



Drug Education & Incidents Policy

Ref: S008

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Document Control	
Title	S008 Drug Education & Incidents Policy
Date	July 2018
Supersedes	S008 CHS Community Cohesion policy adopted April 2014
Amendments	<ul style="list-style-type: none"> • Updates and minor amendments
Related Policies/Guidance	S004 Behaviour Policy S010 Exclusion Policy S017 Safeguarding Policy C019 Life Skills Policy S006 Confidentiality Policy P017 No Smoking Policy S001 Medical Conditions Policy P001 Staff Code of Conduct P003 Guidance of Safer Working Practice for Adults Working with Children
Review	2 years
Author	S. Austin
Date consultation completed	
Date adopted by Governing Body	

Prospere Learning Trust is a Multi Academy Trust
 Registered in England and Wales number 10872612
 Registered Office: Firbank Road, Manchester, M23 2YS

1. Introduction:

- 1.1.** Chorlton High School operates within the statutory, legislative and local policy framework in relation to the use and / or misuse of all drugs. This policy applies to all staff, students, parents / carers, governors and partner agencies on school premises or on school business (e.g. work related learning, trips or students partly educated within further education). The school considers that illegal and other unauthorised drugs are not acceptable within these boundaries.
- 1.2.** By drugs we mean all substances that affect our physical and emotional skills, these include tobacco, alcohol, prescription and over the counter medicines, illegal drugs and volatile substances (including solvents and gas).
- 1.3.** A drug incident is the suspicion or evidence of any situation or specific event involving a drug. This could relate to a student, parent / carer, or member of staff.

2. Minimum Statutory Curriculum Requirements:

- 2.1.** Schools must deliver to all children based on the teaching requirements for Science from the National Curriculum. These are:
- 2.2.** At Key Stage 3: 11 – 14 year olds should be taught:
 - That the abuse of alcohol, solvents, tobacco and other drugs affects health.
 - How the body's natural defences may be enhanced by immunisation and medicines.
 - The role of lung structure in gas exchange, including the effect of smoking.
- 2.3.** At Key Stage 4: 14 – 16 year olds should be taught:
 - The effects of solvents, tobacco, alcohol and other drugs on body functions.
 - Some medical uses of hormones, including the control and promotion of fertility.

3. Drugs Awareness Programmes:

- 3.1.** Our drugs education programme delivered through our PSHE/Life Skills curriculum, information from our School Nurse, visiting Health Agencies and Theatre in Education (TIE) workshops teach children about the consequences and dangers to health posed by drug misuse and aims to equip them with the social skills to enable them to make informed decisions in relation to drugs.
- 3.2.** The objectives of our drugs education programme are:
 - To provide our children with knowledge and information about legal and illegal substances (drugs) and the harmful effects they can have on people's lives.
 - To enable our children to discuss moral questions related to drug taking and so provide a safe environment for young people to share their thoughts, ideas and concerns.
 - To give children opportunities to develop skills so that they are able to make sensible and informed choices.
 - To help children develop personally and socially and in so doing reduce the likelihood of experimentation with drugs.

- To ensure that children are taught about drugs in a consistent manner in line with current local and national guidance and reflects the opinions of parents, governors, staff and students.
- To work as a school to follow local and national guidelines to manage drug related incidents in ways which focus on the needs of the child.
- To cultivate an adult culture that models respect for drug abstinence, zero tolerance of illicit drug use and responsible alcohol use.

4. Dealing with a drug related incident:

4.1. If any drug related incident occurs, then it should be made clear that the school is committed to tackling illegal drug use among young people and to this end will give the appropriate education and support. There are a range of options available to the school. These include:

- targeted prevention,
- referral to Eclypse (or other external agency),
- counselling,
- behaviour support plans,
- interagency programmes,
- Fixed Term Exclusion,
- pastoral support programmes
- Permanent Exclusion.

4.2. A Fixed Term Exclusion will be considered for serious breaches of the school's behaviour policy and should not be imposed without a thorough investigation unless there is an immediate threat to the safety of others in the school or the student concerned.

4.3. A Permanent Exclusion should usually be the final step in any process of dealing with disciplinary offences, after a wide range of other strategies has been tried without success.

4.4. The school will retain the responsibility for dealing with incidents and take account of individual factors.

5. Informing Parents/ Carers:

5.1. In cases of substance-related incidents, the school will inform parents or appropriate responsible adult about the incident. In instances involving substance misuse or supply on the premises, parents will be informed at the earliest opportunity. The school and the parents/carers can then work together to support the child involved.

5.2. When communicating with parents the following points will be taken into consideration:

- The Headteacher in consultation, with the school's Safeguarding Coordinator, will decide whether to inform parents or not, if a child is on the child protection register or is deemed to be at risk.
- Young people involved will be consulted and informed about the home-school contact.
- Guidance will be available, on how to access appropriate external support e.g. Eclypse.

- Parents/carers will be encouraged to maintain contact with the school after an incident, to ensure that all parties are working together to support the young person.

5.3. Parents/carers are encouraged to approach the school, through the usual communication routes, if they are concerned about any issue related to drugs and their child.

6. Managing Specific Drug Related Incidents:

6.1. A drugs incident can involve suspicions, observations, disclosures or discoveries of situations involving illegal or other unauthorised drugs. Our school treats all drug related incidents seriously. They are dealt with on an individual basis in line with our pastoral support system and discipline policy.

6.2. Safety within school and school premises:

- All staff to be vigilant for evidence of drug use.
- Estates Team and Duty Staff to check the grounds regularly.

6.3. If someone reports finding a syringe or needle:

- Ask informer to show where or give exact location.
- Ensure that students do not have access to the location until the area has been cleared.
- Inform appropriate person who has the correct equipment for removing dangerous items.
- If there are more than isolated incidents, seek advice from the Local Authority.

6.4. If a teacher/parent/carer suspects that a child has been in contact with a syringe:

- Seek immediate medical advice.
- Reassure parent/carer to keep calm and prevent fear in the child.

6.5. If substances are found on the premises:

- If a suspicious substance is found and you think that it may be illegal, then it should be treated as such.
- Inform a member of Senior Leadership Team prior to embarking upon further investigation – this will be the member of senior staff who is ‘leading the school.’
- Dispose of substance safely. This must be secured with the Headteacher until the school arranges for disposal arrangements to be put into place with the local police.
- Make a record of actions taken with description, location and date

6.6. If alcohol products are to be stored on school premises:

- If it is to be consumed at a PTA evening or social event, alcohol should be stored in a designated area, which can be locked until the event.
- At the time of the event, alcohol products should not be left unattended at the point of sale / supply or in the display area.
- Regulations under the Licensing Act 2003 should be considered if the event requires an application for a Temporary Event Notice. Schools are able to hold up to 5 temporary events in a 12 month period, without the need for a Premises License or Personal License Holder to authorise the sale or supply of alcohol.

6.7. If incidents occur on school trips:

- Complete a risk assessment before any school trip. This should include procedures for dealing with medical emergencies e.g. staff access to mobile phone and emergency numbers.
- The lead member of staff should deal with incidents, making contact with the Headteacher where appropriate.
- Where possible incidents should be dealt with in line with standard school policy or in line with the policy of the centre being visited. It is recognised that the timescale for dealing with incidents on a trip may be longer than in school e.g. being able to meet with parents.
- The school is aware that laws on drugs and policing vary between countries. The school will ensure that they (and all participants on the trip) are aware of these differences.
- Consider informing Local Authority or venue staff. For in-country advice the school will contact the British embassy or consulate.
- Where appropriate, a clause will be inserted in consent forms; that if a student breaches the rules and is returned home, the parent/carer will meet the cost of such arrangements.

6.8. If a parent / carer is under the influence of drugs on school premises:

- Assess whether there is a medical or safety issue for the individual or others.
- Call immediately for assistance from another member of staff.
- Consider calling for medical help or the police if appropriate.
- Stay calm and try to reassure the parent/carer and the child.
- Inform a member of the Senior Leadership Team prior to embarking upon further investigation.
- Discuss alternative arrangements if there are concerns about discharging the student into the care of the adult e.g. another parent/carer could take the student home.
- If appropriate follow procedures outlined in our Safeguarding Policy.
- The focus for staff will always be the maintenance of the child's welfare.
- Consider offering parent/carer appropriate support e.g. preventative health promotion advice, awareness sessions or responsive treatment advice offering referral to appropriate agencies.

6.9. If a member of staff is under the influence of drugs on school premises or on a school trip:

- Assess whether there is a medical or safety issue for the individual or others.
- Inform a member of the Senior Leadership Team prior to embarking upon further investigation.
- Consider calling for medical help if appropriate.
- The school has clear expectations for staff conduct. All staff members are made aware of these expectations which refer to issues such as alcohol consumption/substance misuse on site, being at work under the influence of alcohol/substances and alcohol consumption/substance misuse on trips. Staff members are made aware of the school's no smoking policy.
- The school has a staff disciplinary procedure which may be used if staff members are not seen to be fulfilling their duty of care to students (including when on trips).

- Consider offering staff appropriate support e.g. preventative health promotion advice/awareness sessions in staff areas or responsive treatment advice offering referral to appropriate agencies.

6.10 If the police are involved in dealing with a drug incident:

- The police work in partnership with the school, in relation to specific input into the curriculum and in dealing with incidents. Local police do not wish to criminalise children and young people.
- Legal Drugs: Police do not need to be involved. The school may inform the police about inappropriate sale or supply of tobacco, alcohol or volatile substances.
- Illegal Drugs: The school has no legal obligation to report drug related incidents to the police. The Headteacher may inform the police if they consider it appropriate, bearing in mind the quantities involved, the vulnerability of those concerned and the possible impact on the school and the community or where local intelligence may be of help.
- The school supports local protocols agreed by Manchester City Council and the police. Once the police are formally involved in dealing with a drug related incident it may lead to a criminal investigation and prosecutions.
- For simple possession of illegal substances, the school may deal with the incident internally, seeking support from the Local Authority, if necessary, in line with locally agreed protocols.
- For supply (or suspected supply) of illegal substances by students or adults the school will inform the police directly.
- The school recognises that the use of sniffer dogs and drug testing is both contentious and not in line with locally agreed protocols. A range of options are available to schools, which would be considered before the use of dogs or testing. The school will seek guidance from appropriate agencies before making a decision to use dogs or testing. Similarly, the use of sniffer dog demonstrations may lead to a dog indicating a trace on a student, member of staff or visitor to the school. Therefore, these sessions will be carefully thought through and planned in advance.

