



Policy for Drugs Education and the Management of Drug Related Incidents

Reviewed by the Safeguarding Committee: March 2016

Date of next review: March 2019

At Handcross School, every child is special

Aims for the School

- To make all children and staff feel safe, happy, respected, cared for and have a sense of belonging. To create a trusting atmosphere in which the spiritual life and personal qualities of the children will flourish and their growing confidence and independence nurtured.
- For there to be high expectations which inspire, motivate and challenge **every** child to learn in every aspect of a broad curriculum. For the children to learn how to think independently, develop their imaginations and have fun. For every day to be used to the full.
- To have good working relationships between all who work in the school and a strong partnership with the parents, other schools and the community.
- To create an in/outdoor environment which is attractive, lively, stimulating, informative and which supports the children's learning.
- For the learning to be based on our knowledge of *how* children learn, the preferences and interests expressed by the children themselves and from stimuli within the locality.
- For exciting and memorable lessons to be well planned and resourced, with plenty of rich, satisfying, enjoyable, multi-sensory experiences, and for lessons to be suitably differentiated to meet every individual need.
- For the good and relevant use of IT to be fully exploited.
- To set short, medium and long-term goals which challenge and stretch each individual, and for progress to be carefully tracked.
- For teachers to accurately assess individuals at every stage of the learning so that the resulting interventions have a direct *impact on the children's learning*.
- For the children to be able to talk about their progress towards their targets, and for their achievements to be celebrated.
- For the children to be prepared to lead a life within a diverse and constantly changing society, in which they will respect British values, adopt a healthy lifestyle, achieve economic well-being, and make a positive contribution.

September 2016

Purpose of this policy

- Clarify legal requirements and responsibilities of the school in relation to drugs
- Safeguard the health and safety of all the school community.
- Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community.
- Enable staff to manage drugs on school premises, and any incidents that occur with consistency and in the best interests of those involved.
- Ensure that response to incidents involving drugs complements the overall approach to drugs education and the values and ethos of Handcross School.
- Provide a basis for evaluating the effectiveness of the education programme and the management of incidents involving illegal or unauthorised drugs.
- Ensure the school is complying with the NC guidance in relation to drug education, including the use of alcohol and tobacco.

Definition of drugs

- The definition of a drug given by the United Nations Office on Drugs and Crime is:
A substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education' unless otherwise stated, are used throughout this policy to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971) including ketamine, khat and alkyl nitrates (known as poppers)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled).
- All over-the-counter and prescription medicines.

At Handcross School the possession, use, or supply of all illegal and unauthorised drugs within school boundaries is unacceptable.

Definition of school boundaries

- Journeys in school time.
- School trips (rules relating to staff use of alcohol/tobacco on residential trips will be documented and understood by parents/carers, staff involved at the time).
- 8.45 am – 3.15 pm when school is open to pupils (unless attending before and after school clubs) when 'duty of care responsibilities' apply.

Drugs which may be authorised in school boundaries are:

- **Medicines** - see Medicines Policy (included in Health & Safety Policy) which includes procedure for prescribed and non-prescribed medicines in school. It is advised that school staff do not give non-prescribed medicines to pupils.
- **Volatile substances** - see Health and Safety Policy for information on how solvents and chemicals are legitimately used by staff or pupils, and how these are stored and managed to prevent inappropriate access or use.
- **Alcohol** - Arrangements for storage or use of alcohol should be agreed with Head teacher and adhered to. It is an offence under the Licensing Act 1964 to sell alcohol without a licence. School can obtain an occasional licence and can offer alcohol (no sale) at school events and store appropriately on school premises without a licence.
- **Tobacco** - In keeping with the Healthy Schools programme supported by the school Handcross School is a smoke-free zone.

Management of drug related issues and drug education at Handcross School

- The Headteacher will have designated responsibility for the management of drug related incidents.
- The Senior Teacher will have responsibility in her absence.
- The PSHCE Co-ordinator will manage the co-ordination and dissemination of the policy and drug education programme at YR, KS 1 and 2 and CPD for staff.

Aim of the Drug Education Programme

To provide opportunities for young people to develop their knowledge, skills, attitudes and understanding about drugs and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Objectives of the Drug Education Programme

- To provide the children with accurate information.
- To create a climate where the children feel comfortable to discuss drug use.
- To consider attitudes and values about drug use.
- To enhance children's decision making skills.
- To help children distinguish between different drug substances and consider their use, misuse, benefit and harm.
- To give information about support services.
- To correct any myths /misconceptions about the effect of drugs.
- To develop the children's skills to refuse a drug offer.
- To warn of the dangers of misuse of drugs.

