

# **Barnwell School**

## **Drugs and Substance Misuse Policy**



*Achieving Excellence Together*

**Adopted by the Governing Body – July 2011**

**Reviewed – February 2019**

**To be reviewed – February 2021**



## **Philosophy**

The misuse of (both legal and illegal) drugs and the consequent impact on the lives of young people are a very important concern to all. Young people today are exposed to the temptations of alcohol, tobacco, and illegal substances with more frequency. It is important that all those involved in the care of young people in school send a clear message through a well delivered education programme and through the general ethos that the misuse of these substances, particularly those that are illegal, is totally unacceptable.

## **Definitions:**

The definition of a drug given by the United Nations Office on Drugs and Crime is:

**A substance people take to change the way they feel, think or behave.**

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 gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers); all over-the-counter and prescription medicines.

## **Application of this Policy**

The policy is applicable to all students when they are, or should be, involved in school based activities. For the purpose of this policy the limits of the school boundaries are extended. They include all school journeys undertaken in school time or during school vacations, all residential trips, work experience placements and journeys to and from school. The area in proximity to the school is included.

## **The purpose of this Policy is to:**

- reinforce and safeguard the health and safety of students and others who use the school; clarify the legal requirements and responsibilities of the school;
- clarify the school's approach towards substance misuse.
- give guidance on developing , implementing and monitoring the drug education programme;
- enable staff to manage drugs on school premises and any incidents that occur with confidence and consistency and in the best interests of those involved;
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school;
- reinforce the role of the school in contributing to local and national

strategies.

## **Practice**

### **The School's Stance towards Drugs**

#### **Key Responsibilities**

- Governors: formulation and review of school policy and ensuring its consistent application.
- Headteacher and Deputy Headteacher:
  - formulation and implementation of the School's policy on substance misuse and dealing with incidents
- Heads of House and Pastoral Support Officers :
  - Individual counselling/support of students at risk.
  - Ensuring that all students are fully aware of school policy; welfare of students
- All staff: Reinforcement of the school's policy and participation in the encouragement of students to avoid misuse of all drugs legal or otherwise.

#### **Statement of Policy**

- The school is committed to educating its students in the inherent dangers involved in drug and substance misuse.
- The school acknowledges the importance of its pastoral role in the welfare of its students and, through the general ethos of the school, seeks to persuade students in need of support to come forward.
- The school cannot and will not allow its premises to be used for the production, supply or use of any illegal substances nor the misuse of legal substances, for instance alcohol. The school cannot and will not permit the use of any substances which will impair the students' ability to learn or have an adverse effect on behaviour.
- The school's policy on the possession, use, supply of illegal substances within the boundaries defined above is one of zero tolerance.
- Where there is evidence that a pupil may be mis-using substances outside of school, the school will inform parents and refer the pupil to a suitable support agency.
- Where there is compelling evidence that a pupil has been involved in the supply of an illegal substance to others it is likely that they will be permanently excluded.
- Any student using illegal drugs on the school premises will face serious sanctions, which may even include a permanent exclusion from school.
- Students found to be in possession of a drug under circumstances which clearly does not involve use of said drug in school or any "dealing" or supplying of substances to others then they will face serious sanctions which may involve an exclusion from school and a requirement to participate in a programme of drugs counselling.

- Students found to be users of illegal substances outside of school will be offered a programme of drugs counselling

## **Management of substance misuse at school**

Where a pupil discloses substance misuse on the premises, staff must inform the Deputy Headteacher.

Where a student discloses substance misuse outside of school time, the matter needs to be reported to the relevant Head of College/Year who will use his/her discretion as to how to proceed. The Head of College/Year may wish to contact parents and will likely seek support from appropriate agencies. The Head of College/Year will make it clear to the student that he/she can offer no guarantee of confidentiality.

If a member of staff discovers a substance on school premises that is suspected to be harmful or illegal, he/she will need to record its appearance, quantity, time, place and circumstances of it coming into their possession. If possible an adult witness should be present who can endorse the record. They will then need to place the substance in a sealed container and put in a place of safekeeping until it can be secured in the school safe and the police informed.

In the event of the discovery of any equipment believed to be associated with substance misuse, e.g. needles, syringe, students should not be allowed to handle them. A member of staff will with the utmost care (wearing gloves etc), place them in a rigid container and give them, and any relevant material, to a senior member of staff who will secure it until collection by the appropriate service. The police should be informed prior to any service removing such items.

If a student is suspected to be in possession of an illegal substance or a legal substance that may affect their behaviour, attainment or health (e.g. alcohol, cigarettes), he/she should be isolated and interviewed in the presence of two members of staff, one of which will be the Deputy Headteacher. The student may be warned that failure to co-operate will lead to police attendance. The student may be asked to hand over the substance. On no account will the student be searched against their will, although their locker or bag can be. The substance will need to be secured in a sealed container and put in a place of safekeeping until it can be secured in the school safe.

If a student refuses to hand over a substance, or if there is concern that drug dealing is taking place, the Deputy Headteacher may request police attendance (the police are allowed to search the student). This may lead to the student's arrest. Meanwhile the student should be isolated and supervised by a member of staff. The student's parents should be informed of the situation and invited to be present. Written accounts of the relevant circumstances will be taken with each student involved. These will be taken individually and witnessed by two members of staff. All staff involved in, or witnesses to, such incidents must produce a written account. These accounts may be used as evidence in exclusion proceedings. The Deputy Headteacher will inform parents of the situation.

