

# Drug Education Policy

**Date Policy due to be reviewed:** July 2018

**Committee Responsible for Policy:** Full Governing Body Committee

**Drug and drug education in the context of this document are inclusive terms including tobacco, alcohol, illegal drugs, medicines and other substances such as solvents.**

**A teacher of drug education does not need to be an authority on drugs, as it is the life skills approach which is crucial to this area of learning.**

**Successful drug education should start early; the key to which is developing pupils/students' life skills.**

## **Section 1: Context of policy**

The Drugs Education policy forms part of our wider safeguarding provision designed to protect pupils and their families. It links specifically to our whole school behaviour, health and safety, safeguarding, school visits and healthy school policies.

This policy applies to all pupils, parents/carers, volunteers and staff members attending the school or whilst on school business including off-site visits and trips, work experience placements and interviews. The policy also applies to pupils travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours. Organisers of any after school events will be made aware of the policy and their responsibility to implement it.

This policy will outline for staff, governors and parents/carers how Hillcrest School will deal with the issue of substance and alcohol use. This includes the pastoral support and education students will receive relating to this, also the response to specific drug or alcohol related incidents should they arise. The school recognises its statutory responsibility to safeguarding students, and as such the health and well-being of students is the driving force behind both this policy, and practice in school. Hillcrest School will promote responsible attitudes towards drug and alcohol use.

Hillcrest School will implement the procedures set out in DfE and ACPO Drug Advice for Schools (DFE-00001-2012).

### **Definitions**

In defining the term 'drugs', it includes reference to medicines, volatile substances, alcohol, tobacco, illegal drugs, other unauthorised substances and New Psychoactive Substances (NPS) often referred to as 'Legal Highs'. 'Drugs here are taken to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD.

### **References**

- DfE (2014) Searching, screening and confiscation: advice for head teachers, school staff and governing bodies.
- DfE & ACPO (2012) drug advice for schools: advice for LA s, head teachers, school staff and governing bodies.

## **Location and dissemination of policy**

The policy can be located in the school website for pupils, parents and staff to access. Key aspects of the policy are shared with staff as part of our annual safeguarding training and reviewed by the School Council each year.

## **Section 2 - Roles and responsibilities**

### **Governors**

As part of their general responsibilities for the management of the school, the governors play a key role in the development of the school's Policies for drug education and prevention of misuse of drugs. They will continue their involvement through annual evaluation. The Governing Body has a responsibility to ensure all safeguarding policies are updated with current guidance and that all aspects of key policies are fully implemented by all members of the school staff.

### **Headteacher**

The Headteacher takes overall responsibility for providing a safe place of work for all staff, students and visitors and as such takes responsibility for this Policy. Implementation of the policy, and liaison with the Governing Body, Parents, and appropriate outside agencies in the event of a drug-related incident will be overseen by senior staff. Students who are suspected of being at risk from drugs, and in particular truanting students will be supported and monitored with assistance from relevant agencies such as EWOs, Children's services and the Police.

### **The Deputy Headteacher (Pastoral)**

The Deputy Headteacher (Pastoral) is responsible for co-ordinating the whole school drugs awareness programme, liaising with Community Police to agree a shared approach to dealing with drugs-related incidents, ensuring staff receive appropriate annual training on drugs-related issues and updating the Governing Body on drugs issues as part of the Annual Safeguarding report.

### **Parents**

Parents are encouraged to support the school's drug education programme and have access to this Policy. Parents are responsible for ensuring that guidelines relating to medication in school are followed. Parents 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 school hopes that any parent who is concerned about his/her child and drugs will contact the school for support. If specific counselling or specialist help is needed, the parent will be informed of appropriate agencies and services.

### **All 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. Any substances or drug paraphernalia found will be recorded and reported to the SLT and dealt with in accordance with this Policy.

The Hillcrest School's policy in relation to staff drinking, smoking and other drug use should also be cross referenced with the school's staff code of conduct – all of which staff are required to have read.

## **Section 3: Principles and objectives of the policy**

The overall aim of the policy is to provide a framework for effective drug education and for dealing with drug related incidents within the school environment. We recognise that we are only

one component of our students' education and that family, community and social groups all have a contribution to make to drug education.

It is inappropriate and unacceptable for young people to bring substances into school, have them on their person, consume them before, during and after school and on the way to or from school, including all school visits. Hillcrest School has a strict no smoking policy. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.

Hillcrest School is committed to the Health and Safety of all its staff and pupils and we believe that we have a duty to support and safeguard the well-being of such. As a school we are clear our view that illegal and all other unauthorised drugs are not acceptable, under any circumstances, on the school site or on occasions when students and staff engage in off-site activities.

