

THE BANOVALLUM SCHOOL

DRUGS POLICY

APPROVED BY: Behaviour & Welfare Committee

DATE APPROVED: 22nd September 2020

REVIEW FREQUENCY: TWO YEARS

NEXT REVIEW: September 2022



INTRODUCTION

This policy was developed and agreed following the consultation of governors, all teaching staff and the school council. This policy has obvious links with the following school policies: Health and Safety; The Administration of Medicines; Behaviour; Confidentiality. This policy set out the schools approach to drug education and how the school will respond to drug related incidents within the responsibilities of the school.

DEFINITION OF A DRUG

For the purpose of this policy the following definition of a drug will apply:

"a substance people take to change the way they feel, think or behave."

This broad definition allows for the inclusion of all medication (see schools Administrations of Medicine Policy), legal/illegal drugs (including alcohol and tobacco) volatile substances (see also the school's Health and Safety Policy) and all over the counter and prescription medicines.

TO WHOM DOES THE POLICY APPLY

This policy applies to all of the following people when they are on the school premises: pupils, staff, parents/carers and visitors. The Head teacher/Governing body will deal with breaches of this policy by any of those mentioned. This policy also applies to pupils and staff when off-site when the staff act in loco parentis, this includes all educational visits, including those abroad. Although the school is not responsible for pupils travelling to and from school we will work with parents and / or other agencies should any problems be identified. The school is responsible for pupils during break and lunchtimes (except when it has been agreed by parents/carers that children will travel home for lunch) and this policy applies during these times. It also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

OVERALL AIM

- To provide a framework for effective drug education
- To provide systems for dealing with drug related incidents within the school environment.
- To ensure that the school's drug education programme reflects the aims and values of the school and its governing body.



ROLES AND RESPONSIBILITIES

Governors

The Governing Body has a written statement of the policy available to parents. They will continue their involvement through the regular policy review system.

Head teacher

The Head teacher takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation, and for liaison with the Governing Body, parents/carers, LEA and appropriate outside agencies in the event of a drug related incident. The Head Teacher or in her absence the Deputy Head Teacher are the first point of contact for advice/support in dealing with a drug related incident. Pupils who are suspected of being at risk from drugs, and in particular truanting pupils will be supported and monitored with assistance from relevant agencies such as EWOs, Attendance Officer, Child Protection Officers, and police.

Teaching Staff

Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug related incident. This includes lunchtime supervisors and the site manager and cleaning staff. If they have any queries or training requirements these should be made known to the Deputy Headteacher or to the Headteacher. The caretaker regularly checks the school premises – any substances or drug paraphernalia found will be recorded and reported to the Curriculum coordinator or the Headteacher and dealt with in accordance with this policy.

Parents and Carers

Parents and carers are encouraged to support the school's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed (see Administration of Medicines Policy). Parents/carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Head Teacher will consider if there are any special circumstances, which may temper this right. The child protection service may be contacted in the first instance and advice sought (see school's Safeguarding Children policy/procedures).

Confidentiality

See Confidentiality Reporting Policy for Staff in Schools.



Equal Opportunities

Drug education will be provided to all pupils with consideration of any particular needs.

SECTION 1 DRUG EDUCATION

Aims and Objectives of Drugs/Health Education

“The aim of drug education is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others’ actions”. DfES 2004 p18 Drugs: Guidance for Schools.

The main aims of our drug education programme are to:

- Enable each pupil to develop confidence and self-esteem.
- Raise pupils’ awareness of the world of drugs so that they can make informed and responsible decisions about their own drug use in order to reach their full potential. □
Encourage a healthy respect for all substances taken into the body.
- Enable pupils to explore their own and other’s feelings, views, attitudes, and values towards drugs and drug-related issues.
- A base line evaluation of pupil’s knowledge and understanding around drugs will be undertaken to ensure the programme reflects and meets the needs of the pupils within the school.

The Education Act 2002

The Education Act 2002 places a statutory responsibility upon schools to provide a broad and balanced curriculum which:

Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school.
Prepares pupils for the opportunities, responsibilities and experiences of adult life.

