



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities

DRUG AND ALCOHOL POLICY

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Contents

1.0	INTRODUCTION.....	3
2.0	AIMS AND OBJECTIVES	3
3.0	PURPOSE.....	3
4.0	SCOPE.....	4
5.0	CONTEXT	4
6.0	ORGANISATION.....	4
7.0	THE ROLE OF PARENTS	4
8.0	THE ROLE OF MEMBERS OF THE COMMUNITY	5
9.0	DRUG PREVENTION	5
10.0	CONFIDENTIALITY	6
11.0	THE ROLE OF PSHE COODINATOR	6
12.0	MANAGING DRUG RELATED INCIDENTS/SITUATIONS.....	6
13.0	KEY RESPONSIBILITIES.....	7
14.0	DISCOVERED AND DISCLOSED SCENARIOS.....	7

1.0 INTRODUCTION

- 1.1 This policy is based on guidance in the following documents:
- DfE and ACPO drug advice for schools 2012
 - New Psychoactive Substances Home Office Guidance 2015 Searching, screening and confiscation advice 2014
- 1.2 The definition of a drug (given by the United Nations Office on Drugs and Crime)
- ‘A substance people take to change the way they feel, think or behave.’
- 1.3 The term drugs and drug education, unless otherwise stated, is used throughout this document to refer to all drugs:
- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
 - All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapor which can be inhaled), ketamine, khat and alkyl nitrates (poppers)
 - All over the counter and prescription medicines
 - New Psychoactive Substances (aka Legal Highs)
- 1.4 This policy is linked to other policies including PSHE policy.

2.0 AIMS AND OBJECTIVES

- 2.1 Our aims for drug education are:
- To ensure that all our pupils have the opportunity to experience high quality drug education that is appropriate to their age, maturity, cultural heritage, ability, experience and other relevant criteria. To improve pupils’ knowledge of drugs and their effect on the body.
 - To enable pupils to make informed and sensible decisions about drugs and drug use. To enable pupils to develop a range of skills to deal appropriately with situation about and/ or involving drugs or drug use To help pupils to develop their own attitudes to drugs and drug use within the current legislative framework
 - To help pupils identify sources of information, advice or support and be able to access these resources if required.

3.0 PURPOSE

- 3.1 Clarify the legal requirements and responsibilities of the school.
- 3.2 Reinforce and safeguard the health and safety of students and others who may use the school
- 3.3 Enable staff to manage drug related incidents/ situations that may occur with confidence and consistency, and in the best interests of those involved.

4.0 SCOPE

- 4.1 This policy applies to all staff, students, parents/ carers, governors and partner agencies working in school. It includes journeys to and from school, work experience, residential trips and college courses. Students must not bring controlled drugs, cigarettes or alcohol onto the school site at any time.
- 4.2 Any visitors should make themselves familiar with procedures for drugs and storage of staff medication as detailed in the staff handbook

5.0 CONTEXT

- 5.1 We teach Drug and Alcohol Education in the context of the schools PSHE policy.
- 5.2 While Drug and Alcohol Education in our school means that we give children information and Drugs and Alcohol, we do this with an awareness of the moral code and values which underpin all our work in school. In particular we teach Drug and Alcohol Education in the belief that:
- The school is a health promoting environment
 - The school premise are a safe environment
 - the school are prepared to talk to members of the school about any drug related issue, concern or problem and offer them appropriate advice within the limits of the law, DfEE/ LA Guidance.

6.0 ORGANISATION

- 6.1 We teach Drug and Alcohol Education through different aspects of the curriculum. While we carry out the main Drug and Alcohol Education teaching in our PSHCE curriculum, we may also teach some Drug and Alcohol Education through other subject areas e.g. Sport where we feel that they contribute significantly to a child's knowledge and understanding. This is detailed in the PSHE Schemes of Work
- 6.2 In PSHE we teach children about Drug and Alcohol and encourage them to discuss and explore moral issues. Teachers delivering these lessons will receive training and support to ensure that they are able to answer questions with sensitivity and care.
- 6.3 There will be opportunity for parents and carers to discuss the programme of lessons to explain what the issues are, how they are taught and to see the materials the school uses in its teaching.

