



# St Mary's CE High School

"Aspire – Challenge - Succeed"

## Drug & Drug Education Policy

Date of Review: Summer 2013

Date of next Review: Summer 2016

**Signed: Chair of Governors**

**Signed: Head Teacher**

R5

### Purpose of the Drug Policy

- To clarify the legal requirements and responsibilities of the school.
- To reinforce and safeguard the legal requirements and health and safety of students and others who use the school.
- 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 the drug education programme.
- To enable staff to manage drugs on the school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved.
- To ensure that the response to incidents involving drugs is consistent with the values and ethos of the school.
- To provide a basis for evaluating the effectiveness of the drug education programme and the management of incidents involving drugs.
- To reinforce the role of the school in contributing to local and national strategy.

### Basic Principles Underpinning this Policy

At St Mary's High CE School we believe that we have a role in educating the whole child while upholding the values of our Christian ethos. Set within the broader context of Personal Social Health and Economic Education (PSHEE) and Citizenship, drug education plays a part in helping us fulfill some of the core aims of the school, to help our young people become adults who:-

- Have high self-esteem
- Are aware of their particular gifts, talents and qualities
- Are outward-looking, confident and motivated
- Have clear understanding of the choices open to them, potential use and abuse

### Legal Framework

This policy was developed in response to DfE and ACPO Drug advice for schools September 2012. This policy applies to all staff, students, parents/carers, governors and partner agencies working with St Marys CE High School and takes into account the law regarding alcohol and drugs.

*Illegal and unauthorised drugs are not acceptable within the boundaries identified within this policy.*

*This policy will apply within the school premises and beyond, whenever students are in the care of school staff. This includes school trips and educational visits. If students are found to be in possession and/or taking drugs, a referral to Social Services and/or Police will be made at the discretion of the Head Teacher.*

### **The Consultation Process Has Involved:**

- Student Voice
- Consultation with parent/carers via the School Website
- Review of the drugs curriculum content with staff and students
- Consultation with the wider school community e.g. school nurse, Allsorts Children's Centre and HCC Personal Social Health and Economic Education (PSHEE) and Citizenship coordinator
- Consultation with school governors

At St Marys we are collaborative and work with other schools and agencies in the local area to develop consistent practices to support young people. This includes paying attention to the needs of young people as they transfer from primary to secondary school. We recognise that this and other aspects of community liaison is an important area to which we can contribute with the support of colleagues throughout CSF, the Police, the local authority and other agencies. The school ensures that the views of all parents/carers are considered in the planning and delivery of drug education. This school is part of a local community that works with local partners to meet the needs of the local population.

### **Location and Dissemination**

A copy of this policy can be found on the school website and staff shared area. Parts of this policy may be replicated and referred to in other school publications such as the School Prospectus.

### **Links to Other Policies**

This policy is linked to our school Christian ethos and other policies including:

- Behaviour for Learning, School Visits and Child Protection
- Personal Social Health and Economic Education (PSHEE) and Citizenship Schemes of Work
- Offsite Visits policy
- Code of Conduct
- Home School Agreement
- Smoke Free Policy
- First Aid policy (part of the Health & Safety policy)

## **Working with Visitors**

We subscribe to the code of practice recommended by the Department for Children, Schools & Families and by the Hertfordshire Drug Education Forum (DEF).

Visitors can make a valuable contribution to drug education provision but this does not on its own constitute a comprehensive programme. The rationale for bringing in a visitor must be clear. It must enhance the overall educational experience and must educate rather than sensationalise. It must fit with the stated aims and objectives of our Personal Social Health and Economic Education (PSHEE) and Citizenship and other subject curricular and Drug Education policy. School staff must always be present and the educational outcomes evaluated. Outside visitors should automatically be offered a copy of the School's Drug & Drug Education policy.

Further details of visitor involvement can be obtained from [www.hertsdef.org](http://www.hertsdef.org)

## **Roles and responsibilities**

This policy relates to all members of the school community. All staff have a responsibility for drug education and must be fully aware of this policy and its implications for themselves and for others in the community. Whenever adults interact with children and young people, they must recognise that they may be influencing attitudes and behaviour.

