

CLAVERHAM COMMUNITY COLLEGE



Drug and Alcohol Policy

September 2020

Approved: Mrs M Whitehead, Chair of Governors

Date: 25.11.2020

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This policy was written and approved in conjunction with a number of stakeholders namely:

Governing Body, Pastoral Team, Parent Focus Group, School Council, Year Councils, Police Liaison Officer, Targeted Youth Support, Parent Support Advisory Team, East Sussex PSHE, Health and Wellbeing Team.

A copy of this policy is held centrally in the Policy Document Folder and the policies folder on J/Drive. It is also accessible via the school website.

Relationship to other policies:

- School mission statement
- Equalities Policy
- Behaviour Policy
- Health & Safety Policy
- Confidentiality Policy
- Child Protection Policy
- PSHE policy
- School visits policy

Local and national references:

- DFE and ACPO Drug Advice for Schools – January 2012
- DFE Screening, Searching and Confiscation – Advice for Head Teachers, Staff and Governing Bodies.
- East Sussex DATE guidance

Associated Resources

- Link to Use of Reasonable Force – advice for head teachers, staff and governing bodies
<http://www.education.gov.uk/schools/pupilsupport/behaviour/f0077153/use-ofreasonable-force-advice-for-school-leaders-staff-and-governing-bodies>
- Link to Behaviour and Discipline in Schools – guidance for governing bodies
<http://www.education.gov.uk/schools/pupilsupport/behaviour/g0076647/guidance-for-governing-bodies-on-behaviour-and-discipline>
- Link to Behaviour and Discipline in Schools – advice for head teachers and school staff
<http://www.education.gov.uk/schools/pupilsupport/behaviour/f0076803/advicefor-headteachers-and-school-staff-on-behaviour-and-discipline>
- Link to Information Commissioner for advice on the Data Protection Act
http://www.ico.gov.uk/for_organisations/data_protection.aspx

Legislative links

- Education and Inspections Act 2006
<http://www.legislation.gov.uk/ukpga/2006/40/contents>
- Health and Safety at Work etc Act 1974
<http://www.hse.gov.uk/legislation/hswa.htm-1->

DRUG EDUCATION POLICY

1. Aims of policy

Our Mission statement indicates that we strive to develop a fully rounded curriculum through which our pupils will be able to achieve their personal potential both academically and socially. At Claverham there is a strong commitment to the community and its welfare, based on the principles of partnership with parents, effective communication and the sharing of values. With this in mind, we have a duty to inform our young people in matters of drug education and related issues while making it quite clear that we do not tolerate substance misuse in any form.

The purpose of this policy is to raise awareness, give information, and provide clear guidelines regarding the curriculum and college procedures for dealing with situations that might occur.

With regard to definitions, 'drugs' includes reference to solvents, volatile substances, alcohol, tobacco and medicines as well as other legal and illegal drugs. There is, however, a distinction between drugs used for legitimate medical purposes and the misuse of drugs or other substances. Illegal and unauthorised drugs are not acceptable within the boundaries identified within the policy. The rules relating to prescribed medicines and alcohol are covered within this policy.

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working with Claverham.

In the context of Claverham, we aim to alert our pupils to the dangers of misuse by offering a rounded and informative curriculum. We also aim to create an open environment, within a supportive pastoral system, and encourage pupils to develop personal skills enabling them to enhance their self-image and counteract peer pressure. Within the local area, the factors encouraging or discouraging our pupils in substance misuse need to be recognised. The first concern in managing drugs is the health and safety of the college's community and meeting the pastoral needs of pupils.

2. Staff with key responsibility for drugs

One of our Deputy Principals (Behaviour, Attendance and Welfare) will act as Co-ordinator of drug education and will liaise with appropriate outside agencies/police where necessary. The Principal, alongside a member of the Leadership and Management team or the relevant Pastoral Leader will manage any accusations of a drug related nature. All will liaise with appropriate outside agencies/police where necessary.

3. Definitions

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

- Legally controlled substances such as caffeine, alcohol, tobacco 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.

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.