7.0 THE ROLE OF PARENTS

- 7.1 The school is well aware that the primary role in children's education lies with parents and carers. We wish to build a positive and supporting relationship with the parents of children at our school through mutual understanding, trust and cooperation. In promoting this objective, we;
- Inform parents about the schools Drug and Alcohol Education Policy and Practice
 - Answer any questions that parents may have about the Drug and Alcohol Education of their child;
 - Take seriously any issue that parents raise with teachers or governors about this policy or the arrangements for Drug and Alcohol Education in the school.

- Encourage parents to be involved in reviewing the School Policy and making modifications to it as necessary.
- Inform parents about best Practise with regard to Drug and Alcohol Education so that the teaching in school supports the key messages that parents and carers give to children at home. We believe that through this mutual exchange of knowledge and information children will benefit from being given consistent messages about drugs and alcohol, attitudes to risk and making informed choices

8.0 THE ROLE OF MEMBERS OF THE COMMUNITY

- 8.1** We encourage other valued members of the community to work with us to provide advice and support the children with regard to health education. In particular, members of the Local Health Authority such as members of the Children and Young Peoples Team and other health professional give us valuable support with our Drug and Alcohol Education Programme. Other people that we call on include CRI, social workers and youth workers.

9.0 DRUG PREVENTION

- 9.1** Our teaching activities should focus on preventing drug misuse and its unwanted consequences for individuals and the school community. Our Drug and Alcohol Education will be an integral part of the schools aim to provide a healthy, safe and supportive environment within which its members are encouraged and supported to achieve their potential.

- 9.2** Our aims for Drug Prevention are:

- To ensure that the school is a health promoting environment
- To ensure that the school premise is a safe environment
- To be prepared to talk to members of our school about any drug related issue, concern or problem and offer them appropriate advice within the limits of the law, DfEE guidance and Local Authority Guidance
- To help and enable our pupils to develop and maintain positive self esteem

9.3 Prevention in Practice

These aims will be achieved by:

- Ensuring that DfEE and other guidance on managing medicines is implanted and supported.
- Ensuring that if there is alcohol on the premises for any agreed event that it is stored safely and securely and an inventory is kept. This is the responsibility of the Head Teacher.
- Ensuring that there is guidance for caretaker and other staff about the disposal of drug related paraphernalia. This is the responsibility of the Borough's Health and Safety Department
- Ensuring that information about local and national drug information, advice and support resources are available to members of the school community and they are accessible in such a way that confidentiality can be maintained
- Ensuring that there is a support system in place for any member of the school community experiencing a drug related problem
- Ensuring that the development of self-esteem remains central to the ethos of the school.

10.0 CONFIDENTIALITY

- 10.1 Teachers conduct Drug and Alcohol Education lessons in a sensitive manner and in confidence. However, if a child makes a reference to being involved or likely to be involved in a drug related situation that puts them at risk then the teacher will take the matter seriously and deal with it in the appropriate manner. In these circumstances the teacher will talk to the child as a matter of urgency. If the teacher has any concerns, they will draw their concerns to the attention of the Senior Designated Person. The Senior Designated Person will then deal with the matter in consultation with healthcare professionals. (See also Child Protection Policy)

11.0 THE ROLE OF PSHE COODINATOR

- 11.1 It is the role of the PSHE Coordinator to ensure that both staff and parents are informed about our Drug and Alcohol Policy and that the policy is implemented effectively. It is also the coordinators responsibility to ensure that members of staff are given access to sufficient training, so that they can teach effectively and handle any difficult situation with sensitivity.
- 11.2 The coordinator liaises with external agencies regarding the school Drug and Alcohol Education programme and ensures that all adults who work with children on these issues are aware of the school policy and they work within this framework.
- 11.3 The coordinator monitors this policy and a regular basis and reports to governors when requested on the effectiveness of the policy