**All staff** should consider themselves as role models whose behaviour the children are likely to notice and often follow. Staff also have a responsibility to know how they should respond to any possible drug related incidents. They receive training and support in delivering their responsibilities as part of statutory safeguarding training. All new staff are given induction and training when they join the St Mary's community, that includes reference to the Drug & Drug Education policy.

**The Head Teacher and Deputy Head Teacher** have the ultimate responsibility for ensuring that policy and practice in this area are fulfilled, including appropriate curriculum content and response to drug related incidents. The Assistant Head Teacher with responsibility for Behaviour for Learning will actively promote the Behaviour for Learning policy and all staff at St Mary's set high expectations for the conduct of young people.

**The Governor with responsibility for the Drug & Drug Education policy is the Chair of the Curriculum, Standards & Student Welfare committee** who has responsibility for drug education and drug related issues. They will have an understanding of drug issues, understand the issues involved and how they relate to wider issues of behaviour and school ethos. The Governor committee contributes to developing and reviewing drug education policy and practice.

## Definitions and terminology

A drug is;

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

This includes tobacco, alcohol, volatile substances, illegal drugs, over-the-counter and prescribed medicines and other unauthorised substances.

The term '*drugs*' (psychotropic substances) and '*drug education*' will apply to:-

- All legal drugs including alcohol, tobacco, Khat
- All illegal drugs (controlled by the Misuse of Drugs Act 1971)
- Volatile substances (those giving off a gas or vapour which can be inhaled, including alkyl nitrates known as poppers)
- All over the counter and prescription medicines
- Electronic cigarettes

The purpose of this policy is to acknowledge and clarify the school's role in drug prevention and education and ensure it is appropriate to the needs of the students. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support-staff and outside agencies or individuals. The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of the commitment to and concern for the health and well-being of the whole school community.

## Principles and Values

St Mary's believe that the purpose of drug education should be to give students knowledge, skills and attitudes to appreciate the benefits of a healthy life-style and to relate these to their own actions, both now and in the future.

In addition, St Mary's CE High School believes that Drugs Education should:

- Be an integral part of the lifelong learning process, beginning in early childhood and continue into adult life.
- Be an entitlement for all young people
- Encourage every student to contribute to make our community and aims to support each individual as they grow and learn.
- Enable young people to make healthy, informed choices through helping them to increase their knowledge, challenging and exploring attitudes and developing and practising skills.
- To help young people to develop further a sense of self-worth and self-esteem.
- To increase understanding about the implications and possible consequences of drug use and misuse.

- To help young people to distinguish between different substances, consider their use, misuse, benefit and harm.
- To listen to young people's thoughts, feelings and concerns and to ensure that drug education responds to their needs.
- To counter any inaccurate messages and myths which young people may receive about drugs with accurate information
- To encourage an understanding for those experiencing or likely to experience drug use (including those dependent on medicinal drugs).
- To widen understanding about related health, social and legal issues.
- To enable students to identify where help and support can be found, by offering a Common Assessment where appropriate, or signposting to other options
- To develop as a Health Promoting School.

### **Aims of the policy**

### **Values and aims**

Set in the broader context of a programme for Economic Education (PSHEE) and Citizenship and other subject curricular, our drug education reflects whole school aims to provide a caring community in which young people can learn to respect themselves and others and take responsibility for their own actions. We are committed to the health and safety of all members of the school community and will take action to safeguard their well-being.

Fundamental to our school's Christian ethos values and practice is the principle of sharing the responsibility for drug education with parents and carers. We strive for effective communication and co-operation. The possession, use or supply of all non-medical drugs on school premises is unacceptable except alcohol at designated school functions for consumption by those over 18 years of age\*. The school is legally required to be smoke-free, following changes to legislation (July 2007). This policy will apply on the school premises and beyond, wherever students are within the care of school staff. This includes all school trips and educational visits. Whilst we acknowledge that a number of young people may choose to use or misuse substances, it is important to recognise that the majority of young people are choosing not to do so.