6.11 If a substance has been confiscated or found:

- DfE guidance states that schools may temporarily store illegal substances in a secure designated place e.g. school safe. This storage should be recorded with an adult witness present, but this storage **MUST** be short term. To dispose of an illegal substance, the school may notify the police who will arrange for collection or disposal. If the police are involved the law does not require the school to divulge the name of the student from whom the drugs were taken. The DfE guidance also states that locally agreed protocols may be followed for disposal of illegal substances. In Manchester the police have agreed that schools may dispose of substances safely e.g. flush down the toilet, as soon as possible after initial investigations in the presence of an adult witness. Any disposal should be recorded as a drug incident.

6.12 If a referral needs to be made:

- The school is aware of a range of agencies (not solely drug specific ones) which complement the pastoral care provided through the school. Schools have a role to play in identifying students who have drug related concerns. The school recognizes that early intervention can prevent more problematic use. In Manchester Eclipse (0161 273

6686) is recognised by Manchester Healthy Schools as offering targeted group work and individual support for young people who are using or thinking about using drugs. Referrals can be made by the school, but this should be discussed with the young person. Students may also refer themselves. Eclipse do not work in a classroom setting, but provide appropriate support to more vulnerable young people with specific needs. Permission will be sought from parents / carers for individual work with young people, but not for group education work.

6.13 If a drug incident occurs, it must be recorded on CPOMS:

- Staff will record drug related incidents and these will be monitored by the Director of Inclusion. Staff should record time, date, place and people present and what was said. Storage of sensitive information is secure and accords with the Data Protection Act 1998. The school is aware that records may be used in subsequent court proceedings.

6.14 If the media are involved:

- In the first instance members of the school community should refer enquiries from the press to the Headteacher. The Headteacher will at their discretion, contact Manchester City Council press office (0161 234 3729).

7 Relationship with other Policies:

7.1 PSHE / Life Skills: Drug education forms a central part of the PSHE/Life Skills curriculum and as such is planned, delivered, coordinated, assessed and monitored in line with the school's Life Skills policy.

7.2 Safeguarding: If any disclosure occurs during a drugs lesson or concerns are raised, teachers will follow the school's Safeguarding procedures. Teachers have a duty of care and so any incident or potential incident (e.g. involving allegations of parental drug use) must be treated as a Safeguarding issue. Procedures and guidance are given in the school's Safeguarding policy.

7.3 Confidentiality: Children have rights under the Children's Act 1989 and can thus expect drug related incidents to be treated sensitively. However, staff should not give guarantees of confidentiality where the safety and welfare of a child is at risk. Further guidance is given in the school's Confidentiality Policy.

7.4 Tobacco: The school's Smoking Policy gives clear guidance on specific issues related to tobacco.

7.5 Behaviour: The school's behaviour policy outlines a range of strategies available to staff in dealing with drug related incidents including tobacco, alcohol and illegal substances.

7.6 Medicines: The school has clear guidelines on the administration of medication within school which are outlined in the Medical Conditions in School policy.

- 7.7 Code of Conduct:** The expectations of staff / adults working within school are clearly outlined in the Staff Code of Conduct and in the Guidance of Safer Working Practice for Adults Working with Children.

8 Licensing Information:

8.1 Licensing Act 2003 -Temporary Events

The school is aware of and follows the Licensing Act 2003 on the holding of events. This may include raffles, tombolas, parent/teacher events. For guidance on the Licensing Act 2003 and types of license, the school may contact the GMP City Safe Unit on 0161 856 3117. GMP City Safe are able to offer guidance, advice and support around the sale or supply of alcohol on school premises. To arrange a temporary license, the school will contact Manchester City Council Licensing Unit on 0161 234 4512.

8.2 Licensing Act 2003 - illegal sales/supply

The school has the right to inform the licensing unit, police or trading standards officer if they have sufficient evidence or have witnessed illegitimate sale/supply of age restricted products (e.g. alcohol, tobacco or solvents) in the school vicinity. They have also the right to inform the licensing unit or police if they have sufficient evidence or have witnessed crime and disorder (including illicit drug activity), noise nuisance, threats to public safety and threats to the protection of children from harm as a result of the operations of a licensed venue in the school's vicinity.

9 Breaches of the Policy:

- 9.1** All staff are under a contractual obligation to uphold the policy, as with all other school policies. Failure to comply with this policy may result in disciplinary procedures being followed.

10 Monitoring, Evaluation and Review

- 10.1** This policy will be reviewed on a regular basis in line with other policy documents. If the need arises, the policy will be reviewed earlier. Stakeholders will be consulted, as appropriate, during the review process.