The school is legally obliged to tell the Police and seek advice about its disposal.

### **Incidents whilst on school trips**

The procedure for managing substance misuse incidents whilst on a school trip are similar to the above, with the following differences.

#### **Before the Trip commences**

- Where a school trip is visiting a country where their stance towards drugs is significantly different from our own then the trip leader will make themselves and their party aware of the possible consequences of becoming involved in substance misuse.

#### **Dealing with Substance Misuse whilst on a school trip**

- Any incidents involving substance misuse will be reported to the trip leader.
- The trip leader will contact the Deputy Headteacher by phone and inform him of the details.
- A decision will then be made as to the best course of action.
- Any incidents deemed to be serious will immediately be reported to parents and carers by the Deputy Headteacher.
- In cases where it is necessary to send the pupil home immediately, the pupil and parents shall be liable for any extra costs incurred.
- The decision to call the police will only be taken after consultation with the Headteacher.

School trips to countries where the legal framework in relation to drugs is substantially different may pose particular problems. Under these circumstances all students and staff participating will be subjected to the school's expectations and values regarding substance misuse as set out in this policy, irrespective of local legal variations.

### **Drugs Education**

A programme of drug education (covering legal and illegal substances) organised by year group will be delivered through use of a variety of activities or methods. These will include classroom-based discussions, sessions facilitated by external experts during drop-in days, individual drug education and counselling for those in particular need. In addition, specific programmes for small groups will be organised as and when necessary (smoking panel, drugs panel etc). In essence the school's drugs education will:

- enable students to make healthy and informed choices about substances by increasing knowledge, exploring their own and other people's attitudes and developing and practising skills;
- promote positive attitudes towards healthy lifestyles;
- provide accurate information about substances;

- increase understanding about the implications and possible consequences of use and misuse;
- encourage an understanding for those experiencing or likely to experience substance use;
- widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS;
- seek to minimise the risks that users and potential users face;
- Enable young people to identify sources of appropriate personal support. Such as FRANK

## **External Contributions**

In the main teachers teach drug education but, where appropriate, outside visitors may contribute. They will be aware of the school's drug policy.

Examples of external agencies that the school involves are:

- Young Person's Alcohol and Substance Services
- PHSE Advisor
- Police – School Liaison Officer
- Drama groups etc

## **Staff support and training**

All staff will undergo continuous drugs awareness training; those with day-to-day responsibilities for drugs issues will regularly update their knowledge.

## **Dealing with a Major Drugs Related Incident**

1. Inform the Deputy Headteacher.
2. Do not leave the incident/student, where practicable.
3. If the person is unconscious, place them in the recovery position.
4. Contact the school office immediately. Ask them to:
  - (a) Contact first aid staff who should go immediately to the incident
  - (b) Telephone for an ambulance
  - (c) Telephone the student's parents.
5. The student should be questioned, if conscious, to ascertain the nature of any suspected substance misuse. Any evidence e.g. bottles, tablets, syringes etc. should be gathered and given to the emergency services on arrival.
6. If the student is conscious but appears to be influenced by a substance:
  - (a) Sit them down in a quiet area
  - (b) Ensure windows are open
  - (c) Stay calm, keep them calm
  - (d) Call for help; appropriate Deputy Headteacher via the school office
  - (e) Ask school office to telephone home
  - (f) An ambulance should be called if there is any doubt whatsoever as to the student's condition
  - (g) Advise parents to seek medical advice if collected

7. All staff involved in, or witnesses to, such incidents must produce a written account. Any statements taken should adhere to good practice guidance. These accounts may be used as evidence.

### **Involvement of parents/carers**

All parents will have access to the School's Policy on substance use and will be invited to comment on its appropriateness when it is reviewed. Parents will be informed of any drugs related incidents unless doing so would risk the welfare or safety of the pupil.

### **Role of Governors**

- To review the School's Policy on (drugs) substance misuse annually.
- To have an overview of major drugs related incidents.
- Be aware of any changes to local or national policies.

### **Liaison**

The school will liaise with:

- Other schools via Head teacher meetings;
- local primary feeder schools;
- the police.

### **Confidentiality Guidance to staff**

In managing drugs, schools need to have regard to issues of confidentiality. Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection;
- co-operating with a police investigation;
- referral to external services.

Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information. It may be necessary to invoke local child protection procedures if a pupil's safety is under threat. It should be only in exceptional circumstance that sensitive information is passed on against a pupil's wishes and, even then, the school should inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue;
- Where a life is in danger

This liaison will have the aim of facilitating the sharing of information about good drug education practice and joint initiatives to enhance the safety of young people in the locality.



## **Monitoring, evaluation and review**

The school will evaluate the effectiveness of its Drug Education Programme periodically through lesson observation, discussion with students, staff and outside agencies.

The Governing Body will review this Policy annually and assess its implementation and effectiveness. The Policy will be promoted and implemented throughout the school by all members of the school community.

**Date established by governing body: July 2011**

**Date for full implementation: July 2011**