*\*Note: Communion wine may be consumed by students under the strict guidance of clergy and staff as part of Eucharist/Communion services, or related learning activity.*

## Organisation and Content of Drugs Education

Drug Education opportunities include:

- Through planned elements of National Curriculum subjects, including Science, Religious Education, Drama, or Physical Education / Activity
- PSHEE and Citizenship lessons
- Acts of Worship / Assemblies
- Student Support Days / Activities
- Enrichment Activities
- Through occasional planned visits from school nurse, police officer, PCSO, Allsorts Children's Centre or other appropriate people/local organisation.
- Through informal curricular / extra-curricular activities

Much of the Drugs Education at St Mary's CE High School takes place within Economic Education (PSHEE) and Citizenship lessons and Student Support days. The Humanities Teaching and Learning Area generally deliver the Economic Education (PSHEE) and Citizenship Curriculum with support from other professionals where appropriate. The Humanities Teaching and Learning Area works closely with the Year teams and their tutors to develop aspects of the Economic Education (PSHEE) and Citizenship curriculum. The school is a control school for the Hertfordshire Healthy Schools project led by Hertfordshire LA and one strand of the drug education programme will be delivered through resources from LSE and other nationally recognised services. The school will also organise Student Support days led by the Year Teams as we believe that these teams know their students well and are the best people to work with the students on many of the drugs topics as they are aware of each student's individual circumstances.

The Economic Education (PSHEE) and Citizenship Programme and other subject curricular are taught in every year. Any Drugs Education lesson may consider questions or issues that some students will find sensitive. Before embarking on these lessons ground rules are established which prohibit inappropriate personal information being requested or disclosed by those taking part in the lesson. When students ask questions, we aim to answer them honestly, within the ground rules established at the start of the sessions. When it is felt that answering a specific question would involve information at a level inappropriate to the development of the rest of the students, the question may be dealt with individually at another time.

Where a specific need is identified or show a vulnerability regarding this issue, the school will work with services to provide additional support such as protective behaviours and other forms of intervention for young people to provide a proactive approach to drugs education.

If staff delivering drug education are uncomfortable with teaching certain aspects of the curriculum support will be offered within the Humanities and/or year team from the Senior Leadership Team, who will help with planning or delivery lessons if required or secure appropriate personnel to deliver the required material.

(Refer to the PSHCE and Citizenship Scheme of Work for detail of where drug education is taught)

**We intend to achieve the above through:**

- A co-ordinated, integrated and consistent approach to the curriculum and to possible drug related incidents
- An appropriate teaching programme which responds to students' needs
- Clearly defined learning outcomes for lessons and other inputs
- Reinforcement of key messages at different ages and stages and in different situations
- Content and teaching approaches, which match the needs and maturities of all students, including those with special educational needs and / or English as an additional language.
- Involvement of the whole community, including staff, governors, parents/carers, students and visitors, Children's Centre staff and Family Support Workers, in order to promote a united and cohesive approach to substance education and misuse
- Working in an integrated way with other local professionals such as the Allsorts Children's Centre, local partnership teams, Health and Social Services
- Training and support for staff in the planning and implementation of drug education
- Regular revision of policy and practice
- Recognising that adults are role models for students and commit ourselves to a smoke-free environment; not using alcohol on premises (except as allowed by the Policy), and working in partnership with parents and carers

**Inclusion**

*Ethnic and Cultural Groups*

We intend our policy to be sensitive to the needs of different ethnic groups.

*Special Needs*

In planning drug education for students with SEND, our teachers consider a range of responses. For example:

- Additional support given by staff;
- Activities may be differentiated or adapted;

- Programme aspects may need to be emphasised or expanded;
- Revisiting knowledge and skills in different contexts;
- Using strategies to increase access to drug education, such as theatre projects, ICT, school visits and specialist equipment.

### **Prescription Drugs and Medicine**

The first concern of the school is to ensure the health and safety of all members of the school community. The school will not therefore tolerate illegal or unauthorised drugs within the school boundaries or by students on school trips or in school uniform. All students and parents/carers, on entry to the school, understand the standards expected and accept the policies of the school when signing the Home School Agreement for their child.

