

# **CLAVERHAM COMMUNITY COLLEGE**



## **Drugs Alcohol and Tobacco Policy**

**October 2018**

Approved:

Date:

Reviewed:

## **Contextual statement**

Claverham Community College is an 11-16 school. The school serves the local area of Battle and the coastal towns of Bexhill on Sea, St Leonard's and Hastings with most students living locally within the catchment area, travelling to school by foot or public transport. As the main community comprehensive in the town, the town's problems are our problems.

Problematic drug and alcohol use is a growing concern both nationally and locally. Our school recognises this problem and works collectively with local authorities, with other schools, with relevant agencies and with the local community in order to tackle these problems.

While some local data, (including the Health Related Behaviour Survey collected in 2017) indicates that the use of illegal drugs, tobacco and alcohol by most 14 and 15 year olds in East Sussex is lower than for the country nationally, the numbers of young people presenting at Accident and Emergency departments with alcohol poisoning is worryingly high and alcohol use by young offenders is significant. We therefore recognise the need to further lower levels of unacceptable use.

It is an offence for any person to bring illegal drugs onto our premises. The rules relating to prescribed medicines and alcohol are covered within this policy. Our school is a smoke free site, including our outside areas.

## **Aims and objectives of this policy**

Our policy is designed to ensure the well-being and safety of all members of our community. We have adopted a range of sanctions and support when addressing the misuse of alcohol or drugs. The policy has been written to reflect the values outlined above and in accordance with the DfES (Department for Education and Skills) document "Drugs: Guidance for Schools" (2004)<sup>1</sup>, the Home Office National Drug Strategy<sup>2</sup> and National Alcohol Strategies including the Youth Alcohol Action Plan (2008)<sup>3</sup> and Every Child Matters: Change for Children: Young People and Drugs (2005)<sup>4</sup>: East Sussex Drugs and Alcohol Protocol for Schools October 2017.

The policy further sets out the academy's approach to our teaching and learning about drugs (including alcohol, tobacco and medicines), our rules relating to their use and also describes how we will manage any drug related incident either on or off academy premises, including academy visits and students attending authorised alternative educational provisions, which contravenes these. Our rules apply to all members of our community. These include:

- Staff
- Students
- Parents
- Volunteers
- Trust Board Members
- Contracted staff
- Extended services deliverers
- Visitors

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1

DFES Drug: Guidance for Schools, 2004

2

Tackling Drugs; Changing Lives 2008-2010

3

National Alcohol Harm Reduction Strategy for England, 2004. Youth Alcohol Action Plan, DCSF, 2008

4

Every Child Matters, Change for Children – Young People and Drugs DFES, Home Office, Dept of Health 2005

5 East Sussex Drugs and Alcohol Protocol for Schools October 2017

Staff expectations for ensuring they are aware of their responsibilities in upholding professional behaviour standards in school hours and on school trips are outlined within the school's Staff Code of Conduct. Staff are required to read and sign to state they have understood the document as part of the academy's safeguarding procedures.

Staff are not to be present school, including whilst on school trips and attending alternative provisions, under the influence of drugs or alcohol.

## **Definitions**

A drug is any substance which, when taken into the body affects the chemical composition of the body and how it functions.<sup>5</sup> It therefore includes:

- Legally controlled substances such as caffeine, alcohol, tobacco (including e-cigarettes), volatile substances and solvents
- Substances sold over the counter or prescribed for specific purposes such as painkillers, tranquillisers and steroids
- Illegal substances such as cannabis, ecstasy, amphetamines and heroin
- Other psychoactive and unauthorised substances

NB. These are just some examples and some drugs will fit into more than one category.

A drug-related situation is one where there is suspicion, disclosure or observation of the use of unauthorised drugs or the discovery of unauthorised drugs or drug-related paraphernalia.

## **Consultation and involvement**

Involving our whole academy community in the development of this policy ensures that:

- the diverse needs, views and feelings of all stakeholders are taken into account.
- all stakeholders fully understand their responsibilities and their roles in implementing the policy
- all stakeholders feel an ownership of and a commitment to the policy

Parents/carers, students and staff of the academy took part in the review of the policy.

## **Our partners**

Our school has a good working relationship with:

- Early Help Team
- The School Nurse service
- Education Behaviour and Support Service (ESBAS)
- SPOA Team

We also particularly value the support and guidance of:

- Sussex Police
- Child and Adolescent Mental Health Service (CAMHS)
- Emotional Well Being Team
- Youth Offending Team

## **Responsibilities**

The prevention of drug and alcohol misuse is a shared responsibility. Claverham Community College is clear that illegal and other unauthorised drugs are not acceptable within the boundaries identified within this policy.