4. Curriculum

Our aims and objectives are in line with the county guidance, national guidance and statutory requirements. The college aims to increase the pupils' knowledge and understanding, along with skills and attitudes of drug-related issues. It also provides a learning environment that enables pupils 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.

The Co-ordinator for PSHE in consultation with Heads of House plan a spiral, inclusive curriculum delivered throughout Years 7 to 11; this programme complements what is delivered through Science, Religious Education and Physical Education. The House Tutor and relevant Head of House and Subject Leader will monitor and assess the units of work.

We recognise and value the contributions towards our drug education programme by outside agencies, especially the East Sussex PSHE, Health and Well-Being Team, Targeted Youth Support, Sussex Police, the School Nurse service and other local service providers. All visiting speakers read and sign the visitor's Child Protection and Safe Guarding policy. The college adopts the County Visitor's guidance document in preparing and selecting appropriate speakers.

5. 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 pupils.

Our staff know their pupils well, and are skilled at and trained in identifying problems. In particular, we maintain a strong relationship with The Targeted Youth Support Service who can provide specialist support and we are able to refer pupils to them.

6. Health and Safety

Within the college and in particular in the science department, chemicals and other substances are stored safely and under supervision. Within the medical area, personal medication is kept secure. This will be in line with guidelines within the Health and Safety policy. Pupils will be reminded regularly not to use medication prescribed or intended for another person. Pupils must also hand to Reception any medication they might require during the day and this will then be issued when needed. Parents are reminded of this procedure through the newsletter.

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

Where any individual on college 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 college and first aid equipment.

At all times staff must be vigilant in their supervision of 'risk' areas. All staff should also be alert to identify any changes in pupils' behaviour patterns and refer any concerns regarding these or possible signs or symptoms of drug misuse to the relevant member of staff on the LT.

7. Management of drugs at school and on school trips

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, either on college premises or involving pupils travelling to and from college or elsewhere in school uniform, or

any reported occurrence outside college. The college has the duty to investigate any drug disclosures or discoveries occurring outside the normal school hours.

Pupils who are, in part, educated off-site, alongside their parents/carers, sign a home school agreement to adhere to the policies of Claverham regardless of where they are being educated that day.

It is extremely important that our response to any incident achieves a balance between sanctions applied and support given. Action taken will vary according to the nature of the incident and there will be a measure of flexibility applied to each situation. There must also be fairness and consistency and the following procedures as outlined should be adhered to by all staff.

- a) General concerns regarding behaviour may have many causes. These should be referred to the Head of House who will arrange to discuss concerns with the pupil and, if necessary, with the parent/carer.
- b) If there are disclosures regarding tobacco, alcohol or solvents, a member of the leadership team should be found and should investigate initially. If the disclosures prove to be founded, there should be a referral to the the Principal. In these instances there is normally contact with parents and a college sanction applied. Support via our Behaviour Support Consultant, School Nurse, Counsellor and Targeted Youth Service may also be offered and a pre-CAF/CAF begun.
- c) If there are disclosures/suspicions regarding illegal substances, these should be referred to the LT. Appropriate action will be taken according to the findings, based on LA guidelines. A written report will be kept detailing the incident.
- d) If evidence of the possession, use or intent to supply illegal substances on or off the college site is found this should be referred immediately to the LT and the Principal. Parents/Carers will be contacted and there will be some form of sanction applied. This may include exclusion and contact of parents, police and Governors in line with County guidelines. Depending on the amount and nature of the substance the Police may be contacted in the first instance. An intent to sell/supply substances will result in exclusion.

8. Disciplinary Procedures

All disciplinary procedures should reflect the seriousness of the offence and its circumstances but are at the discretion of the Principal. In all instances the pupils' welfare is of prime concern and any individuals involved will be offered support. If there is evidence of problematic drug or alcohol misuse, the college will discuss the situation with parents and make a referral to Targeted Youth Support who, where appropriate, may refer on to the Under 19s Substance Misuse service.

Our pastoral team will consider what further interventions and support should be put in place. These may include the involvement of the outside agencies and internal support services already listed. Pupils may be offered, or required to attend individual or group sessions.