All authorised drugs or medications will be administered to students in accordance with the DfE document "Managing Medicines in Schools and Early Years Settings".

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent/carers and with the consent of the Head Teacher. Records of administration will be kept by the Primary First Aider.

No member of staff should administer any medicines unless a request form has been completed by the parent/carer. All staff should be notified of medical conditions and drugs required where appropriate. First Aiders, Directors of Teaching and Learning Areas and the student's Form Tutor should always be informed.

All medications kept in school are securely stored in a locked cabinet in the first aid room, with access strictly controlled. Where students need to have access to emergency medication eg., asthma inhalers, epi-pen etc., it will be kept in the first aid room and clearly labeled.

Students attending school journeys must complete detailed medical forms and any appropriate drugs should be given into the care of the leader of the party.

The school has been accredited as a Healthy School and as such will strive to provide students with information and equip and encourage students to make informed decisions that contribute to healthy lifestyles.

## **Confidentiality, Controversial and Sensitive Issues & Responses to Drug related incidents**

The School definition of a drug includes tobacco, alcohol, volatile substances, illegal drugs, over-the-counter and prescribed medicines and other unauthorised substances, and it is therefore important that all aspects of an incident are considered. The needs and circumstances of the student are paramount.

The School will consider each situation individually and recognise that a variety of actions in response may be necessary to drug related incidents as recommended by CSF and national guidance. (Ref: "*Drugs: Guidance for Schools*" DfE, September 2012).

Teachers cannot offer unconditional confidentiality, in any case where child protection procedures are followed. All staff will ensure that the young person understands that confidentiality cannot be guaranteed.

In a case where a member of staff learns from a student that they are taking drugs;

- In the absence of a medical emergency, the Head Teacher must be informed. The School will refer to the Department of Education guidelines on responding to drug related incidents to determine the necessary response. The implications of any action taken will be carefully considered.
- The focus of any response will be the student *not* the substance and the school will seek to balance the interests of the individual, other members of the school community and the wider community.
- Parents/carers will be informed at the earliest opportunity and if necessary advised to seek medical advice.
- The Designated Senior Person (DSP) will be informed and will assess if there are any child protection issues that need to be considered, and referred if necessary to Social Services.
- The young person will be properly counselled about drug education and drugs advice services.

Health professionals in school are bound by their codes of conduct in a one-to-one situation with an individual student, but in a classroom situation they must follow the school's Child Protection policy.

## **Emergency Response**

If the situation leads to a medical emergency the school emergency first aid procedures will be followed immediately.

Responses will be cross-referenced with related school policies such as:

- Behaviour for Learning
- Health and Safety
- Child Protection
- School Visits
- First Aid (included in Health & Safety policy)

Unless there are exceptional circumstances, we will inform parents/carers at the earliest opportunity so that we can work together to support the student and resolve any difficulties. We have a range of professional colleagues who can give / obtain advice, support and information in drug or alcohol related situations.

These may include:

- The school's Attendance Improvement Officer
- The county Drug Education Consultant
- The county PSHCEE Advisor
- A Hertfordshire Healthy Schools Advisor
- A school nurse or health professional
- The local Police Community Support Officer (PCSO)
- Family Support Worker
- CPSLO
- Human Resources (Local Authority)
- Local Drug and Alcohol agencies and counselling services including ask FRANK & Mentor UK

These colleagues can provide guidance and information, and may be able to help with a needs assessment to support us in developing an appropriate response. This may be through the Common Assessment Framework. Contact details can be found on the DEF website [www.hertsdef.org](http://www.hertsdef.org)

The student(s) will always be told when information is being passed on, in accordance with the school's Child Protection policy.

Our aim is to enable all students to fulfil their potential. We will work with the student, their parents/carers and colleagues from other agencies to remove barriers to achievement and resolve any difficulties that exist. Drug related situations will be considered alongside other circumstances in the young person's life and not in isolation. Unless there are exceptional circumstances, we will inform parents/carers at

the earliest opportunity so that we can work together to support the student and resolve any difficulties. Isolated drug issues could well lead to either a fixed term or permanent exclusion. However persistent drug related issues or incidents involving distribution of drugs would almost certainly lead to permanent exclusion.