The Principal and the Board of Governors are responsible for ensuring that this policy complies with all relevant legislation and for its successful implementation, evaluation, monitoring and review.

The Senior Leadership Team will support the Principal in all aspects of implementation, evaluation, monitoring and review and in ensuring appropriate staff training.

All staff will familiarise themselves with the policy, support its aims, comply with its rules and ensure that the correct procedures are followed in the event of a drug related situation.

The PSHE Education Co-ordinator will be responsible for establishing an inclusive drug education programme using local guidance to deliver PSHE Education (including DATE) to all students.

Parents and carers are responsible for supporting the aims of this policy and for supporting school staff with its implementation.

Students are responsible for supporting the aims of this policy and using it to inform their behaviour.

## **School visits and social events**

This policy applies to all school activities including those which occur outside of normal school hours and whether on academy premises (either inside or outside) or on any external academy visit, alternative educational provision or residential trip. This includes activities run by non-school staff or adults other than teachers.

On school visits and residential trips, staff and students will be briefed in advance about procedures and responsibilities. For overseas visits this briefing will include any difference in local laws regarding drugs. Any member of staff who may smoke, will not do so in front of students or in any area which students may frequent. On residential visits, staff will not consume alcohol or be under its influence while they have responsibility for students. Where the rules of this policy are breached, this will be managed either as an academy disciplinary matter and/or by the local police, depending on the severity of the incident.

At school social events this policy will apply to all those who attend.

Any individual causing or permitting nuisance or disturbance on our academy premises will be asked to leave and police assistance will be called for if necessary. This includes those displaying signs of intoxication.

## **Inclusion and diversity**

We recognise and value the diversity of our school and of our wider community and the various and differing ideas and beliefs found within each. This DATE policy reflects our diversity and is informed by it.

Our drug education programmes incorporate a range of different teaching styles and learning opportunities in order to meet the needs of all individuals and groups. In responding to any drug related incident we will be sensitive to cultural difference and to other background influences (including medical needs) while prioritising our central commitment to the health, safety and well-being of all.

## **Vulnerable groups**

Research identifies that particular groups of young people may be at greater risk of developing serious drug and alcohol related problems and we are committed to developing a range of appropriate interventions and support for these students.

Our staff know their students well and are skilled at and trained in identifying problems. In particular, we maintain a strong relationship with the Under 19's substance Misuse Team who can provide specialist support and we are able to refer students to them.

We recognise that certain risk and protective factors can make students more or less vulnerable in certain situations. Staff use observation and anecdotal evidence to assess students and certain behaviours or changes in behaviour may indicate developing problematic drug use, for example:

- A decline in achievement (attainment in relation to potential)
- Falling in the rate of attendance
- Decline in punctuality
- Behavioural changes such as altered mood swings and demeanour
- Change with regard to relationships.
- Altered attitudes to staff, family and peers
- Changing friendship groups

To address identified problems we are able to offer a range of support services:

- Support from Early Help Team
- Listening Service
- Referral to School Nurse
- Small group work (including SAS)
- Keep Out visits
- Dragonflies/My Time projects
- Adult mentors
- Peer Mentor project

## **Child protection, safeguarding and confidentiality**

Our Safeguarding and Child Protection policy ensures that all staff are alert to signs that a student's health or safety is under threat and have responsibility for referring any concerns to the designated senior person responsible for child protection. Concerns may be triggered by disclosure or by other information suggesting a student's misuse of drugs or misuse by others in the family home. Where child protection procedures are invoked, action will be taken through the appropriate system.

Our wider safeguarding responsibilities take account of the right of every child to be healthy and stay safe. Our approach to safeguarding includes developing resilience amongst young people, empowering them to make positive, healthy decisions and to know and understand how and where to seek support.

The health, safety and well-being of our students are paramount. We encourage trust, between teachers, students and parents. However, the boundaries of confidentiality will be made clear to students who will not be promised confidentiality where they (or another's) best interests may be compromised. Our child protection procedures are clear and where they are not appropriate we will work with the student to share information with an appropriate adult who will, most usually, be the parent/carer.

## **Medicines**

We recognise individual medical needs (both long and short term) and will be inclusive of and supportive to those individuals.

Staff are responsible for the safe and secure storage of their own medicines and we provide safe and secure storage for students' medicines. A named member of staff takes this responsibility. The school is not responsible for providing any form of medication and will not do so.