The school values the importance of its pastoral role in the welfare of its pupils, and through the general ethos of the school, we seek to encourage and develop young people's learning and ensure support appropriate to their needs is provided.

Education about drugs is not concerned merely with substance, but with people in their social settings and therefore should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

Pupils affected by their own or other's drugs misuse have early access to support through the school and other local services. Families have an important role to play in supporting the provision of drug education, especially in helping a young person examine their attitude to drugs. Our approach and rationale is explained to parents/carers to gain their understanding and support.

Drug issues and concerns extend across socio-economic and ethnic boundaries, and pupils of all ages and abilities will encounter both the positive and negative effects of drugs, as used legally in medicine to aid recovery, or illegal use. Many pupils/students have some knowledge about illegal drugs through the media, "street talk", and personal experience. The school welcomes and encourages parent/carer and community involvement in the development of school policy and curriculum delivery.

Furthermore, staff members, parents/carers, volunteers, visitors or people representing external contractors, providers or those hiring the school facilities must not be under the influence of alcohol or other substances on the school site.

### **Policy Aims:**

- To provide a safe, healthy environment in which pupils and staff can learn and develop.
- To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- To promote clarity about the management of drug related incidents in the school.
- To encourage and enable pupils to appreciate the benefits of a healthy lifestyle now, and in the future.
- To enable pupils to make reasoned, informed choices.
- To minimise pupils experimentation with illegal or harm causing substances.
- To address and take account of local community needs, including the differences and diversity within the school community.
- To support and engage parents/carers and pupils in their own personal learning and responsibilities.

- To enable young people and staff to access support structures (including the voluntary sector), e.g. Aquarius counselling, and treatment.
- To monitor, evaluate and review learning outcomes for students.
- To work with outside agencies, including the voluntary sector, to secure and support a balanced delivery of a drugs education programme, e.g. Community Drug Education Co-ordinators, other schools, Healthy Schools Schemes, Health Promotion, Primary Health Care professionals, and Community Police.

### **Objectives for Drug Education:**

- To provide opportunities for pupils to acquire knowledge and identify the distinction between authorised and unauthorised drugs.
- To develop and equip pupils with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.
- To build pupils' decision-making skills and increased self esteem.
- To engage parents/carers in the school community and learning process.
- To enable pupils and staff to access support if they have concerns about their own or others' drug use.

### **Section 4: Teaching and Learning**

Hillcrest School believe that by delivering effective education, increasing knowledge and understanding with respect to drug and substance use, we will help equip our pupils to make sensible life style choices. This delivery will be through the PSD or wider curriculum, notably Science.

Drugs Education in school will:

- Help pupils to gain an understanding of drugs and appropriate drug use.
- Dispel myths.
- Provide accurate information to allow pupils to make informed choices.
- Allow pupils time to ask questions and seek further information.
- Clarify values and attitudes.

As a result of Drugs Education, pupils at Hillcrest are taught:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.
- To address personal well-being and emotional health by providing opportunities for pupils to learn how to manage their own personal, social and emotional development during the period of adolescent change.

In teaching drug education, teachers use a range of teaching strategies, including role-play, discussion group work, draw and write, debate and circle time. The use of circle time is a key strategy for developing life skills.

## **Content of the drugs education programme**

Pupils are taught in the PSD and wider curriculum:

- How smoking affects breathing (lung structure and gas exchange).
- That the abuse of drugs affect health and impact on body functions.
- To recognise personal responsibility for decisions about substance use.
- The legal implications of substances misuse and current legislation.
- To address myths, misconceptions and stereotypes linked with substance use.
- How to develop techniques for coping with situations in which substance use occurs.
- The historical, cultural, political, social and economic factors relating to the production, distribution and use of drugs worldwide.
- To understand that Britain is a drug using society, and recognise the different patterns of use and their effects, such as the transmission of HIV infection through shared needles, and the detrimental effect on the foetus of all types of drug use.
- To recognise that individuals are responsible for choices they make about drug use.
- How to analyse safe levels of intake, for instance tobacco use is never safe, limited use of alcohol may be.
- How the media influences attitudes towards drugs, particularly smoking and alcohol.

## **Resources:**

- Teaching resources are up to date, differentiated and culturally and age appropriate.
- The school allocates adequate funding to Drug Education provision.
- Adequate staff resources, development and training are provided to address identified needs.