We will review our drug education programme and seek advice from East Sussex PSHE, Health and Well-Being Team 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 freedom.

The college may reserve the right to oblige the parents of the pupil to show evidence of a 'clean' screening test being conducted prior to the re-admission of the pupil. A further test may be requested if the behaviour of that pupil or information regarding that pupil causes suspicion of substance misuse.

Confiscation and searching

Where there is reasonable suspicion of a pupil being in possession of an unauthorised substance, there is statutory power to search the pupil, without consent. The items that can be searched for under this power are alcohol and illegal drugs. School staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline. A search should be by an adult of the same sex, with another adult present as a witness, if possible also of the same gender. Searches without consent will 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 member of staff conducting the search may not require the pupil to remove any clothing other than outer clothing.

'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats, shoes, gloves and scarves.

'Possessions' means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags.

An intimate search (going further than outer clothing) can only be undertaken by a person with more extensive powers (e.g a police officer). If this is deemed necessary the Police will be contacted.

Reasonable force may be used by the person conducting the search.

Where a person conducting a search finds alcohol, they may retain or dispose of it.

Where they find controlled drugs, these must be delivered to the police as soon as possible unless there is a good reason not to do so – in which case the drugs must be disposed of. (In determining what is a 'good reason', the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article).

Where they find other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.

Parents will always be informed if their child is found to be carrying or under the influence of an unlawful substance.

If any member of staff is found to be 'under the influence' of drugs or alcohol the Principal must be informed immediately and appropriate supportive action taken. It may be necessary to examine issues of competency or disciplinary procedures; however, the welfare of the member of staff and the children must be the first consideration.

If a parent or visitor is 'under the influence' staff must ensure that they are not alone. If it is felt that a child cannot be released into the care of the person collecting them, the Principal must be informed

immediately and a decision will be taken to contact appropriate outside agencies. Parents/carers will then be signposted to appropriate support agencies.

9. Emergency procedures

In cases of emergency, including an overdose of medication, the trained medical staff must be sent for immediately and they will take appropriate action. In the interim period emergency aid should be applied as follows (in line with county guidelines):

- Move the child or young person as little as possible.
- Put them into the recovery position.
- Ensure the mouth is open and unobstructed.
- Keep them warm and quiet.
- Monitor breathing and act appropriately if heart stops.

If staff have concerns that a pupil is intoxicated from inhaling a volatile substance, care must be taken not to chase or over excite as sudden death can occur. The pupil should be kept calm until the effects have worn off.

Parents/carers will be contacted as soon as possible.

All staff will need on-going training in dealing with drug-related incidents.

10. Child protection, safeguarding and confidentiality

Our child protection policy ensures that all staff are alert to signs that a pupil'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 pupil'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 pupils are paramount. We encourage trust, between teachers, pupils and parents. However, the boundaries of confidentiality will be made clear to pupils 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 pupil to share information with an appropriate adult who will, most usually, be the parent/carer.

Sensitive information is only disclosed with careful attention to pupils' rights and needs.

11. 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 pupils' medicines. Reception takes this responsibility. The college is not responsible for providing any form of medication and will not do so.

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

12. Training

On-going training will be required for staff, governors and parents related to a) the development of pupils' life skills and b) the awareness and recognition of substance misuse.

INSET provided by the LA and the NHS will be made known and used when appropriate. College based INSET will be made available regularly to all staff.

The Pastoral Care team works closely with East Sussex PSHE, Health & Well-being team to avail themselves of relevant training. New members of staff receive inset on the delivering and teaching of PSHE.

14. Implementation

Successful drug education requires the support and involvement of parents/carers. Copies of this policy statement are to be disseminated to all parents and other interested parties at their request and are available via the website. Parents are also to be invited to attend awareness-raising and/or training sessions organised at the college. These will take place every three years.

All pupils are to be informed of the college rules regarding substances and medication at the beginning of each school year, and reminded of the possible consequences of misuse.

Pastoral staff are to highlight the main issues identified in this policy when it is appropriate for each age group, preferably through the medium of an annual assembly.