We encourage self-administration by students where possible and appropriate, within a supportive environment. Staff may administer medicines where there is a written agreement between the school, the responsible member of staff and the parents/carers. This policy applies both within the academy day and on academy trips and residential visits.

Staff administering medication will complete a record of all medicines administered which will be updated at the time of each administration.

See the school's Supporting Students With Medical Conditions Policy for further information.

## **Health and safety**

Hazardous substances and equipment (for example solvents) may have a legitimate use on our school site for a variety of reasons. Where this is the case, they are stored securely, managed in a way which prevents illegitimate access and used carefully and appropriately.

Illicit drug related paraphernalia or suspected paraphernalia found on the school site will be handled by a member of staff within existing health and safety procedures using appropriate safety equipment. Students are advised not to touch any suspect items found but to alert a member of staff.

Where any individual on school premises is believed to be under the influence of any substance which is affecting their behaviour inappropriately our primary concern will be the health and safety of all in the vicinity. First aid will be administered when necessary and always in the case of a child or young person in our care who is thought to be intoxicated. We have trained first-aiders within the school and first aid equipment. Emergency medical services will be contacted as appropriate.

### **Drug related situations**

A drug related situation is one where there is suspicion, disclosure or observation of the use of unauthorised drugs or the discovery of unauthorised drugs or drug-related paraphernalia.

In all cases, the senior member of staff (Mr David Carney) with responsibility for drug related situations will be notified.

Our response to any drug related situation reflects the messages students receive within their DATE and we have developed a range of both immediate and longer term responses which prioritise the safety and well-being of our students and our whole academy community and includes both sanctions and support for those involved. Where appropriate we will involve partner agencies, with whom we have very positive working relationships, in order to tackle drug related situations and we have clear procedures regarding their involvement, most particularly with Sussex Police and with the Under 19's Substance Misuse Team. Our prioritised actions within any situation will be as follows:

#### Emergency action

In order to ensure the safety of students and others, first aid will be administered or an ambulance called for where necessary.

#### Initial investigation

- An initial investigation will be lead by a senior member of staff who will facilitate an assessment of how best to manage the situation, whether the police should be involved and, if so, in what capacity. A written report will be kept detailing any incident.
- In all but the most unusual circumstances, (and where this is the case, the reasons will be logged), parents/carers will be informed about the situation and invited to the school to discuss it. Contact with parents/carers will be maintained throughout the management of the incident.
- The Board of governors will be informed about all suspected drug-related situations.
- The Children's Services Authority may be informed, depending on the severity of the situation, who will be able to contribute to an assessment of the situation and provide support and guidance to the school.
- Following this initial investigation, a decision will be made about whether any immediate actions should be taken. However, most incidents will benefit from a further period of investigation.

## Removal and security of a suspected unauthorised substance

Advice issued in January 2012 (DfE and ACPO Drug Advice for Schools) recommends that:

- Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.
- Where there are reasonable grounds for suspecting that a pupil is in possession of a prohibited item (Section 550ZA of the Education Act 1996), including knives, alcohol, illegal drugs and stolen items, authorised school staff may search a student without their consent. The school staff must be the same sex as the pupil being searched and a witness to the search (also a school member of staff) should also be present.
- Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings (the powers only apply in England).
- The power to search without consent enables a personal search, involving the removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.
- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence relating to an offence. Where a person finds alcohol it will be disposed of. Where they find controlled drugs, these must be delivered to the police as soon as possible.
- Schools are not required to inform parents before a search takes place or to seek consent to search their child.
- We do not use drug testing or sniffer dogs in school. National guidance (DFES Drug: Guidance for Schools, 2004) discourages the use of sniffer dogs solely as a deterrent, where there are no reasonable grounds for suspicion and where prior consent has not been sought. Further, the police guidance document *Joining Forces*<sup>6</sup> that schools considering the use of sniffer dogs without the authority of a police warrant should exercise extreme caution with regard to pastoral responsibility, cultural sensitivity, feasibility and the labeling of students. We consider that the complex ethical, technical and organisational issues, the potential impact on the school-student relationship and the costs would not be offset by any potential gains.
- Alcohol and tobacco products will be confiscated and disposed of by the school. Ecigarettes will be confiscated by the school and will only be returned directly to the parent/carer.

Further information on searching and confiscation can be found in the Department for Education's *Searching, Screening and Confiscation* issued in February 2014.