The Drug Education Programme

- Drug Education will be delivered as part of the PSHCE and Science Curriculum. Many of the personal and social skills and attitudes that are developed through PSHCE are appropriate for drug education.
- Infants will learn about being safe with medicines and household substances and the basic skills for making healthy choices and following safety rules.

- At KS2 pupils will learn about: the effects and risks of alcohol, tobacco, volatile substances and illegal drugs; rules and laws relating to drugs; how to find information, help and advice. They will learn basic skills to manage risky situations; how to make informed choices about their health; how to resist pressure to make the wrong choice; how to communicate effectively; how to take responsibility for their actions. This will be adjusted to the needs of the children as judged by the staff.
- Drug education will take account of pupil's views, through using a Circle Time approach to PSHCE.
- Drug education will be supported by a whole school approach.
- When planning, issues to take into account are:
Pupil's existing knowledge and understanding; trends in local drug use; pupils with SEN; pupils who require regular medication; pupils who may have parents/carers or relatives who use or misuse drugs.
Pupils who are vulnerable to drug misuse (may need extra support from school or outside agencies).

Definition of a drug related incident

- Drugs or associated paraphernalia found on the school premises.
- A pupil demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age.
- A pupil is found in possession of drugs or associated paraphernalia.
- A pupil is found to be supplying drugs on the school premises.
- A pupil, parent/carer or staff member is thought to be under the influence of drugs.
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the area.
- A pupil discloses that they or a close family member/friend are misusing drugs.

Procedures for dealing with drug related incidents (follow procedure with a witness where possible)

- The school will keep a record of all drug related incidents (including notes of discussion with pupils/staff).
- The Headteacher will judge the nature and seriousness of each incident. (See Appendix 1 Range of factors relevant when responding to incidents.)
- The Headteacher will decide how to deal with and respond to drug related incidents in school offering a constructive process of support to the pupils and families involved.
- The school will follow any advice from the police.
- The HT will inform parents/carers explaining the drug related incident and how the school intends to respond to the incident.
- Safety and medical emergencies will take the utmost priority when dealing with incidents
- The school (by law) may take temporary possession of suspect substances.
- The HT will destroy substance or give it to a person lawfully entitled to take custody (needles or syringes in a tin with a lid and not disposed of in domestic waste).
- With a witness present the HT (use gloves) will seal the articles in a bag and store in a secure location accessed only by the HT.
- HT will inform police if deemed necessary.
- The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken.
- Parents will be given the opportunity to collect such items as alcohol or tobacco.
- Small amounts of volatile substances may be disposed of in a bin which is inaccessible to pupils.
- When a person is suspected of concealing illegal substances **it is not appropriate for the HT to carry out a personal body search.**

- The HT may search school property i.e. lockers, desks. Prior consent should be sought but if it is refused they may continue with the search. **The HT may not search personal property without consent (i.e. bags).**
If they refuse parents/carers may persuade them or police may be called.
- The Senior teacher will take on these responsibilities in the absence of the HT.

Staff support and training

- Teachers should use the NC framework for PSHCE and those aspects of the Science curriculum that refer to drugs to plan their Drug Education programme.
- CPD to include subject knowledge and appropriate teaching methods and dissemination within the school.
- Staff should be aware of school guidelines about restricted drinking and other drug use in school hours and on school visits.
- If members of staff have a drug problem arrangements can be made for appropriate occupational health advice and support.

Confidentiality

- In line with the ethos of our school sensitive information is only disclosed internally or externally with careful attention to pupils or staff rights and needs.
- Boundaries of confidentiality must be made clear to pupils because staff may have to fulfil their professional responsibilities by passing on information to the HT.
- If a pupil's safety is considered under threat then procedures outlined in the Child Protection Policy will be followed and adhered to. (See Child Protection Policy for details.)

Involvement of parents/carers

Parents will be made aware of the school's approach and rationale for drug education through:

- Mention in the school prospectus.
- Parent Governor representation during the planning and review of the Drug Education Programme and Policy.
- Access to this policy (office).
- Access to policy for medicine on the school premises (office).
- Information about their child's drug education (PSHCE links) and school rules in relation to drugs.
- Encouraging and supporting pupils' learning at home.
- Being able to access information about drugs and local and national sources of help. (The School Nurse will provide an information leaflet produced by the NHS: A Parent's Guide to Drugs and Alcohol.)

Role of school governors

- As part of their general responsibilities for the strategic direction of the school, designated governors will play a key role in the development of the school drug policy and monitoring of the drug education programme.
- The governor with responsibility for child protection may be required to contribute to case conferences or appeals against exclusions if necessary.
- Governors will be informed of drug issues that affect the school at the meeting of the Safeguarding Committee.