The National Curriculum

The National Curriculum Science order states that pupils should be taught:

Key Stage 3

The role of lung structure in gas exchange, including the effects of smoking

- That the abuse of alcohol, solvents and other drugs affects health
- How the growth and reproduction of bacteria and the replication of viruses can affect health, and how the body’s natural defences may be enhanced by immunization medicines.



Key Stage 4

- the effects of solvents, alcohol, tobacco and other drugs on body functions
- about the risks of alcohol, tobacco and other drugs use, early sexual activity and pregnancy, different food choices and sunbathing, and about safer choices they can make.

There are further opportunities available to teach drug education in the statutory Citizenship within school.

PSHE Personal Well-Being

Key Stage 3

Key Concepts:

- Personal Identities
- Healthy Lifestyles
- Risk
- Relationships
- Diversity

□

Key Processes:

- Critical reflection
- Decision making and managing risk
- Developing relationships and working with others

Range and content:

- Facts and laws about drug, alcohol and tobacco use and misuse, and the personal and social consequences of misuse for themselves and others.
- Ways of recognizing and reducing risk, minimizing harm and getting help in emergency and risky situations.
- Basic facts and laws, including school rules, about alcohol and tobacco, illegal substances and the risk of misusing prescribed drugs.

Key Stage 4

Continuation of the key concepts and key processes and similar range and content but adding:

- The benefits and risks of health and lifestyle choices, including choices relating to sexual activity and substance use and misuse, and the short and long-term consequences for the health and mental and emotional wellbeing of individuals, families and communities.



The Healthy Schools Programme

The school is registered with the Healthy Schools programme. A key theme of the Healthy Schools programme is PSHE which incorporates expectations around drug education. This policy reflects the schools approach to drug education and is in line with the Healthy Schools approach to the planning and delivery and monitoring of Drug Education.

The Teaching programme, strategies and resources

Drug Education is delivered through the PSHE, Science, Enrichment and RS programmes by class teachers in whole class or group situations using a broad variety of teaching and learning strategies. The Curriculum coordinator will review the drug education provision on an annual basis through discussion with the teachers involved with the delivery of the programme and the student council. Where the teaching and learning includes issues, which may be sensitive, staff and pupils will work within clearly understood and applied ground-rules in line with QCA Guidance. (See also section relating to confidentiality.)

Teaching programmes reflect the pupils' knowledge and understanding of drugs and drug issues by implementing a baseline evaluation technique.

Drug Education will be assessed in a number of ways including: -

- Pupil self-assessment and the opportunity for reflection
- Discussion and peer group reflection
- Teacher assessment of pupil attainment by observation and review of students written work.

Progress and achievement in drug education forms part of the PSHE section (delivered through Drama) of the interim reports shared to parents and carers.

Content is also delivered through form time via age related content devised by student support and progress managers.

Monitoring and evaluation of the drug education programme

The Curriculum coordinator, together with the SLT has responsibility for the overall monitoring of drug education. This will include: -

- reviewing samples of pupils' work
- teachers making comments on the scheme of work and lesson plans
- feedback from teachers involved in the delivery of the programme
- feedback from pupils

Resources

All resources for drug education are regularly reviewed and updated in line with the education aims of this policy.

Special Educational Needs

Children registered as having Special Educational Needs have the same right to good drug education as any other pupil and will be taught alongside all other pupils. However, teachers must

be aware of and respond to their needs in drug education lessons just as in any others, taking account of targets set in the pupils' Individual Education Plans.



Children vulnerable to drug mis-use

Those children who may be viewed as vulnerable to substance misuse are provided with targeted drug education through the schools pastoral support. Staff are able to gain additional support and guidance from agencies on appropriate resources and educational approaches.

Use of visitors and outside agencies

Visiting facilitators can enhance the delivery of drugs education and some pupils do respond better if they perceive the deliverer to be an 'expert' rather than their 'normal' teacher. However, visitors will only be used in the programme if they can offer an expertise, approach or pupil response, which cannot be achieved by the teachers. Where visitors and outside agencies are involved, their contribution must have been planned as part of an overall programme of Drug Education. Their contribution should complement the teaching already taking place in the school.

SECTION 2 DEALING WITH DRUG RELATED INCIDENTS

There is no place for the mis-use of legal or illegal drugs at Banovallum School. This section provides a framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. The school does not condone the use of drugs but will endeavour to support any pupil with a drug problem in line with its pastoral responsibilities.