**Staff (or any adult) who is concerned that a student may be having problems due to drug use should:**

- Observe the student's behaviour
- Share concerns with the Head Teacher, Assistant Head Teacher in charge of Behaviour for Learning and Director of Teaching and Learning or DSP
- Record concerns and observations in writing on the school's Serious Incident Form, highlighting:

Indicators that there may be issues involving drugs/drug misuse could include:

- Conversations with the student
- Changes in behaviour
- Decline in academic achievement
- Any physical and emotional signs of possible drug use
- Friendship issues
- Comments from other students or adults

**Management of drugs on a school trip (also refer to Offsite visits policy)**

The Drugs Education Policy will be followed in the event of any substance misuse whilst on a school trip and parents/carers **will be** expected to collect the student immediately from the trip (note, this would be at the parent/carer cost). Any such behaviour will be treated extremely seriously by the school and either fixed term or permanent exclusion are highly probable as a result.

**Recording / Reporting**

All incidents involving medicines and drugs will be recorded on a yellow slip and regularly reviewed by Head Teacher / Senior Leadership Team.

While the law does not require the school to divulge to the police the name of the student from whom the drugs were taken, the school reserves the right to contact the police in any situation relating to the use of drugs. If formal action is to be taken, the police make arrangements for the student to attend a police station. Only in exceptional circumstances should arrest or interviews take place at school and then with a parent/ carer or a duty social worker.

INCIDENT?

□ □

IMMEDIATE DANGER?

YES

NO

CONTACT H/T or Dep H/T

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Talk to student and assess situation,  
First aid given (if appropriate)  
Take emergency action and call for an ambulance.

Talk to the student and assess the situation.  
H/T & DHT Interview the student.

Inform parents of what has happened and the students' condition.  
Advise to meet a member of staff at the hospital or school.

Search Retain substance  
Isolation

Provide support if appropriate

Contact the PCSO if appropriate (H/T)

Inform Parents

Provide support if appropriate

Contact the PCSO if appropriate (H/T)

Write report as soon as possible for records / further action

Possible Permanent

## Guidance to Staff

The school's First Aid policy sets out the basis of which the school may agree to administer medicines to students.

Where a student discloses drug misuse on or off the premises, staff will inform the Head Teacher & Deputy Head/Assistant Head in charge of Behaviour for Learning immediately and where appropriate participate in the planning of the subsequent action.

Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation they should remove the substance from where it was discovered, if possible in the presence of a witness, and record the time, place and circumstances when the substance came into their possession.

When receiving or retrieving substances from a student, staff should do so if possible in the presence of a witness. She/he should not be put off retrieving substances if they are visible. Note: staff are allowed to search a student's personal items as directed by the Head Teacher (see guidance for authorised search).

Staff should not investigate the nature of the substance, but should record its approximate size and appearance. When possible the recording of substance should be countersigned by a witness.

The substance found should immediately be taken to the Head Teacher, Deputy Head Teacher or the Assistant Head Teacher in charge Behaviour for Learning. It should not be kept on your person or in a place of safe keeping: to do so may place you at risk.

In the presence of the Head Teacher, Deputy Head Teacher or the Assistant Head Teacher in charge Behaviour for Learning the substance will be placed in a suitable sealed container. The Head Teacher, Deputy Head Teacher or the Assistant Head Teacher in charge Behaviour for Learning. The member of staff who found the substance and, when possible the witness, should sign and date the package. A report should be completed detailing the time, date and circumstances of the findings.

The Head Teacher will decide whether to arrange for the police to remove the substance from the premises or whether to dispose of it in an appropriate way.

In the event of a discovery of any equipment associated with drug use, especially needles and syringes students should not handle such items. Staff should not handle such items. The Head Teacher, Deputy Head Teacher or the Assistant Head Teacher

in charge Behaviour for Learning should be informed immediately and the DFE guidelines 4.9 will be followed.

