, telephone 07919 367640 or 9476202 ext. 253
2. Complete this form (this information will remain confidential to you and the Link Worker – it will only be shared in consultation with the school and for the purposes of referral on to other services)
3. Copy this form or email
4. Send the copy within 24 hours of the incident to the Compass Education Link Worker  
[ypnotts@compass-uk.org](mailto:ypnotts@compass-uk.org) / Fax: 924-8233
5. KEEP the original, adding the pupil’s name and form- store securely

**Tick to indicate category: double click on boxes to select (a cross appears)**

- |   |   |
|---|---|
| <input type="checkbox"/> Drug or paraphernalia found ON school premises       | <input type="checkbox"/> Disclosure of parental/carer drug misuse |
| <input type="checkbox"/> Emergency Intoxication                               | <input type="checkbox"/> Parent/carer expresses concern           |
| <input type="checkbox"/> Pupil in possession of unauthorised drug             | <input type="checkbox"/> Incident occurring OFF school premises   |
| <input type="checkbox"/> Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> Pupil has requested help for self        |

Name of pupil		Name of school	
Pupil address		School Address	
Pupil’s form		Age of pupil	
Male/Female	M <input type="checkbox"/> F <input type="checkbox"/>	Date of incident	Time of incident
Ethnicity of pupil			
Tick box if second or subsequent incident involving same pupil		<input type="checkbox"/>	
Report form completed by			

First Aid given?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ambulance/Doctor called?	Yes <input type="checkbox"/> No <input type="checkbox"/>
First aid given by		Time	
Drug involved (if known):			
Drug/s found/removed?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Where found/seized			
<b>Name of witness:</b>			
Senior staff involved:			
Disposal arranged with			
If police, incident - reference number			
Name of parent/carer informed?			
Informed by			
At time			

**Page 2 of 2**

Brief description of incident (including any physical symptoms):	
Has and NGAGE Assessment been completed?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/> (if YES please share any relevant information from action plan to ELW)*
*Additional information that may be useful / relevant:	
Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed. LEA/GP/Police)	
<p><b>Now...</b> Email or fax BOTH PAGES of this form to the Education Link Worker (you can copy and paste the form into a separate document or download it separately on <a href="http://www.nottinghamhealthyschools.org.uk/ypnotts@compass-uk.org">www.nottinghamhealthyschools.org.uk/ypnotts@compass-uk.org</a>)                  Fax to: 924 8233</p> <p>The Education Link Drug and Alcohol Worker will contact you within 48 hours to advise / arrange assessment and referral as appropriate. Child protection concerns will be dealt with immediately</p>	

Your contact details:

Email:		Phone		Mobile	
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**Process and pathway for substance misuse issues –**

Policy Reviewed: 15/02/2011  
 Adopted: needs ratification date  
 Next review: February 2013