## **Cross-curricular links**

Drug education has many cross-curricular links, with Science making a particular contribution. However, the development of life skills is a theme throughout the curriculum, within the programme for Personal, Social, Health and Citizenship Education (PSD), and enshrined in the values, which are embodied in the schools' ethos. There are links to other subjects, such as geography and physical education, and aspects of school life, notably the spiritual, moral, social and cultural aspects of the curriculum.

## **Differentiation and Additional Educational Needs (SEND)**

Whilst some pupils may have a fairly broad knowledge and insight into the world of drugs, there are those who have little or no knowledge at all. Teachers need to be sensitive to this issue and that lessons are planned to take account of pupils' age, culture, experience and maturity. The needs of pupils with SEND will be taken into account by the teacher who may need to provide different resources, different activities or specific support to some pupils. Where pupils' Individual Education Plans (IEP) identify targets relating to their personal development, the teacher will ensure that opportunities are planned to support pupils in achieving these.

## **External agency input into Drugs Education**

Drugs Education is a shared responsibility and we work closely with external agencies in providing effective and relevant drugs education for our young people. Visitors from a range of statutory and voluntary agencies support and enhance our drug education provision as part of the PSD programme. However, we recognise that they cannot be relied upon solely to deliver

drugs education at Hillcrest. The use of visitors is part of a planned, coherent and integrated approach.

### **Staff training**

As part of the staff CPD programme specific training is delivered to staff on up-to-date guidance on drugs-related issues and the types of drugs pupils may refer to in PSD lessons and the wider curriculum. The training is delivered by the Community Police Team and School Nurse Services. In addition, staff with a responsibility for first aid in school are trained to spot and to deal with drug / alcohol related incidents.

### **Support and guidance for pupils**

As a school we ensure that pupils have access to and knowledge of up-to-date information on sources of help and support. This includes local and national helplines, youth community and drugs services. Information is displayed in 'The Zone' and 'Student Reception'. Further support can all be accessed through the School Nurse Service each week. It is the right of a student to complete a self-referral if they feel they need support for drugs education/rehabilitation.

### **Section 5: Managing an incident**

If staff have reason to believe that a person has brought a prohibited substance into school, this information will must be shared with the Headteacher or another member of the Senior Leadership Team immediately. Although we are not legally required to inform parents / carers before a search takes place or to seek their consent to search their child, parents / carers will be called unless it is considered that doing so will put the pupil at potential risk. Pupil(s) will be questioned / searched and any suspicious or prohibited substances confiscated. All incidents will be handled immediately in a discrete, confidential and professional manner.

The 2006 Education and Inspections Act enables the Headteacher or staff authorised by them to search a pupil, without their consent, if the school is concerned the pupil is carrying, using or supplying any form of illegal substance on the school site or to and from school. At Hillcrest school such searches will normally be carried out with the consent of the pupil and after the parent / carer has been informed unless there are immediate concerns for safety of the pupil or other members of the school community.

In carrying out the investigation, it is important to note that:

- A pupil will be reminded of the importance of co-operation with the school.
- Two staff will be present (except for preliminary investigations) and careful written records kept and signed. Records will include the reason for the search, the time and place, who was present and note the outcomes and any follow up action.
- The pupil will be asked whether they are in possession of drugs. If they say 'no' they will be invited to co-operate by turning out their pockets and handing over their bag to be searched. Pupils may also be asked to unlock their locker. However, the school can search this without the pupil's consent if necessary.
- If the pupil refuses to co-operate, a decision will be made as to whether to release him/her or whether to ask parents to come to school and use their authority to ensure co-operation. If a personal search is unavoidable it may be appropriate to contact the police and request this. However, where we believe that an immediate search for prohibited items is needed, we will use such force as is reasonable. The 2006 Education and Inspections Act enables a member of staff to confiscate, retain or dispose of a pupil's property, where reasonable to do so.

If a pupil appears to be under the influence of alcohol, illegal drugs or solvents this may constitute a medical emergency. Staff must adhere to the following procedures:

- Summon a School First Aider immediately and also a member of SLT who will take any appropriate action.
- An ambulance will be called, if appropriate, and parents informed.

- The incident will be fully documented in the First Aid book.

Whether or not drugs are found, parents/carers will be informed of the outcome of the school's investigation. If parents are unhappy that their child has been searched without their consent they should register their concern through the school's complaints procedures.

Pupils found in possession of illegal substances may be permanently excluded from school or face a lengthy fixed term exclusion at the discretion of the Headteacher and Chair of Governors. The school will consider the wider implications and taken personal circumstances into account before making a final disciplinary decision.

To support a child where drug awareness, rehabilitation or medical guidance is needed, we will refer pupils to the School Nurse or Aquarius.

