



Drugs and Substance Misuse Policy

November 2017

The member of staff responsible for overseeing and reviewing this policy is:

Name: Pam Newton

Date for review: Autumn 2018

LOCATION AND DISSEMINATION

The policy can be found in the staff handbook and on our web site.

CONTEXT AND RELATIONSHIP TO OTHER POLICIES

This policy should be used in conjunction with other relevant school's policies, in particular the Behaviour Policy.

LOCAL AND NATIONAL GUIDANCE

This policy is in line with '*Drugs Guidance for Schools*', DfES (2004), and '*Drugs, alcohol and tobacco curriculum guidance for schools*', QCA (2003).

THE PURPOSE OF THE POLICY

The purpose of this policy is to:

- Clarify the Academy's responsibilities and legal requirements
- Reinforce and safeguard the health and safety of pupils and all Academy users
- Clarify the Academy's approach to drugs for all members of the Academy and wider community
- Give guidance on developing, implementing and monitoring the Academy's drug education programme
- Enable staff to manage drugs and drug-related incidents on our premises with consistency, and in the best interests of all involved
- Ensure that the response to drug-related incidents is in line with the Academy's approach to the drug education programme and with our values and ethos

EXTENT OF THE POLICY

The limits of the academy boundaries extend beyond the premises to include all off-site pupil activities, such as trips. The policy applies at all times when staff 'duty of care' responsibilities apply. We are aware that some of its pupils may be particularly vulnerable, so staff must be particularly careful of their welfare.

DEFINITIONS

The policy covers any substance taken to change the way one feels, thinks or behaves. This includes:

- All illegal drugs
- All legal drugs, including tobacco, alcohol and volatile substances
- All medicines

THE ACADEMY'S STANCE

The possession, use or supply of illegal and other unauthorised drugs within academy's boundaries is unacceptable.

Some pupils may require medicines that have been prescribed for use during the day. In these cases, the academy's policy on the administration of medicines will be followed.

When managing drugs and drug-related incidents, the first concern will be for the health and safety of all involved, followed by the pastoral concerns of pupils.

- The Academy will consider very carefully the implications of any action it may take
- It will seek to balance the interests of the pupil involved, the other Academy members and the local community
- Factors to be considered will include the age of the pupil, whether the incident involved one pupil or a group and whether peer pressure is evident
- The fact that certain behaviour could constitute a violation of the criminal law will not in itself necessarily lead to a more punitive response
- In all cases we will ensure that the pupil has access to professional support and advice from the relevant services and agencies

Responsibility for co-ordinating drug issues lies with Deputy Head, who will involve all relevant people as appropriate.

DRUG EDUCATION

The aim of the Academy's drug education programme is to provide opportunities for pupils to develop their knowledge, skills and attitudes and understanding about drugs, and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education objectives:

- To increase knowledge and understanding of drugs and their effects by providing accurate information
- To improve self-knowledge, particularly in terms of risk taking
- To promote positive attitudes towards healthy lifestyles; to challenge and try to modify these when they may lead to behaviour harmful to health
- To promote a sense of responsibility towards the use of drugs
- To develop social skills such as making informed choices and resisting unhelpful pressures from peers and from advertising
- To enable young people to identify sources of appropriate support
- To widen understanding about related health and social issues such as sexual health and crime

The programme will reflect the views and needs of pupils so that it is age/needs appropriate. It will be based on the requirements of the National Curriculum, in particular science and PSHE framework. It will be delivered within a whole school approach through well-planned PSHE.

The teaching of drug education will:

- Provide opportunities for active learning
- Give accurate and unbiased information
- Allow for the expression and consideration of a range of attitudes and values
- Offer opportunities for discussion and reflection

EXTERNAL PARTNERS

We recognise that outside educators can make a valuable contribution to the programme. They must be familiar with, and support relevant aspects of school policy and contribute to the programme as negotiated and agreed with the teacher. The teacher will remain present during the session.

MANAGING DRUG-RELATED INCIDENTS AT OUR ACADEMY

The first priority will always be for the safety of all, dealing with medical emergencies and securing appropriate help.

We will employ a range of responses, so that the needs of the individual are balanced against those of the wider community. The precise response will be determined after a full and careful investigation into the exact nature of the incident. Pupils will be aware of the range of possible responses and the effect those responses may have on them.

Support for pupils, as appropriate, will be a priority, including referrals to agencies such as SPACE, Worcestershire's multi-agency substance misuse service for young people. In such cases careful attention will be given to issues of confidentiality, in line with the Academy's confidentiality policy.

The school nurse will be able to give advice regarding all health-related matters.

We will normally involve the pupil's parents/carers, unless this would jeopardise the pupil's safety. A full record will be made of every incident.

DISCOVERY OF SUSPECTED SUBSTANCES ON ACADEMY PREMISES

Staff discovering substances which are suspected of being harmful, illegal or requiring further investigation should observe the following guidance:

- Consider the possible need for first aid and follow the school's first aid procedures
- If possible, remove the suspected substance from the location in the presence of a witness. If there is no witness, do not delay, remove the substance and take it to the head teacher, or Deputy.
- If a pupil is, or is thought to be, in possession of a suspect substance do not attempt to search the pupil. You may ask the pupil to voluntarily empty his or her pockets, bag, desk or locker with a witness present. You may not forcibly detain the pupil
- Do not retain the substance on your person or in a place of safekeeping for a later time, since to do this could place you at risk
- Record the time, place and circumstances of the discovery and also record the details of what was found, but do not investigate the substance
- Where drug-related paraphernalia, such as needles and syringes, is discovered, do not attempt to handle this. It should be collected by the appropriate personnel in accordance with health and safety guidelines. The head teacher must ensure that materials are placed in a secure container to await proper collection
- No entry of an incident should be made on the pupil's record until the suspected substance is confirmed by the police as being a controlled substance. If the substance is not a controlled substance, then the entry on the pupil's record will be determined by the head teacher
- There is no legal obligation to inform the police, although they may be able to give relevant support and advice. Once the nature of the substance is confirmed it is legally acceptable to dispose of the substance, typically by flushing down the lavatory. This should be witnessed and recorded
- Where a substance is confirmed as being controlled, it is the responsibility of the head teacher to notify the parents/carers concerned, and, if necessary, to consider further action, including notifying the chair of governors
- In circumstances where it is possible that the school premises are being used for illegal drug use, all reasonable steps must be taken to prevent this, in order to avoid contravening the law

Detailed guidance to staff regarding discovery of substances can be found in *Managing Drug-related Incidents: Guidance for Worcestershire Schools*, (Worcestershire Healthy Schools, 2007).

WORKING WITH THE POLICE

We are not legally obliged to involve the police regarding illegal drugs, but we will work in partnership to the benefit of the Academy and wider community. The Academy is able to seek assistance from the local policing team officer, who will give guidance on the law, the identification and disposal of substances, and whether or not the police should be more actively and formally involved in a given situation.

CONFIDENTIALITY

In managing drugs, and in drug education lessons, teachers cannot and should not promise total confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and/or which the pupil asks not to be passed on, the information should normally be kept confidential. Exceptions to this will be:

- When child protection issues arise
- In order to co-operate with a police investigation
- Where the pupil has agreed to be referred to an external agency

Every effort will be made to seek the agreement of the pupil before further sharing of sensitive information in the above circumstances. Where information is to be shared, this will be strictly on a need-to-know basis.

Key alcohol-related policy issues

The following issues should be considered in relation to alcohol when reviewing the whole-school drug policy:

1. The document 'Alcohol Support and Guidance for Schools' (Alcohol Concern and Drugscope, 2001, www.alcoholconcern.org.uk) states that:
 - alcohol is given equal status to illicit drugs in drug education.
 - We recognise the mixed messages about the use and risks of alcohol.
 - there is a clear and consistent whole-school approach to alcohol.
 - the welfare of pupils, staff and the wider community is at the heart of alcohol education and of incident management.
 - alcohol education needs to start in KS2 and be needs-led, meeting the needs of all groups - including having regard to religious, cultural and ethnic diversity.
2. Therefore, children are entitled to education about alcohol. A harm-reduction approach which accepts that people drink and which aims to raise pupils' skills in identifying and dealing with risky situations is considered more effective than programmes which aim to stop drinking or which only provide information (Alcohol Concern/Drugscope 2001).
3. As with other sensitive subjects teachers should be aware that some pupils may be experiencing alcohol-related problems, and so ground rules and distancing techniques will be needed.
4. Where visiting educators are used, teachers should ensure that they meet the needs of the lesson, and that they are familiar with all relevant policies. The class teacher should be present at all times.
5. Although schools may have guidelines to deal with drug-related incidents, the guidelines for dealing with alcohol-related incidents will need to take account of
 - the differences in legal status
 - the greater number of incidents
 - the wide implications of alcohol-related issues, particularly of child welfare.Alcohol-related incidents are too many to list but the range could include
 - reports of parental drinking
 - alcohol-related litter
 - pupils found drinking or with alcohol in school
 - buying alcohol on a school trip abroad
6. Responding to medical emergencies:
Emergency services should be contacted when the person
 - is unconscious
 - is having difficulty breathing
 - is seriously disorientated or confused
 - has taken a harmful or toxic substance
 - is injuredAlcohol could be related to such conditions.

7. Pupils under the influence of alcohol

- a. Once this is established, and so long as there is no medical emergency, the pupil should be removed from school by the parent. Further action should only be taken once the pupil is sober.

8. Pupils with an alcohol problem

Early detection helps schools deal with pupils with an alcohol problem. Early detection can be aided by using risk factors which may apply, such as: home environment where alcohol is a significant factor, low commitment to school, friendship with deviant peers, behaviour disorders, alcohol related talk, and others.

Schools can intervene by

- counselling from trained services
- pupil support programme
- inter-agency work

Normally schools will seek the pupil's agreement. Links with alcohol and drug services should ideally be already set up. Pupils should have ready information on support services, for example, the Worcestershire's Little Directory.

9. Confiscating alcohol

Teachers may confiscate alcohol in the interest of the health of all pupils. When doing this, teachers are advised to keep a record of this and have it witnessed. Parents should be informed. Parents should be given the opportunity to collect the alcohol.

Pupils must not be searched, except by an authorised person, such as their parent or carer or a police officer, even if they appear to consent. It is permissible to search their school locker or desk. It is acceptable to ask them to turn out their pockets or bag.

10. Academy trips

Alcohol will not be consumed on Academy trips.

11. Alcohol at Academy functions

Alcohol may only be served to adults. Parents are not permitted to give children alcohol on Academy premises. Children arriving at our Academy who have consumed alcohol will be sent home accompanied by their parents.

12. Staff drinking

Alcohol is an issue for staff in terms of

- laws and professional responsibilities relating to the use of alcohol
- the welfare of staff with drink problems
- the messages conveyed by teachers as role models.

Therefore,

- (a) alcohol cannot be consumed when working with children
- (b) alcohol can be consumed in the workplace by staff only when children are not on site.

Equality Statement

At Stourport Primary Academy we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, and age (for staff only). We will adhere to the legal definitions of these protected characteristics as set out in the Equality Act 2010.

We aim to develop and maintain a culture of inclusion and diversity, in which all those connected with the school feel proud of their identity and able to participate fully in school life.