

DRUGS POLICY

This policy has obvious links with the following College policies:

- PSHE;
- Health and Safety;
- The Administration of Medicines.
- Discipline, Exclusions and Required Removal Policy

This policy reflects local and national aims and priorities expressed within the Government White Paper 'Tackling Drugs to Build a Better Britain' (1998) and The Healthy College Standard it also incorporates the key messages contained in Drugs: Guidance for Colleges (DfES/0092/2004).

This policy sets out the Colleges approach to drug education and how the College will respond to drug related incidents within the responsibilities of the College.

To whom does the policy apply?

This policy applies to all of the following people when they are on the College premises: students, staff, parents/guardians and visitors. Breaches of this policy by any of those mentioned will be dealt with by the Principal. This policy also applies to students and staff when off-site when the staff are acting in loco parentis. So, this includes all educational visits and residential visits.

Although the College is not responsible for students traveling to and from College we will work with parents and / or other agencies should any problems be identified.) It also affects the use of College premises after normal College hours.

Definition of a drug

For the purpose of this policy the following definition of a drug will apply:

"a substance people take to change the way they feel, think or behave."

This broad definition allows for the inclusion of all medication legal/illegal drugs (including alcohol and tobacco) volatile substances (see also the College's Health and Safety Policy and COSHH Policy) and all over the counter and prescription medicines.

Alcohol is not permitted at any time on the College site or during College visits except on special occasions at the discretion of the Principal and when staff are not acting in loco-parentis.

Overall Aims of the Policy

- To provide a framework for effective drug education
- To provide systems for dealing with drug related incidents within the College environment.
- To ensure that the College's drug education programme reflects the aims and values of the College and its Directors.

Roles and Responsibilities

Directors

As part of their general responsibilities for the management of the College, the Directors have agreed this policy. They will continue their involvement; through regular evaluation of it. The named lead Director with responsibility for this policy is Charlie Freer, Safeguarding Director.

Principal

The Principal takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation, and for liaison with the Directors, parents/guardians, appropriate outside agencies in the event of a drug-related incident. Students who are suspected of being at risk from drugs, and in particular truanting students will be supported and monitored with assistance from relevant agencies such as ESWs, Child Protection Officers, and police.

PSHE Coordinator

The coordinator together with the Principal has a general responsibility for supporting other members of staff in the implementation of this policy. The PSHE coordinator will provide a lead in the dissemination of information relating to drug education. The PSHE coordinator is Sharon Molton. The Principal or in her absence a senior member of staff is the first point of contact for advice/support in dealing with a drug-related incident.

Parents and Guardians

Parents and guardians are encouraged to support the College's drug education programme. They are responsible for ensuring that guidelines relating to medication in College are followed. Parents/guardians have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Principal will consider if there are any special circumstances, which may temper this right. The child protection service may be contacted in the first instance and advice sought.

All Staff

Drug prevention is a whole College issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug-related incident. This includes catering staff and the site manager and housekeeping staff. If they have any queries or training requirements these should be made known to the PSHE Coordinator or to the Principal.

The Bursar and the Maintenance manager regularly check the College premises – any substances or drug paraphernalia found will be recorded and reported to the Principal and dealt with in accordance with this policy.

Limits of Confidentiality

If a student discloses information relating to misuse of drugs then **absolute confidentiality cannot be guaranteed** and disclosure by students of information relating to misuse of drugs may be reported to the Principal or in her absence a senior member of staff. Students should be reminded of this when appropriate with the establishment of clear ground rules that cover issues such as the teachers' and students' right to privacy and respect. Similarly, teacher should be aware that they are unable to offer confidentiality in discussions in lessons. If a student discloses information which is not generally known and which the student requests is not passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with police investigation

- referral to external services

However, health care professionals) are able, under certain circumstances to maintain confidentiality except in circumstances where they have Child Protection concerns.

If rumours of drug misuse are disclosed the Principal should be informed – the Principal should assess the information and decide whether further action is to be taken.

Equal Opportunities Statement

Drug education will be provided to those students for whom it is relevant with consideration of any particular needs (see equal opportunities policy).

SECTION ONE – DRUG EDUCATION

Aims and objectives of drug/health education

“The aim of drug education is to provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others’ actions”. DfES 2004 p18 Drugs: Guidance for Schools.

The main aims of our drug education programme are to:

- Enable each student to develop confidence and self-esteem
- Raise students’ awareness of the world of drugs so that they can make informed and responsible decisions about their own drug use in order to reach their full potential
- Encourage a healthy respect for all substances taken into the body
- Enable students to explore their own and other’s feelings, views, attitudes, and values towards drugs and drug-related issues.

