



DRUGS AND SUBSTANCE MISUSE POLICY

Hylands School

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Aims of this policy

- To clarify the legal requirements and responsibilities of the school
- To reinforce and safeguard the health and safety of students and the whole school community
- To clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- To give guidance on developing, implementing and monitoring the drug education programme
- To clarify the procedures for responding to and managing any drug-related incidents that may occur so that they are managed with confidence and consistency and in the best interests of those involved
- To ensure that the response to incidents involving drugs and the drug education programme complement the values and ethos of the school
- To provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- To reinforce the role of the school in contributing to local and national strategies

Policy context

As part of their statutory duty to promote students' wellbeing, schools have a clear role to play in preventing drug misuse. The Drugs and Substance Misuse Policy has been developed with reference to Department for Education advice and guidance: DfE and ACPO drug advice for schools (DfE-000012012) which is non-statutory and was produced to help answer some of the most common questions raised by school staff in this area.

Other related policies and documents include:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy

Where and to whom the policy applies

This policy applies to all school staff, students, parents/carers, governors and other partner agencies working with the school. The policy applies to the school premises, the school day, while travelling to and from school, journeys in school time, work experience, day and residential trips and when the school is deemed to be in loco parentis.

Definition of Drugs

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”. Here, “drugs” and “drug education” is used to refer to:

- 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, alkyl nitrites (known as poppers) and new psychoactive drugs (‘legal highs’)
- all over-the-counter and prescription medicines

The school’s stance towards drugs, health and the needs of students

The possession, use or supply of illegal and other unauthorised drugs in Hylands School is not acceptable. The school is committed to safeguarding the health, safety and wellbeing of all members of the school community. In providing drugs education and responding to incidents involving drugs, our first concern is the pastoral care and health and safety of students.

Drugs Education

Aims of Drug Education

Drug education is a major component of drug prevention.

The following aims of drug education at Hylands will be consistent with the values and ethos of the school and laws of society as well as being appropriate to the age, ability and maturity of the students, and relevant to their particular circumstances:

- To increase students’ 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
 - local and national use
 - the complex moral, social, emotional and political issues surrounding drugs
- To develop students’ personal and social skills to make informed decisions and keep themselves safe and healthy, including
 - promoting positive attitudes to healthy lifestyles
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing and maintaining self-awareness and self-esteem in order to motivate them to value their welfare and conscientious care of themselves
- To enable students to explore their own and other peoples’ attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences
- To ensure that students have access to and knowledge of up to date information as sources of help. This includes local and national helplines (including FRANK for drugs, NHS Smoking Services for tobacco and Drinkline for alcohol), youth and community

services and drug services. These sources are used in addition to the school's own drug and alcohol education

Drug Education Content

Hylands provides a planned drug education curriculum through the following:

- (i) The National Curriculum Science Order outlines the content of the statutory drugs education:
- Key Stage 3: 11-14 year olds should be taught that “conception, growth, development, behaviour and health can be affected by diet, drugs and disease”
 - Key Stage 4: 14-16 year olds should be taught that “human health is affected by a range of environmental and inherited factors, by the use and misuse of drugs and by medical treatments”.
- (ii) Other curriculum areas such as Character and Culture, Science, Religious Knowledge, RHSE, English and Physical Education also contribute to aspects of the drug education curriculum.

Organisation

- a) The delivery of drugs education is the responsibility of the Heads of Year and Pastoral Team and the Child Welfare Officer. The Curriculum Leader for Science also has responsibility for elements of drugs education.
- b) Teachers, as tutors and as teachers of Character and Culture and RSHE are involved in the delivery of the drug education programme.
- c) Occasionally, appropriate and suitably experienced and/or knowledgeable visitors from outside school may be invited to contribute to the delivery of drug education.
- d) A variety of teaching strategies is used including teacher exposition, discussion, project learning, research, questionnaires, quizzes, distancing techniques, DVD, on-line materials, external contributors, individual and group work, peer education, case studies, media analysis, structured games, reflection.
- e) Relevant staff will ensure that drug education is accessible to students with special educational needs by considering resources and materials used, timings, teaching strategies etc.
- f) Monitoring and evaluation is conducted through some lesson observation and through written evaluations by students and also a variety of informal activities involving feedback and evaluative discussion. These are all used to inform future planning.

Specific issues

a) *Visitors are invited into school because of their particular expertise or contribution they are able to make; invitations to visitors should be cleared with the Headteacher.*

- All visitors must be appropriately qualified and trained to deliver work with children and young people in a school setting
- All visitors must have a clear understanding of the aims and objectives of the session and have seen and understood the school's drug education policy
- All input to Character and Culture and RSHE lessons is part of a planned programme and negotiated and agreed with staff in advance
- All visitors must be aware of the school's protocols for dealing with any disclosures or distress shown by students during the session
- Teachers must ensure that they reflect on the learning from particular sessions with students and visitors, assessing the learning, and building skills to support and enable pupils to make healthy choices and to avoid risk-taking behaviour
- Teachers must follow-up any unresolved issues or concerns and extend the learning begun by the visitor
- All visitors are supervised and supported by a member of staff at all times unless alternative arrangements have been agreed with the Headteacher
- The input of visitors is monitored and evaluated by staff and students. This evaluation informs future planning
- When a visitor is acting in their professional capacity in a consultation with an individual student, they will follow their own professional code of conduct

b) *Confidentiality*

- Staff always ensure that students know that teachers cannot offer unconditional confidentiality
- All students are offered sensitive and appropriate support as needed
- Students are encouraged to talk to their parents and carers and are supported to do so
- Information about sources of help is made available e.g., helplines
- If there is any possibility that a child may be at risk or putting others at risk, the school's Child Protection and Safeguarding procedure is implemented. Staff will reassure students that their best interests will be maintained and any child concerned will be supported through the process

c) *Dealing with questions*

- Ground rules established with the class set clear parameters of what is appropriate and inappropriate in a whole class setting
- Students' questions are answered according to the age and maturity of the student concerned. Questions may be addressed individually later if more appropriate
- Staff are given appropriate support, advice and training for dealing with questions
- If a teacher is concerned, they will follow the Child Protection and Safeguarding procedures