### **Controlled drugs (including New Psychoactive Substances)**

After searching and confiscating an illegal substance, staff will take the following precautions if the substance is a suspected controlled drug:

- Ensure that a second adult witness is present throughout the search
- Seal the sample in a plastic bag and include details of the date and time of the seizure
- Store it in a secure location with limited access other members of staff
- Staff must not attempt to identify the exact nature of possible illegal substances themselves. Clarification of substances must be carried out by the police.
- Notify the police without delay and, as advised, provide the police with the name of the student(s) and relevant information on how it was seized
- Record full details of the incident, including the police reference number
- Inform parents / carers, unless it is not in the best interests of the pupil
- Refer to other appropriate external services, ie – MASH if the pupil is classed as a 'Child in Need'

Any drugs confiscated from pupils will be given to the police for disposal as soon as possible.

### **Legal drugs**

Although we are not required to contact the police regarding incidents of legal drugs (ie – tobacco and alcohol), we will contact the police about the inappropriate sale or supply of tobacco, alcohol and volatile substances to pupils in the local area.

The school recognises that the minimum age for smoking is 18 and we adhere to smoke free legislation. For example, the school is smoke free site and guidance is provided for all member of the school community in helping them to quit smoking.

Young people are becoming aware of, and in some cases using, new psychoactive substances. These are designed to mimic the effect of legal drugs. Despite being labelled as legal these substances are not always safe to use and often contain controlled drugs making them illegal to possess. Such drugs are classed as 'unauthorised substances' and will be treated by the school as a controlled drug.

Pupils will receive a fixed term exclusion if they are seen using, distributing or caught in the possession of cigarettes, vapours or alcohol on the school site. Pupils will also receive a fixed term exclusion if they are seen in the presence of other pupils seen using or distributing these items on the school site.



## **Section 6: Pupils whose parents / carers or family members misuse drugs**

If a pupil discloses or we suspect that illegal substances are used in the family home, we will contact CASS to take advice on the most appropriate course of action to support their child and the family. If we feel the child is at risk of significant harm from circumstances in the family, we will follow standard safeguarding practices and make a direct referral to MASH.

Confidentiality: Standard protocols relating to confidentiality will apply if a pupil makes a disclosure based around any form of drugs-related issue.

As a school we will work with pupils and their families to access appropriate support in the local community in any drugs-related incident, ie – Aquarius.

## **Section 7: Managing medicines**

Some pupils require medicines that have been prescribed for their medical condition during the school day. This information is stored and updated on our 'School Medical List' and circulated to staff as it is amended throughout the year. A central copy is located in the staffroom.

Parents are required to notify the school of any medical conditions requiring medication during the school day. Medication is to be brought into school by parents and stored safely in the safe in student reception. Pupils can then access medication throughout the day in a secure and safe manner from a trained first aider.

Under no circumstances should pupils carry any form of medication, during the school day, that the school is not previously aware of. This poses a serious threat to the pupil in question and any other pupils that may either intentionally or accidentally share the medication. For example, pupils should not share aspirin with as they are unaware of the potential side effects.

Pupils found sharing such medication may face the possibility of a Fixed Term Exclusion from school for breaching health and safety guidance and potentially putting other pupils at risk.

If a pupil requiring medication goes on a school trip or visit, parents are responsible for ensuring the school has the appropriate medication required prior to the trip. Staff supervising the trip are made aware of the frequency and amount of medication needed and administer as necessary.

## **Section 8 – National Support and Advice organisations**

- Drinkline: a free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 08009178282.
- 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: telephone 0800 800 2222.
- FRANK: national drugs awareness campaign to raise awareness among young people, their parents/carers [www.talktofrank.com](http://www.talktofrank.com). Schools can receive free resources, updates, newsletters etc.
- Smokefree: NHS Smoking Helpline [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree).
- For advice on First Aid/What to do in an emergency, FRANK: Advice on what to do to help someone who's having a bad reaction to drugs [www.talktofrank.com/emergency-help](http://www.talktofrank.com/emergency-help).

## **Section 9: Monitoring, Evaluating and Reviewing of the school policy:**

- The Deputy Headteacher (Pastoral) is the named co-ordinator and works with the link Governor for safeguarding to develop this policy.
- Senior managers are involved in monitoring and evaluation.

- Pupils, staff, parents/carers and governors are consulted and the programme and policy is modified where appropriate.
- There is ongoing monitoring and evaluation of the programme, teaching methodologies and learning outcomes to ensure that needs are met.
- Drug education is reviewed in line with current LA and DFE guidelines.

Policy Reviewed –July 2017

Review Date – July 2018