A base line evaluation of student’s knowledge and understanding around drugs will be undertaken to ensure the programme reflects and meets the needs of the students within the College. Where possible liaison has taken place between the College and its feeder schools to ensure a spiraling curriculum is in place and consistency in managing drug-related incidents.

The Education Act 2002 The Education Act 2002 places a statutory responsibility upon Colleges and schools to provide a broad and balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of students at the College.
- Prepares students for the opportunities, responsibilities and experiences of adult life.

Healthy Colleges Standard

A key theme of the Standard is Drug Education. This policy is in line with the Healthy Schools approach to the planning and delivery of Drug Education.

Teaching programme, strategies and resources

Drug Education is delivered through the PSHE programme by tutors in tutor group or year group situations using a broad variety of teaching and learning strategies and via the Science National Curriculum.

Teaching programmes reflect the students' level of development and their knowledge and understanding of drugs and drug issues. Where the teaching and learning includes issues which may be sensitive, staff and students will work within clearly understood and applied ground-rules in line QCA Guidance.

Monitoring and evaluation of the drug education programme.

The PSHE Coordinator is responsible for the overall monitoring of drug education. This will include the views of students and teachers and feedback will be gained through discussions and written responses when necessary. Changes, if needed, will be made to the planning and teaching of the programme in light of the evaluation and evidence of best practice.

Special Educational Needs

Children registered as having Special Educational Needs have the same right to good drug education as any other student. However, teachers must be aware of and respond to their needs in drug education lessons just as in any others, taking account of targets set in the students' Individual Education Plans.

Children vulnerable to substance misuse

Those children who may be viewed as vulnerable to substance misuse are provided with targeted drug education through the Colleges pastoral support. Staff are able to gain additional support and guidance from the Drug Education Team on appropriate resources and educational approaches.

Use of Visitors and outside agencies

Visiting facilitators can enhance the delivery of drugs education and some students do respond better if they perceive the deliverer to be an 'expert' rather than their 'normal' teacher. However, visitors will only be used in the programme if they can offer an expertise, approach or student response which cannot be achieved by the teachers. Where visitors and outside agencies are involved, their contribution must have been planned as part of an overall programme of Drug Education. Their contribution should complement the teaching already taking place in the College.

SECTION 2 - DEALING WITH DRUG-RELATED INCIDENTS

This section provides a framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. The College does not condone the use of drugs but will endeavour to support any student with a drug problem in line with its pastoral responsibilities.

Parents/guardians have the right to be informed of any drug-related incident that affects their child. An exception to this is when the child is deemed 'at risk' and the Child Protection Service has been contacted. In this case, it is up to the CPS to decide the course of action.

Staff should be aware that if they a) fail to take action in a drug-related incident or b) allow drug use to continue on College premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence a) enables criminal offences to be committed, or b) results in serious harm to the student's health and welfare, criminal proceedings could ensue.

Following any incident staff should complete a drug incident form (appendix 1)

Unauthorised Substances

No substances are to be brought onto the College premises unless authorised by the Principal or through the agreed protocol for the use of medicines on the College premises. This includes alcohol, tobacco, volatile substances and medicines (This list is not exhaustive, other substances may be included at the discretion of the Principal). This applies to anybody using the building regardless of age or whether they are staff or students of the College.

Students found in contravention of this section of the College policy, on College premises, will be dealt with in the following way:

- Parents will be contacted by the Principal or Senior manager in her absence. Parents' support will be sought in stressing to the student how the use of unauthorised substances in College is a serious breach of College rules.
- A suitable sanction will be considered. The severity of the sanction will depend upon various factors such as the age of the student, the circumstances of the incident, whether it is a student's first offence and whether it affected other students.
- The substance and associated paraphernalia such as matches or lighters found in a student's possession in College will be confiscated. They will be placed in a labelled envelope and kept securely until parents are able to collect them.

What to do in the event of finding a drug or suspected illegal substance

1. Take possession of the drug/substance and inform the Principal, or if not available a senior member of staff.
2. In the presence of a witness the article should be packed securely and labelled with the size/description of the substance, date, time and place of discovery.
3. The package should be signed by the person who discovered it and stored in the College's safe
4. Police should be contacted immediately and arrangements should be made to hand the package over to them. Staff should not attempt to analyse or taste any found substance.

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

1. Do NOT attempt to pick up the needle.
2. Cover the needle with a bucket or other container.
3. If possible, cordon off the area to make it safe.
4. Inform the Principal or senior member of staff.
5. Contact Environmental Health.

If it is considered impractical to leave the needle where it is found, a trained member of staff, using the appropriate personal protective equipment, may remove the needle from the area.