Management of drug-related incidents

Defining a drug-related incident

Drug-related incidents include any or all of the following:

- drugs or drugs paraphernalia found on school premises
- students in possession of illegal or unauthorised drugs
- students supplying unauthorised or illegal drugs
- students under the influence of drugs, or exhibiting signs of intoxication or illness
- disclosure of drug use
- information which suggest student(s) are involved in substance misuse
- illegitimate sale/supply of drugs in the school vicinity

If there are any suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs (possession, supply or imbibing):

- (i) Utmost priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If in doubt, medical assistance will be sought immediately.
- (ii) The Headteacher or the Deputy Headteacher and a member of the Safeguarding team will be informed of the situation immediately.
- (iii) Dialogue with the student(s) will be undertaken as soon as possible in order to determine the facts. The emphasis will be on listening to what people have to say and asking open rather than closed or leading questions. Consideration will be given to separating any students involved in the incident and ensuring that a second adult witness is present.
- (iv) Where there are reasonable grounds for suspecting that a student(s) may have an illegal or unauthorised drug, they will be escorted to a senior member of staff or member of staff within the Safeguarding team who will make every effort to encourage the individual to hand the item(s) over voluntarily, in the presence of a second member of staff. Where possible, the gender of the member of staff carrying out a search will correspond to the gender of the student. Where the individual refuses, the Headteacher, or member of staff authorised by them, may exercise their statutory power to search the student(s) or their possessions, without consent. Education and Inspections Act 2006 (sect.93)
- (v) Staff may search school property, for example, students' lockers, if they believe drugs to be stored there.
- (vi) After any search involving students, parents/carers will normally be contacted by the school, regardless of whether the result of the search was positive or negative.
- (vii) Any substance suspected of being a drug will be confiscated. In taking temporary possession of a suspected substance, a second adult witness will be present, the sample will be sealed in a plastic bag with details of the date, time and witness present and then locked in a safe in a secure room.
- (viii) If the substance is suspected to be an illegal drug, the police will be notified immediately, in order that they may collect it for identification and then store or dispose of it in line with locally agreed protocols. In the majority of cases, parents will be notified immediately unless this is not in the best interests of the student.
- (ix) A detailed record of the incident will be made. A copy of the record will be kept on the student/s' school file, on Behaviour Watch and or the student/s' safeguarding file.
- (x) The school will maintain vigilance about drug-related incidents in the local community through contact with police and other relevant agencies.

Responses to drug related incidents

The school will consider each incident individually and will employ a range of responses to deal with each incident.

Any response will balance the needs of the individual with those of the wider community and will aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

- (i) While there is no legal obligation to inform the police, if an offence against the Misuse of Drugs Act is suspected or substantiated, it will be appropriate to consider contacting the police. If so, the Headteacher, or member of staff authorised by them, will make the call.
- (ii) If necessary, an urgent meeting will take place on the same day as the incident, or as soon as possible (between the Headteacher and appropriate member of SLT) in order to decide whether others outside the school should be informed. These may include parents/carers, the appropriate personnel in the LA, Childrens' Social Care and police.
- (iii) Responses to / sanctions against students who commit drug offences will be decided following dialogue between the Headteacher, appropriate member(s) of staff, and other appropriate colleagues.

Possible responses include:

- targeted intervention
- referral
- counselling
- behaviour support plans
- inter-agency programmes
- fixed-term exclusion
- pastoral support programmes
- a managed move
- permanent exclusion

Responses and sanctions will take into account:

- the seriousness of the incident
- the short and long term welfare of the student(s) concerned
- the short and long term welfare of other students
- guidance in DfE and ACPO drug advice for schools (DfE-00001-2012)
- consistency with published school rules, codes and expectations
- consistency with disciplinary action for other drug related incidents
- consistency with disciplinary action for other misdemeanours

- (iv) The Headteacher will take responsibility for liaison with the media if required.

Early Intervention

The school has a key role in identifying students at risk of drug misuse. The process of identifying needs should aim to distinguish between students who require general information, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

The school will also be alert to behaviour which might indicate that the child is experiencing difficult home circumstances. Where problems are observed or suspected or if a child chooses to disclose that there are difficulties at home, safeguarding procedures will be followed. This may include involving sources of support for the child such as Children's Social Care, services commissioned by EYPDAS and the Children's Society where appropriate for the family.

Tobacco-smoke Free School

Hylands is a non-smoking school for all staff, students and visitors.

Annex A - References:

'Drug Strategy 2010 Reducing demand, restricting Supply, building recovery: Supporting people to live a drug free life'	2010	HM Government
'DfE and ACPO drug advice for schools'	Sept 2012	DfE
'Smoking, drinking and use survey - 2009'	April 2012	DfE
PSHEE Key Stage 3 & 4 PoS (non-statutory programme of study)	Nov 2011	DfE
Science and Citizenship Key Stage 3 & 4 PoS	Nov 2011	DfE

Annex B – Useful Organisations:

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website:

www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 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: 020 7264 0510. 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: 020 7739 5902 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: 01206 877910

Email:

clc@essex.ac.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. 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: 020 7307 7450 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: 0800 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/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

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: 0800 776600 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: 020 7739 8494. 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. Tel: 020 7843 6000 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: 0800 800 2222 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: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.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>