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<sup>6</sup>

*Joining Forces, Drugs: Guidance for police working with schools and colleges* (Assoc Of Chief Police Officers, the Home Office and DfES)

### Further police involvement

Any decision to request a police investigation will be informed by the findings of the internal initial investigation and will take account of the quantity and nature of the substance and whether it was held for personal use or to supply others, as well as a range of other factors. If supply is suspected the names of students will be passed to the Police together with a full report detailing the incident and we will co-operate fully with the police investigation.

Our Police Support Officer, PC Charlotte Williams or PC Victoria Elliott, will also be kept updated on all police reports made.

### Sanctions and support

In cases where a police investigation is not considered appropriate we have a range of sanctions and support available for use. These include:

- Referral for appropriate support
- Internal exclusion
- School to School placements with local secondary schools
- Fixed term exclusion
- Permanent exclusion
- Our primary source of support in any instance where substance misuse is identified or suspected, and is impacting negatively upon a student's behaviour, is the Under 19's Substance Misuse Team . Suspicions may be prompted by attendance or behavior problems, by deterioration in academic performance/interest or by a range of other changes in a student's behaviour. Following an initial assessment, we may refer the student to another service, particularly where co-existing difficulties are prioritised above the substance misuse issue.
- In all cases resulting in exclusion, the Local Authority will inform the U19s SMS who will respond within 5 days.
- Our pastoral team will consider what further interventions and support should be put in place. These may include the involvement of our School Nurse, ESBAS or IRock. Students may be invited, or required to attend individual or group sessions.
- We will review our DATE programme to ensure relevant learning opportunities are made available.
- In the most serious situations exclusion (and, ultimately, a permanent exclusion) will be considered. If exclusions are implemented, the school will ensure that appropriate support is in place. Where appropriate, we will consider sanctions which withdraw certain privileges and freedoms.

### **Family issues**

Where problems with family substance misuse are identified, the school will work with the family and appropriate agencies including Children's Services and Young Carers as appropriate to ensure that the family and therefore the student has support.

Where a parent/carer presents on school premises and appears to be under the influence of drugs or alcohol, the duty senior member of staff will be informed to manage the immediate situation. A report will also be made immediately to the Designated Safeguarding Lead so that appropriate action can be taken to safeguard the family.

## **Staff issues**

All our staff are responsible for adherence to and implementation of this policy. Staff requirements are further contained within their own professional and employment terms and conditions. In order to support them, we will make available a range of training and personal development opportunities including:

- Basic drug awareness training
- First aid and emergency procedure training
- Confidentiality, child protection and safeguarding training

In addition, the specific development needs of those delivering the DATE programme are incorporated into any relevant PSHEe development plans. Specific training will be cascaded to the PSHEe teaching teams through the Head of PSHEe, Jenny Pitman

In any case involving suspected criminal action at work, Children's Services Team must be informed of any alleged offence which could lead to Police proceedings. Non-criminal offences will be handled through either informal line management action or formal disciplinary hearing.

## **Curriculum**

DATE is delivered within our PSHE programme and also forms part of the statutory science curriculum.

Content and delivery are informed by national guidance and statutory requirements as well as local guidance. Adopting a normative approach, we seek to refute misinformation particularly that which describes an inflated prevalence of drug use. The curriculum also reflects our school's ethos and the identified needs of our community. Information informing our curriculum includes in-school needs assessments (including surveys and questionnaires) and the 2017 Health Related Behaviour Survey.

The goal of DATE is for students to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to their own actions, both now and in their future lives.

Our DATE programme incorporates a range of teaching and learning opportunities which are appropriate to the age, understanding and ability of students. This is supported by tutor time activities and our assembly programme.

We recognise and value the contributions towards our DATE programme by visitors especially, Sussex Police, the School Nurse service and other local service providers. When they are made, these contributions form a part of our planned programme and we adhere to local guidance about how visitors make their contribution.

Key staff within the school also contribute to the dissemination of information and training to parents/carers via the PTA, the school website and other events.

## **Implementation and dissemination**

The Principal and Board are responsible for the dissemination and implementation of this policy, supported by the Senior Leadership Team.

Governors will receive appropriate training and information to support their role in safeguarding students, led by the designated Safeguarding Lead.

The policy (which has been widely shared and consulted on during its developmental process) will be available to all our stakeholders. The policy will be available as a paper copy on request and also available on our school website.

**Monitoring, evaluation and review**

Should a drug related situation occur, we will consider the need to amend our policy or to add work to our action plan.

This policy will be reviewed at least every three years.

**Other relevant school policies**

- Child Protection and Safeguarding
- Confidentiality
- Health and Safety
- Engagement for Learning Policy
- Supporting Students With Medical Conditions Policy

Policies can be accessed as a paper copy on request or on the academy website