What to do in the event of finding or suspecting a student is in possession of a drug

1. Request that the student hand over the article(s). Staff can ask students to turn out pockets or bags, but can not demand that this happens.
2. Having taken possession of the substance/paraphernalia, the procedure should be followed as above.
3. Students should be placed in isolation until the matter has been investigated.

4. Parents should be contacted as quickly as possible.

EXTREME CARE SHOULD BE TAKEN IF HYPODERMIC NEEDLES ARE INVOLVED.

If a student refuses to hand over articles a search may be required – it should be noted that:

- Teachers/boarding staff can search College property, i.e. cupboards and trays without permission. It is recommended that the Principal is informed before.
- Teachers/boarding staff should not search students or personal possessions. An enforced search by staff could be interpreted as an assault.

Procedures for dealing with a child suspected to be under the influence of a drug or substance.

Stay calm, place child in a quiet area. Do not leave them unsupervised; seek medical advice from a First Aider. If the child is drowsy or unconscious place them in the recovery position, loosen tight clothing and attempt to establish what the child has taken. Any suspected substances should travel with child if removed for treatment. Vomit should be safely collected where possible and also taken with the child (for analysis).

Drug Testing

Where there is concern that a student misusing drugs the College will consult the Mortimer Surgery and a relevant test may be administered.

Procedures for dealing with parents/guardians under the influence of drugs on the College premises.

Staff should attempt to maintain a calm atmosphere. If staff have concern regarding discharging a student in to the care of a parent/guardian attempts should be made to discuss alternative arrangements with the parent/guardian, for example requesting another family member escort the child home. The focus of the staff must be the maintenance of the student's welfare, as opposed to the moderation of the parent's behaviour. Where the behaviour of the parent/guardian immediately places the child at risk of significant harm or repeated behaviour places the child at risk or the parent/guardian becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police.

When to contact the police

There is no legal obligation for the College to contact the police when a drug incident or offence has been discovered. Contacting the police is at the Principal's discretion. However, the College has established close liaisons with our local police and any information about illegal sales of drugs including alcohol and tobacco will be reported to them. In the event of a drug-related incident in the College, the College would cooperate with the police should they wish to search premises. A member of staff will accompany any search and any damage will be noted. In the event of a serious incident the police may request to interview student(s). Parent(s)/guardian(s) must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case the police will make arrangements. Parents/guardians may give authority to a responsible adult, e.g. a teacher to be present during the interview.

Dealing with the Media

If there has been a drug-related incident the Directors will be informed. Advice will be given by the Principal on dealing with enquiries from the media in order to protect the interests of the child and the College.

Discipline

In normal circumstances parents will be contacted. If the Principal assesses that the situation is a child protection issue then CPS will be contacted in the first instance. This College does not condone drug misuse. However, in deciding an appropriate sanction must consider the interests of the child balanced against the best interests of the whole College community. Whilst exclusion is a possible sanction (fixed or permanent) it would only be used considered as a last resort. A range of responses may also be considered that may include:

- A target pastoral support programme
- Referral to an appropriate agency
- Home-College contract
- Behaviour support plans
- Fixed term exclusion
- Permanent exclusion

Consideration should be given to:

- The age of the student
- Whether one student or a group of students is involved.
- Whether there is evidence of particular peer pressure
- Whether it is the student's first offence
- A free drug counselling service for adults, if deemed appropriate, is available through Drug and Alcohol Advisory Service Tel. 01642 242550. The Drug and Alcohol Advisory Service may also be able to provide further advice regarding the referral of adults or students to the most appropriate service.

Implementation of the policy

A copy of this policy is available to all staff and Directors on All Users and to parents on request in the office and on the website.

Monitoring and evaluating the policy

This policy is reviewed every two years by the Safeguarding Director, Principal, PSHE Coordinator, students and other relevant outside agencies.

From : DfE and ACPO 2012 Drug Advice for Schools.

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>

Appendix 1

Drug Related Incident Report Form	
Please complete this incident electronically, save and e-mail to the appropriate senior staff member responsible for dealing with drug-related incidents	
Author of Report:	Date Report Completed:
1. Incident details	
Date of Incident:	Time of Incident:
Name of student:	Year and Tutor:
Is this the first incident? YES / NO	If NO, how many other incidents:
Suspected Drug Involved:	Sample Drug Found: YES / NO
If found, where retained:	Name of Witness:
2. Brief Description of Incident	
3. Additional External Support	
First Aid given: YES / NO	First Aid given by:
Ambulance called by: YES / NO	Called by:
Parent/Carer to be called: YES / NO	Parent/Carer to be called by:
Social Worker to be called: YES / NO	Social Worker to be called by:
Drug Agency to be called: YES / NO	Drug Agency to be called by: