

KINGSDOWN SECONDARY SCHOOL

DRUGS AND ALCOHOL POLICY

INTRODUCTION

STAFF RESPONSIBLE FOR DRUGS AND ALCOHOL ISSUES:

The Head teacher is responsible for managing drug and alcohol-related incidents and liaising with external agencies to support learners vulnerable to drug misuse.

The PSHE Co-ordinator is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff, liaising with external agencies to support the curriculum and developing, monitoring and reviewing the drugs and alcohol policy.

All staff are responsible for challenging pupils in informal times when drug misuse is brought up and for being vigilant.

LINKS TO OTHER POLICIES

This policy should be considered alongside the PSHE and Citizenship policies and the following related policies; Health and Safety, Behaviour, Positive Handling, Administering Medicines, Child Protection, Equal Opportunities and External Visits.

DEFINITION OF DRUGS

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave". This is also used by the DCFS in its drugs guidance¹. This refers to all drugs:

- Legal drugs, including alcohol, tobacco and poppers
- Over the counter and prescription medicines
- Illegal drugs (those controlled by the Misuse of drugs Act 1971) including ecstasy, cannabis, crack/cocaine, heroin and LSD and other drugs such as anabolic steroids, volatile substances (solvents), Ketamine and Khat.

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems. Drug and Alcohol misuse is consumption which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

WHY A POLICY IS NEEDED

Kingsdown School provides full-time education for learners of statutory school age who have been unable to engage within mainstream education as an outcome of their challenging behaviour. In general terms, our learners may be described as having higher risk and vulnerability factors than their similar aged peers.

We believe that drugs and alcohol play a part in the lives of every one of us and recognise that drug and alcohol use and misuse can have a serious effect on health, well being and academic achievement. We have a crucial role to play in prevention and education.

All learners need to be protected from the harm that drugs and alcohol can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

¹ As the DFES.

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We take a positive and proactive approach to the issue of drugs and alcohol and this policy aims to:

- Give a clear view on the use of drugs and alcohol in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give guidance to teachers, support staff, parents and visitors about drug education

DRUG & ALCOHOL EDUCATION

We aim to give learners information about drugs and alcohol and help them develop the skills and attitudes to make healthy and safe decisions about drug use.

Drug education is delivered through the formal curriculum for example in PSHE (see PSHE Policy and SOWs) and science; and informally through the tutorial programme and mentoring schemes in response to individual issues.

Overall the drug education programme will help learners:

- gain knowledge and understanding about the effects and risks and dangers of drugs and alcohol and correct myths and misunderstandings
- develop skills to make informed decisions, including communication, self awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs and alcohol
- develop skills to manage situations involving drugs and alcohol including assessing and avoiding risks, assertiveness and refusal skills and helping others
- explore their own and other peoples' attitudes to drugs and alcohol, drug use and drug users, including challenging stereotypes, dispelling myths and exploring media and social influences
- Understand the legal, social and ethical issues related to drug culture

TRAINING AND SUPPORT FOR STAFF

All staff who teach drug and alcohol education participate in training and have opportunities to update their knowledge and develop their skills through a range of continuing professional development activities which may include. CPD during team meetings, team teaching, observing other teachers, on-going support from other teachers and organisations, trialling new resources and carrying out action research. We will take advantage of the support, advice and training delivered by external providers subject to financial implications and set against other priorities identified in the School Improvement (Development) plan

Information and teaching strategies gained from training will be shared with other staff through staff meetings and CPD

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EVERY CHILD MATTERS

Our Drugs and Alcohol Policy is consistent in supporting the outcomes of Every Child Matters

ECM Outcomes	Policy Impacts
Being Healthy	<p>Our actions will emphasise the health impacts of drug, substance and alcohol abuse.</p> <p>We will encourage learners to engage in healthy lifestyles, including adopting positive strategies to manage personal stress</p>
Staying Safe	<p>Our action will identify “high risk” lifestyles and will, where possible, work with other agencies to emphasise the actions individuals can take to stay risk free. We will emphasise the risk and vulnerability factors associated with abuse of drugs and alcohol.</p>
Enjoying and Achieving	<p>Our actions will identify the unwanted impacts of abuse on the individual’s capacity to enjoy and achieve in their own capacity and as a member of wider social groups</p>
Making a Positive Contribution	<p>Our actions will emphasise the impacts of abuse on the individual’s capacity to make a positive contribution to society as an individual and as a member of wider social groups. We will examine the impacts of abuse on the increased risk factors commonly associated with those who abuse alcohol, drugs and substances-including their motivation/ability to participate in civic society.</p>
Achieving Economic and Social Well-Being	<p>Our actions will emphasise the impacts of abuse on:</p> <ul style="list-style-type: none">• Individual budgets• Family budgets• The capacity to work effectively• Risks to employed status• The benefits of employed status• Achieving progression and success in a legal, ethically valid manner

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Management of drugs and alcohol in school

Kingsdown Secondary School's view about the use of drugs and alcohol

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorised legal drug), which takes place within the school boundaries. This covers; on or near the school premises, within the school day and during term time, on school visits (supervised or not), school journeys and at school social events.

These rules apply equally to staff, learners, parents, governors and those working and visiting the school.

Management of authorised drugs

We believe that there are circumstances, when some legal drugs are authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

(i) Prescribed Medicines

Untrained staff do not administer medicines to learners. Details about administration of medicines can be found in the Administration of Medicines Policy. The decision to allow learners to self administer medicines rests with the Head teacher

Those learners that need inhalers, are responsible for their administration and carry them with them, for easy access, and parents complete a permission form.

Staff are aware of any serious medical conditions which affect learners in their class.