This policy has been drawn up using guidance from DfE and ACPO drug advice for schools advice for local authorities, headteachers, school staff and governing bodies September 2012

The range of factors which may be relevant and need exploring to determine the seriousness of a drug related incident and suggested appropriate responses.

- What does the pupil have to say?
- Is this a one-off incident or longer-term situation?
- Is the drug legal or illegal?
- What quantity of the drug was involved?
- What was the pupil's motivation?
- Is the pupil knowledgeable and careful or reckless as to their own and others' safety and how was the drug being used?
- What are the pupil's home circumstances?
- Does the pupil know the school policy and school rules?
- Where does the incident appear on a scale from 'possession' of a small quantity, to persistent supply for profit?
- Taking these factors into account, do the police need to be involved?

Response should balance the needs of individuals with those of the school community. Possible responses may include:

- Early intervention and targeted prevention where pupils are identified as 'vulnerable', in addition to school drug education programme.
- Referral to EWO, SS, CP, West Sussex Young Persons Substance Misuse Service where necessary.
- Counselling.
- Pastoral support programmes and behaviour support plans.
- Fixed-period exclusion.



The young person and contact details

Name:			
Known as:			
Date of birth:		Age:	

Ethnicity				
Nationality				
Gender	Male	Female	Not known	Not specified

Contact details		YP okay to be contacted here?
Address:		
POSTCODE:		
Home phone number		
Mobile phone no		
Email address		

It is important that the YP knows they are being referred and has agreed to this. If it would be helpful, we can ring and speak to the YP about what we do

Has YP consented to referral?	Yes	No	
Are parents/carers aware of referral? (they don't have to be)	Yes	No	Not known

Reason for Referral

Detail reasons for wanting support (YP can write this themselves)

YP is concerned about their use of drugs or alcohol	Yes	No
Someone else is concerned about YP's use of substances	Yes	No

Has YP completed screening tool (not obligatory)

WSYPSMS Self Assessment YES/NO/NOT KNOWN if yes, please state score

WSYPSMS Professionals screening tool YES/NO/NOT KNOWN

If yes, please state score

From this list of substances, please circle any the YP has **EVER used or tried** and write next to it the age at which they first used (doesn't have to be current use):

ALCOHOL	TOBACCO	CANNABIS	MDMA/ECSTASY	MEPHEDRONE
SPEED/AMPHETA MINES	LSD/ACID	MAGIC MUSHROOMS	COCAINE	CRACK COCAINE
Benzodiazepines (e.g. valium)	HEROIN	KETAMINE	SOLVENTS	NITROUS OXIDE
Shop/internet bought "high" Name:			GHB	METH AMPHETAMINE
Other (state name/s):				

Please name which substances the YP is **CURRENTLY using**:

Name of substance	How using (swallow, smoke, snort, inject)	Frequency of use (e.g. no of times per day/week/month)	Average amount used in session	YP concerned about this use?

Other services involvement

Service	Ever involved	Current involvement	Named contact	YP happy for us to contact?
Youth Offending Service	Y/N/NK	Y/N/NK		
CAMHS	Y/N/NK	Y/N/NK		
Children's Services	Y/N/NK	Y/N/NK		
Youth Services – FindItOut or IST	Y/N/NK	Y/N/NK		
Other – please specify	Y/N/NK	Y/N/NK		

Is YP classed as: In need of Early Help Assessment? Y/N/NK

Does YP have open CAF/Early Help

Risk assessment:	Details:
Is YP risk to self? Y/N	
Is YP risk to others? Y/N	
Is YP at risk from other people? Y/N	

Other risk factors – please circle Yes, No or Not Known and add additional info if needed		
Offending behaviour	Y/N/NK	
Looked After Child (LAC or OLAC)	Y/N/NK	
Classed as Child In Need	Y/N/NK	
Open Child Protection case	Y/N/NK	
Excluded/truancy/NEET	Y/N/NK	
Unstable accommodation	Y/N/NK	
Risky sexual activity	Y/N/NK	
Learning disability/mental health issues	Y/N/NK	
Family substance use issues	Y/N/NK	
Repeated injuries or A&E attendance	Y/N/NK	
Poly drug use (mixing substances)	Y/N/NK	

Please note, workers often visit at home. Are there any additional risks to be aware of:

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Referrer details:

Name:	
Relationship with YP/role:	
Address:	
Telephone:	
Email:	

Young Persons signature:	Date:
Referrers signature:	Date:

Please return this form to:

WSYPSMS, CRI YP & Family Office, 30-32 Teville Road, Worthing, BN11 1UG or email to wsypsms@cri.org.uk

If you have any queries or would like to discuss the referral, please feel free to call us on 0300 303 8677 option 1