Staff conduct and drugs

Responsibilities of employers and employees

Head teachers have the responsibility for the health, safety and welfare of pupils and staff at all times. Under the Health and Safety at Work Act 1974, employers have a duty to:

- Ensure the health, safety and welfare at work of employees.
- Ensure that employees do not injure themselves or endanger the public or colleagues.
- Additionally, under the Management of Health and Safety at Work Regulations 1999, employers have a duty to assess the risks to health and safety of their employees.
- Employers can be liable to prosecution if they knowingly allow an employee's behaviour puts themselves or others at risk. Equally, employees are required to take reasonable care of themselves and others who could be affected by their actions at work.
- School staff have a legal duty of care towards pupils in their care.
- The welfare of staff and the misuse of illegal drugs, prescription medicines or problem drinking by staff should be regarded as a health matter rather than an immediate cause for discipline.
- Problems with illegal drugs, prescription medicines or alcohol often result from pre-existing circumstances, including stress and personal problems.



- Employers have a responsibility to maintain a safe and healthy working environment (DfE Circular 4/99) which will include taking action to support members of staff affected by workplace stress or other pressures.

Fitness to teach and discipline

Teachers misuse of illegal drugs, prescription medicines or alcohol can be a disciplinary matter. It can lead to barring or restricting a person's employment. Employers have a statutory duty to inform the Department for Education and Skills and provide specific information when they cease to use a person's services on the grounds of misconduct, unsuitability to work with children or where a relevant health issue is raised (Education (Prohibition from Teaching or Working with children) Regulations 2003.)

A teacher may be deemed unfit to teach if he or she poses a risk or potential risk to the health and safety of pupils or colleagues. The governing body or Head teacher must take emergency action when they consider a teacher may have become medically incapable of performing teaching duties and is putting pupils or colleagues at risk (DfEE Circular 4/99 and DfEE 2000).

The school's disciplinary procedure has been approved by the governing body. If the circumstances do not require for a disciplinary procedure, staff will be provided with the appropriate support to help with their drug or alcohol misuse.

Parents/carers have the right to be informed of any drug-related incident that affects their child.

An exception to this is when the child is deemed 'at risk' and the Child Protection

Service has been contacted. In this case, it is up to the CPS to decide the course of action.

Staff should be aware that if they:-

- a) fail to take action in a drug-related incident or
- b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence
 - i) enables criminal offences to be committed, or
 - ii) results in serious harm to the pupil's health and welfare, criminal proceedings could ensue.

Following any incident the designated member of staff should complete the Drug and Alcohol Incident File. This is located in the main office.

The file must be stored securely.

Unauthorised substances

Banovallum School is a non-smoking site. No substances are to be brought onto the school premises unless authorized by the Head

Teacher or through the agreed protocol for the use of medicines on the school premises.

This includes alcohol, tobacco, volatile substances and medicines (This list is not exhaustive, other substances may be included at the discretion of the head teacher). This applies to anybody using the building regardless of age or whether they are staff or pupils of the school. Pupils found in contravention of this section of the school policy, on school premises, will be dealt with in the following way:

Parents will be contacted by the relevant teacher. Parents' support will be sought in stressing to the pupil how the use of unauthorised substances in school is a serious breach of school rules.



- A suitable sanction will be considered. The severity of the sanction will depend upon various factors such as the age of the pupil, the circumstances of the incident, whether it is a pupil's first offence and whether it affected other pupils.
- The substance and associated paraphernalia such as matches or lighters found in a pupil's possession in school will be confiscated. They will be placed in a labelled envelope and kept securely until parents are able to collect them.

What to do in the event of finding a drug/unauthorised substance or suspected illegal substance

1. Take possession of the drug/substance and inform the Deputy Headteacher responsible for behaviour and safety, or if not an available a senior member of staff.
2. In the presence of a witness the article should be packed securely and labelled with the date, time and place of discovery.
3. The package should be signed by the person who discovered it and stored in a secure place – Main Office at the front of the school
4. Police should be contacted immediately and arrangements should be made to hand the package over to them. Staff should not attempt to analyse or taste any found substance.

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

EXTREME CARE SHOULD BE TAKEN

1. Do **NOT** attempt to pick up the needle.
2. Cover the needle with a bucket or other container. – With Site managers
3. If possible, cordon off the area to make it safe.
4. Inform the Deputy Headteacher or senior member of staff.
6. Complete a Drug and Alcohol incident form and store securely.

What to do in the event of finding or suspecting a pupil is in possession of a drug

1. Request that the pupil hand over the article(s). Staff can ask pupils to turn out pockets or bags, **but can not demand that this happens.**
2. Having taken possession of the substance/paraphernalia, the procedure should be followed as above.
3. Pupils should be placed in isolation until the matter has been investigated.
4. Parents should be contacted as quickly as possible.

If a pupil refuses to hand over articles a search may be required – it should be noted that:

- School staff can search a pupil for any item banned under the school rules, if the pupil agrees.
- Head teachers and staff authorized by them have a statutory power to search pupils of their possessions, without consent, where they suspect the pupil has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items.



- School staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline (Education Act 1996).

Procedures for dealing with a student suspected to be under the influence of a drug or substance

Refer to schools first aid policy.

Stay calm, place child in a quiet area. Do not leave them unsupervised; seek medical advice from a First Aider. If the child is drowsy or unconscious place them in the recovery position, loosen tight clothing and attempt to establish what the child has taken.

Any suspected substances should travel with child if removed for treatment. Vomit should be safely collected where possible and also taken with the child (for analysis).

Procedures for dealing with a parent or carer suspected to be under the influence of a drug or substance on the school premises

Staff should attempt to maintain a calm atmosphere. If staff have concern regarding discharging a pupil in to the care of a parent/carer attempts should be made to discuss alternative arrangements with the parent/carer, for example requesting another family member escort the child home. The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's behaviour. Where the behaviour of the parent/carer immediately places the child at risk of significant harm or repeated behaviour places the 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.

Complete an Incident Form recording the nature of the incident and the subsequent action taken by the school. When to contact the police.

There is no legal obligation for the school to contact the police when a drug-related incident has occurred or to disclose the name of the pupil involved, contacting the police is at the Headteacher's discretion. However, the school has established close **relationships** with our local police and any information about illegal sales of drugs including alcohol and tobacco will be reported to them. In the event of a drug-related incident in the school, the school would cooperate with the police should they wish to search premises. However, the **Trust** will be informed. A member of staff will accompany any search and any damage will be noted. The police should be involved in the disposal of suspected illegal drugs. If formal action is to be taken against a pupil, the police should make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.



Procedures for dealing with the media

If there has been a drug-related incident, the Trust will be informed. Advice will be given by the LA on dealing with enquiries from the media in order to protect the interests of the child and the school.

Discipline

In normal circumstances parents will be contacted. If the Head Teacher assesses that the situation is a child protection issue then CPS will be contacted in the first instance. This school does not condone drug misuse. However, in deciding an appropriate sanction must consider the interests of the child balanced against the best interests of the whole school community. Whilst exclusion is a possible sanction (fixed or permanent) it would only be considered as a last resort. A range of responses may also be considered that may include:

- A target pastoral support programme
- Referral to an appropriate agency
- Home-School contract
- Behaviour support plans
- A managed move
- Fixed term exclusion
- Permanent exclusion
- Consideration should be given to:
 - the age of the pupil
 - whether one pupil or a group of pupils is involved.
 - whether there is evidence of particular peer pressure
 - whether it is the pupil's first offence
- Possession in school of illicit substances, whatever their classification can result in permanent exclusion.
- Possession in school of illicit substances whatever their classification with intent to supply can result in permanent exclusion.
- Possession of drugs paraphernalia within school will lead to a Fixed Term Exclusion and depending on the context may lead to a permanent exclusion.

Implementation of the policy

A copy of this policy is provided on the school intranet in staff resources and a copy kept with the school Bursar. A copy will be made available to any parent should they wish to see one. Parents may view the policy on the school's web site.

Monitoring and evaluating the policy

This policy will normally be reviewed every two years by the lead Governor, Head Teacher, Curriculum coordinator, pupils and other relevant outside agencies e.g. Add Action and the police. This will include evaluation of teaching and learning activities, current resources and staff training and the use (if any) of outside visitors.