

DRUGS AND SUBSTANCE ABUSE POLICY

Term of policy: Every 1 year

Approved by: Board of Trustees

Date ratified: date of next GB meeting

Next Review Date: Spring 2022

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Sources: NGA, The Key

Online location: Google Drive folder: Policies

Consulted with JCC?

Introduction

This policy replaces any previous policy and follows the DfE regulations.

In line with the School's Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of School life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

The policy will follow the five principles of the Children's Plan:

- to support parents and families
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs
- to use preventative measures to help students avoid the possibility of failure

This policy is based upon the School's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the School community.

Foreword

Rooks Heath School is a mixed 11 to 18 multicultural comprehensive in the London Borough of Harrow. This policy is formulated by the SDSL in consultation with staff and is monitored by other members of the school's Leadership and Management Group. The policy is subject to review every 3 years by the college's Leadership and Management Group and is subject to approval by the governors of the college.

This policy should be read in conjunction with the Physical Restraint Policy.

The purpose of developing a school drug policy is to:

- clarify the school's approach to drugs for all staff, students, governors, parents/carers and external agencies
- clarify the legal requirements and responsibilities of the school
- give evidence to staff on the drug education programme
- enable staff to manage drug related incidents with confidence and consistency
- reinforce and safeguard the health and safety of the students and college community
- provide a basis for evaluating the effectiveness of the school's approach to drug education and its management of incidents involving substance abuse
- reinforce the role of the school in contributing to local strategies

What do we mean by Drugs?

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. This includes legal drugs such as alcohol and tobacco as well as illegal drugs such as heroin, cannabis and amphetamine, volatile substances like aerosols, glues and gasses as well as over the counter and prescribed medicine. In college, legal 'highs', such as Shisha pens, pipes, electronic cigarettes will be treated as drugs. These are just examples and other substances may in future be interpreted as a drug.

Drug Education and drugs prevention

We believe that knowledge is power and so we ensure that age appropriate education and support is provided through PSHE, Social Wellbeing and Science lessons as well as assemblies. Through exploration of issues and attitudes, students are encouraged to develop their abilities to make informed choices. This should not be confused with drugs prevention, which aims to reduce the misuse of drugs and the harm that they can cause. In some cases, the distinction between drug education and drug prevention may not always be maintained and both aspects may be dealt with simultaneously.

Drugs on school premises

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit.

Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety. We follow procedures recommended by London Borough of Harrow guidelines. Please refer to our Medical Needs policy.

Alcohol

No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult (or staff, students, parents, carers and visitors) under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to remove their children from the school and will be encouraged to seek immediate medical support. The DSL/deputies must also be alerted to this and an entry logged on MyConcern.

Smoking

School premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed

Illegal drugs and "psychoactive substances"

No illegal drugs, new psychoactive substances or Drugs Paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or glamorise illegal drug use or the use of psychoactive substances either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy.

Solvents

The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this drugs policy.

Responses to drug related incidents

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Student reports of parents, staff or students using drugs
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties) Glamourising or encouraging the use of drugs and other substances

Responding to Drug-Related Incidents

In all situations involving drugs the following principles apply:

- All situations will be carefully considered before deciding on the response.
- The needs and best interests of the School community will be taken into consideration.
- Parents/Carers will be informed at an early stage.
- Support agencies including the police will be involved if appropriate.
- Counselling will be arranged for students and their families if appropriate.
- Response may include both a disciplinary and counselling approach.

Disciplinary response

Where school rules on drugs are broken, a sanction will be given, which will be recorded on MyConcern and on Sims. The type of sanction cannot be categorically stated as it will depend on the exact nature and degree of the offence. During the investigation, statements will be taken separately and as soon as possible, from all relevant parties, thus limiting the opportunity for collusion. Sanctions will include, but are not limited to, fixed term exclusion and permanent exclusion.

A member of the SLT or safeguarding team will normally be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies. Incidents will be dealt with after assessing the situation and will be reported to the Headteacher.

Guidance provided by the DfES in circular 4/95

'In cases where it is clear that a student is selling illegal drugs and the health and safety of other students is directly at risk the head teacher may decide that a student should be excluded. Fixed term exclusions will be appropriate in some cases and permanent exclusions may be warranted as a final sanction when all other reasonable steps have been taken.'