12.0 MANAGING DRUG RELATED INCIDENTS/SITUATIONS

- 12.1 For the purposes of this policy, a “drug related incident” will mean evidence or suspicion of a specific incident which involves one or more drugs (including off site activities, sporting events or any other event at which the school is being represented during school hours).
- 12.2 A “drug related situation” is an event or series of events involving one or more drugs which requires further observation, investigation, monitoring, managing or referring by staff.
- 12.3 The aims for the management of drug related incidents are:
- to have a clear and consistent set of procedures in order to be prepared for any drug related incident;
 - to ensure that any drug related incident is dealt with efficiently and sensitively;
 - to define clear roles and responsibilities with regard to managing a drug related incident;
 - to ensure that outside agencies are involved where necessary;
 - to minimise the potential for negative publicity for the school or any member of its community.
- 12.4 In order to meet these aims regular training will be provided for staff to support the management of drug related incidents and situations. Staff will undertake online Drug Awareness Training.
- 12.5 The aims for the management of drug related incidents are:
- to have a clear and consistent set of procedures in order to be prepared for any drug related incident;
 - to ensure that any drug related incident is dealt with efficiently and sensitively;

- to define clear roles and responsibilities with regard to managing a drug related incident;
- to ensure that outside agencies are involved where necessary;
- to minimise the potential for negative publicity for the school or members of its community.

12.6 In order to meet these aims this training is provided for staff to support the management of drug related incidents and situations.

13.0 KEY RESPONSIBILITIES

13.1 Drug related incidents will be managed and coordinated by the Assistant Headteacher (Pastoral). Any and all information about a known or suspected drug related incident or situation will channelled through the Assistant Headteacher who will then initiate and/or co- ordinate action and where necessary involve outside agencies. In the event of their absence the responsibility will be delegated to the Headteacher.

14.0 DISCOVERED AND DISCLOSED SCENARIOS

14.1 **Discovered incidents** are those where there is evidence or suspicion that an individual or group are in possession of unauthorised drugs during school time, using drugs during school time, intoxicated during school time and/or within the vicinity of the school, supplying drugs during school time, cultivating unauthorised drugs on the school premises, or have an involvement in any of these outside of school time.

14.2 In these situations the following process should be followed:

- **Discovered Incident**
 1. Does person(s) involved need to be isolated for safety/ further investigation?
- **Secure the safety of those involved**
 1. Is there a medical emergency? If YES implement emergency procedures immediately.
- **Inform the Assistant Head as soon as possible**
 1. Is the need for response urgent? If YES, the Assistant Head must be freed to respond and/or initiate procedures.
- **Assistant Head to initiate and Co-ordinate plan of action**
- Including:
 - early intervention
 - in school counselling
 - pastoral support programme - referral
 - parental involvement
 - school sanction
 - exclusion
 - disciplinary proceedings
 - child protection proceedings

Response

- **Disclosed Incidents** are those where an individual or group discloses a concern, problem or issue associated with drugs. Any such disclosure may be about themselves or others. In these situations, the following process would be followed.
- **Disclosed Incident**
 1. Can be made by a pupil, parent, carer, staff member or other significant party
- **Disclosure made to a member of staff**
 1. Inform the Assistant Head as soon as possible
- **Assistant Head to determine a response**
Including:
 - early intervention
 - in school counselling
 - pastoral support programme - referral to outside agencies - parental involvement
 - school sanction
 - exclusion
 - disciplinary proceedings
 - child protection proceedings

Response

14.3 **Drugs and the law**

Searching – School staff can search a pupil for any item if the pupil agrees. Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco or cigarette papers
- Fireworks
- Pornographic images
- Any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
- To cause personal injury to, or damage the property of, any person (including the pupil)

14.4 **Confiscation/possession** – school staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

14.5 **Disposal** – it is legal for a staff member to dispose of an illegal drug by, for example, flushing it down a toilet. This will be done wherever possible, by the head teacher and witnessed by another member of staff. A record will be kept of this disposal. It is also possible for arrangements to be made to hand the substance to the police, though the law does not require this. The head teacher will make this decision.

14.6 **SLT response**

The response to any drug related incident or situation will be determined by and be justifiable in terms of:

- the appropriateness of the response to the needs of the pupil;
- the appropriateness of the response to the needs of all persons involved, the school and the wider community;
- consistency with existing school rules, codes and expectations. As such there is no specific sanction or prescription of support for individual incidents. The response is determined by the head teacher and SLT after a prompt and thorough assessment and consideration of needs.

14.7 **SLT action**

With the exception of medical emergency, all subsequent actions will be decided by the SLT. These may include:

- notification of parents/carers
- notification of police
- notification of involved members of staff or key governors
- completion of incident records
- making referrals to involve outside agency support
- recommendations regarding sanctions and/or support
- aftercare arrangements
- management of media contact