Responsibility for drug education and the implementation of this policy lies with the Governors, delegated through the Principal to the Personal, Social, Health and Economic Education team.

15. Teaching and Learning

A variety of styles for both teaching and learning are used and individual teachers adopt what is appropriate for their class. The Schemes of Work provide a rich resource and are used in both Key Stage 3 and 4. The use of DVD, role play, small group work and when appropriate didactic teaching will provide pupils with the relevant knowledge and understanding, attitudes and values of the key issues involved. The classroom atmosphere is such that pupils feel secure and are encouraged to discuss substance issues within agreed boundaries respecting each other's views and opinions. Signposting to support websites/agencies occurs via the journal, year notice boards and pastoral notice board.

16. Monitoring and Review

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. We

have a designated governor for policy development and overseeing the drug education programme, and for contributing to any case conferences called, or appeals against exclusions.

The Leadership and Management Team and in particular the designated teacher for managing drug-related incidents 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 PHSE Co-ordinator will be responsible for establishing an inclusive drug education programme using local guidance including the support of the East Sussex PSHE, Health and Well-Being Team.

Parents and carers are responsible for supporting the aims of this policy and for supporting school staff with its implementation. Pupils are responsible for supporting the aims of this policy and using it to inform their behaviour.

Heads of House and the make regular lesson observations and scrutinise pupil work books.

The issue of substance misuse is a regular agenda item for PSHE team meetings.

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 and the curriculum are evaluated and reviewed bi-annually.

APPENDIX 1

Areas Covered within the Curriculum

Key Stage 3

- School rules relating to medicines, alcohol, tobacco, solvents and illegal drugs and responses to drug related incidents.
- Information about legal drugs (including prescribed and over-the-counter medicines) and illegal drugs, their effects and associated health risks.
- Scientific terminology including the following words: use, misuse, abuse, addiction, tolerance, dependence, overdose, withdrawal and adulteration.
- Different categories of drugs - including stimulants, depressants, analgesics and hallucinogens.
- The effects of different levels of intake of alcohol.
- Advice and support within the locality, national helplines and organisations.
- Identifying risks to health, and risk-taking behaviour.
- Communicating with peers, parents and professionals.
- Decision-making and assertiveness in situations relating to drug misuse.
- Giving and securing help if needed (for example placing someone in the 'recovery position')
- Attitudes and beliefs about drugs and drug users among different groups in society.
- Impact of the media and advertising on young people's thinking.
- Attitudes towards drugs and laws relating to drugs.
- Recognition of oneself as a role model and acceptance of responsibility for one's actions.
- Taking responsibility for one's own, and other people's safety.

Key Stage 4

- School rules relating to medicines, alcohol, tobacco, solvents and illegal drugs and responses to drug related incidents.
- Information about drugs including their legal status, effects and appearance.
- Personal, social, financial, biological and psychological effects of drug misuse.
- Patterns of drug misuse locally and nationally and the impact on the community and wider society.

- Dangers associated with particular drugs, mixing of drugs, and specific environments and moods.
- Drug policy in this country, including education, prevention, policing and legal aspects, penalties, treatment and rehabilitation.
- The services provided by local and national advice and support agencies.
- Communicating with peers, parents and professionals.
- Decision-making and assertiveness in situations relating to drug use.
- Communicating drug advice to other young people.
- Giving and securing help if needed for a variety of situations.
- Attitudes towards drugs, drug users and misusers and laws relating to drugs, including licensing and retailing laws.
- Individuals' responsibility for their own actions.

APPENDIX 2

Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640 Email: admin@adfam.org.uk

Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems

Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7739 5902 Email: enquiries@ash.org.uk

Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 877910 Email: clc@essex.ac.uk

Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: info@crae.org.uk

Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7307 7450

Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550 Email: info@drugscope.org.uk

Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com

Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email admin@mentoruk.org

Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000 Website: www.ncb.org.uk

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, and develops innovative projects.

Tel: 0800 800 2222

Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)

A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information line: 01785 810762

Email: information@re-solv.org

Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169

Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>