(ii) Non-prescribed medicines

Staff do not give any non-prescribed medicines to learners and they are not allowed to be brought to school.

(iii) Hazardous chemicals and volatile substances (solvents)

Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in the Health and Safety Policy

(iv) Alcohol

There are occasions when alcohol is authorised at school during staff social events. Staff accompanying learners on field trips or school journeys are not permitted to drink when responsible for learners.

SMOKING POLICY

This is a no smoking school and smoking is not allowed anywhere on the premises

MANAGEMENT OF DRUG-RELATED INCIDENTS

Definition of a drug-related incident

In this school, a drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries.

Drug related incidents involve illegal substances but can involve:

Learners smoking cigarettes in school, a parent/carer collecting their child whilst drunk, learners selling cigarettes to other learners, misusing another learners' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another learner, a teacher with information about the illegal sale of cigarettes at a local newsagents, the school keeper finding used syringes in the

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playground, a member of the public phoning the school to say they have seen learners smoking in the vicinity

School responses to drug-related incidents

In all drug-related incidents the following principles will apply:

- The head teacher will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the student will always come first, whilst also taking account of the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- If at all possible, permanent exclusion will be the final resort
- Any action taken will be in line with the school's behaviour policy.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Head teacher, in consultation with key staff will decide whether a disciplinary and/or other support action should take place.
- Incidents will be recorded on the individual Learner's file

Possible responses might be:

(i) Support and counselling

If a learner had a concern about drugs and alcohol or was involved in a drug related incident or was themselves at risk of drug misuse, we may seek support from a specialist agency

(ii) Sanctions

Where a school rule related to drug use, is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Head teacher and consistent with the behaviour policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed

(iii) Proactive measures

When staff have reasonable grounds to consider that a pupil may be carrying an illegal substance the pupil may be screened/searched in the same way as if he was suspected of carrying an offensive weapon (see Policy on Screening/Searching for Offensive weapons). Clearly the use of a wand will not be effective so during a screening the pupil will be asked to turn out his pockets and bag, remove his shoes and raise his trouser legs. If this does not reveal any substance staff are authorised to call the Police to conduct a full search if they consider this is necessary.

Procedures for managing incidents

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Reporting a drug-related incident

All drug-related incidents are reported to the Head teacher

Although there is no legal obligation to report an incident involving drugs and alcohol to the police, we will inform Police if the incident involves anything other than a small amount of cannabis which might reasonably be considered to be for personal use. Incidents involving legal drugs will remain school matters, although we may contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.

Recording the drug-related incident

All drug-related incidents are recorded using a drugs incident form. The form is given to the Head teacher and kept confidential in the school office.

In all drug-related incidents the Head teacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

Medical emergencies when a learner is unconscious as a result of drug use

Staff with first aid qualifications should be called immediately but the learner must not be left alone. The learner will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed and called to the school.

Intoxication, (and/or) when a learner is under the influence of a drug

The learner will be removed to a quiet room and must not be left alone. The first aider and Head teacher must be called. The learner will be helped to calm down and medical assistance sought if required. Parents/carers will be informed and called to the school. Pupils must not be allowed off site if they are suspected of being under the influence.

Discovery/observation when a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

The Substance will be confiscated and the learner and substance taken to the Head teacher. Parent/carer will be informed and called to the school.

If the substance is legal (but unauthorised in school) it will be handed to the parent/carer.

If the substance is illegal (or suspected to be illegal) it will be stored securely and the Police called to dispose of the substance. The parent/carer will be informed and called to the school. The learner(s) involved may be internally or externally excluded whilst investigations are carried out.

Dealing with drug-taking materials

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Learners are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

Disclosure when a learner discloses to a member of staff that he/she has been using drugs and alcohol, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the learner. Learners know that teachers cannot promise total confidentiality. The Head teacher should be informed as soon as possible so that appropriate support can be found.

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Suspicion/rumour. Staff should not assume use of drugs and alcohol on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the learner(s) involved.

Intoxicated parents/carers

Our schools rules for drugs and alcohol apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs and alcohol or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

CONFIDENTIALITY

Learners need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to learners through the PSHE and citizenship programme. Information about a learner in relation to drugs and alcohol will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Head teacher.

WORKING WITH PARENTS/CARERS

The school welcomes parents/carers who wish to share with us, their concerns about drugs and alcohol.

Parents/carers will be informed immediately if their child has been involved in drug-related incidents. However there may be some exceptional situations where involving the parents may put the young person at risk of abuse and in these exceptional cases, the school will exercise some caution. The decision will be taken by the Head teacher in liaison with the designated child protection officer with the child's welfare a priority.

INVOLVING POLICE

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact local Police if an illegal (or suspected illegal) drug has been found on the school premises, on a learner or illegal drug dealing is taking place. We will only call 999 in an emergency.

We have strong links with the local police and involve them in the drug education curriculum and the policy review.

REVIEWING THE POLICY

This policy will be reviewed in June 2009 and then every two years by a working group consisting of; the PSHE and Citizenship Co-ordinator(s), school council representatives, parents, staff, governor responsible for drugs and alcohol issues,

If an incident should occur, the policy may be reviewed in the light of that incident.

The review will include feedback from the evaluations of drug education, included in the annual review of PSHE and Citizenship.

DISSEMINATING THE POLICY

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A summary of the policy is given to all parents/carers and included in the school prospectus. Parents/carers and learners new to the school are given a summary. The full policy is available to parents/carers on request.

Copies of the full policy are in the staff handbook, the Governors' handbook and Policy reference file, in the school office.

Any outside contributors involved in drug education, receive a copy prior to teaching. Learners are taught about the content of the policy in drug education.