Involvement of the Police

In most cases, any punishment is likely to be a School rather than a police matter. However, the School is aware of the Misuse of Drugs Act 1971, which makes it an offence to possess or supply drugs. If a member of staff discovers any illegal drug, tobacco, alcohol, solvents or similar substances they should take them immediately to the Headteacher for appropriate action. The School maintains strong links with the Safer Schools Officers through their involvement in the drugs education curriculum, which helps students to have a greater understanding of the role of the police and the law. It is the policy of the school to contact the local police where it is believed that an incident has involved illegal substances.

Confidentiality

At Rooks Heath School we will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate.

Complete confidentiality can never be promised to a student though information given in confidence will not generally be disclosed to anyone else. In particular if a student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to try to ensure the student comes to no serious harm if this is considered a risk. Regarding disclosures staff will report on MyConcern.

Support for students

At our school the welfare of the student is paramount and intervention will be made if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents'/carers'. We believe that early intervention, where possible, is significant. These interventions may include:

- Support and advice in school
- Referral to specialist outside agencies for support, e.g. Compass
- Working with the Police

Emergency Situations

In all cases where a student is displaying symptoms of illness or distress, which may be as a result of substance abuse, staff with first aid qualifications will be called and the student will not be left alone. The student will be placed in the recovery position and an ambulance called. The parents/carers will be informed and called to the college. The incident will be assessed and an attempt will be made to ascertain whether a substance has been taken. A written report will be given to the Head Teacher and Deputy Head Teacher (Pastoral). An Accident Form will be completed. These key staff will decide on any further action to be taken.

Intoxication

Where a student is under the influence of a substance and may be a danger to themselves or others or are violent or causing damage, the student will be removed to a quiet room and will be accompanied at all times by a member of staff. Staff involved in a situation should adhere to the Physical Restraint policy. The welfare assistant will be called and further medical help summoned if necessary. Parents/carers will be informed and called to the school. Details will be logged on MyConcern and Sims. The key staff as above will be informed and they will decide on further action to be taken.

Disclosure of Out of Hours Substance Use

A student may /can disclose to a member of staff that he/she has been using drugs or is concerned about someone else's drug use, out of school hours. Concern for the student's welfare will be shown and the student may be referred to a member of SLT or safeguarding team who may refer them to a drugs or counselling service. Information will only be given to key people, but no individual teacher can promise total confidentiality.

Right to Search

In line with recent legislation the staff at Rooks Heath School reserve the right to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the students may have a prohibited item.

Searches will be carried out by authorised staff detailed by the Headteacher. Parents and Carers will always be informed when this has happened. If inappropriate articles are brought into school or used inappropriately they may be confiscated and kept in the school safe for collection by Parents and Carers at the end of the day. If these items are dangerous or illegal they will be handed to the Police for safe disposal. Rooks Heath School works closely with its Police Liaison Officers. If students are involved with any activity which breaks the law the police may be involved in the confiscation of items, Parents and Carers will always be informed when the police are involved and given the opportunity to attend any interviews. Similarly, the police will be involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing. In such cases, the police will decide what course of legal action, if any, should be taken. For full details please see the school's Searching, Confiscation and Screening Procedure.

Similarly, students can expect to be physically restrained if they present a danger to themselves or other members of the community. For full details please see the school's Physical Restraint Policy.

Monitoring

The Deputy Head (Pastoral) will give an annual report to the Governing Body. This will analyse data for substance abuse, in the School, and the steps taken to address this issue.

Useful Organisations

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 3817 9410 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Change Uk 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 3907 8480 Email: contact@alcoholchange.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 7404 0242 Email: enquiries@ash.org.uk Website: <http://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 714 650 (general queries only) Email: info@coramclc.org.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 7766 9900 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: 0300 123 1110 (lines are open 24 hours a day)

Drugwise 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.drugwise.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: 0300 123 6600 Email: frank@talktofrank.com; Website: www.talktofrank.com

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: 0808 800 2222 Website: www.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. Text: 07496 959930 Information line: 01785 810762. Email: info@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0300 123 1044; Website: <https://www.nhs.uk/smokefree>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: <http://www.childrenssociety.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>