### **Destroying substances**

The police will, however, be involved in the disposal of suspected illegal drugs. The disposal of any such drug will be in line with local police protocol.

"It is important that staff do not attempt to destroy substances they believe to be illegal drugs, for the following

- The Environment Protection Act 1990 no longer permits the flushing of drugs into the water system.
- If a person is taken ill, the medical services will need to know what has been taken.
- If the drugs are destroyed this could seriously hinder treatment.
- If parents/carers wish to appeal against school sanctions, any substance seized may be required to be sent for analysis by their legal representative.
- The substance is evidence and could be used in any future proceedings."

"In circumstances of straight possession the interests of the student should be fully taken to account. In cases of supplying controlled drugs or possessing with intent to supply, there is less discretion and teachers have responsibility to other students and the community in general. The police should be informed at an early stage and formal action may be the only appropriate way to deal with the circumstances."

- *Guidance for partnership working in schools' (Herts Constabulary June 2010)*

### **Confiscation of drugs**

The school has the power to confiscate inappropriate items, including substances it believes to be legal and/or illegal, in line with the school's Behaviour for Learning Policy. The school does not have to return such confiscated substances. As with school discipline and student behaviour policies, the Drug Guidance for Schools makes clear that schools may choose not to return an item to the student. This includes items of value which the student should not have brought to school or has misused in some way. These items might – if the school judges this appropriate and reasonable – be stored safely at the school until a responsible family adult can come and retrieve them.

Items which the student should not have had in their possession – particularly of an unlawful or hazardous nature – may be given by the school to an external agency for disposal or further action as necessary. This will always be followed by a letter to the parents confirming that this has taken place and the reasons for such an action.

Staff are also aware of the protocols surrounding the safe disposal of drug paraphernalia, such as needles, which may be found on the premises.

All staff will be made aware of the legal constraints on gathering evidence (including personal searches), and questioning those involved. They will not take action without involving the Head Teacher and/or the DSP.

For the DFE summary of Ensuring Good Behaviour in Schools please follow the link below

**<https://www.gov.uk/government/publications/ensuring-good-behaviour-in-schools-summary>**

**Searching students for the DFE summary Guidance follow the link above**

The Head Teacher and staff authorised by the Head Teacher have the power to search students or their possessions, without consent, where they suspect the student has weapons, alcohol, illegal drugs and stolen items. School staff can search students without their consent for any item which is banned by the school rules.

**Use of reasonable force See the DFE summary Guidance follow the link above**

All school staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the school.

The school follows government guidelines. Teachers are allowed to use 'reasonable force' to prevent a student from:

- Committing a criminal offence
- Injuring themselves or others
- Damaging property
- Acting in a way that is counter to maintaining good order and discipline at the school

Suggested reasonable interventions might be:

- Physically interposing between students
- Blocking a student's path
- Holding
- Pushing or pulling
- Leading a student by the hand or arm

- Shepherding a student away by placing a hand in the centre of the back, or (in extreme circumstances) using more restrictive holds

Teachers must seek to avoid doing anything that ‘might reasonably be expected to cause injury’ or ‘touching or holding a student in any way that might be considered indecent’. They ‘should always try to deal with a situation through other strategies before using force’. Records should be kept of any incidents where force is used: what occurred, why it was necessary and any consequences

### **Staff conduct**

Staff are only permitted to drink on school site at school functions. However staff are NOT permitted to drink at any student attended event on or off site, e.g. Sixth Form Ball, school trips etc.

### **Monitoring of Drugs education and the Drugs Education Policy**

It is the responsibility of the Deputy Head Teacher to oversee and organise the monitoring and evaluation of PSHCEE, in the context of the overall school plans for monitoring the quality of teaching and learning.

The Governors Student Standards, Curriculum and Welfare Committee is responsible for overseeing, reviewing and organising the revision of the Drugs Education Policy

Ofsted is required to evaluate and report on spiritual, moral, social and cultural development of students. This includes evaluating and commenting on the Drugs Education Policy, and on support and staff development, training and delivery.