



SUBSTANCE MISUSE POLICY

The Thomas Alleyne Academy

Approved by: Mark Lewis, Head teacher

Last reviewed on: May 2018

Next review due by: May 2021

1. RATIONALE

The aims of the Substance Misuse and Education Policy are to acknowledge and clarify the school's roles in drug misuse prevention and in drug education, and to ensure that these are appropriate to the needs of our students and the wider community. This policy provides information about procedures in response to any drug-related incident and provides guidance to staff, parents and carers, visitors and students.

The policy reflects that we are a family school with traditional values, where young people learn to respect themselves and others and learn to take responsibility for their own actions. We are committed to the health and safety of all members of the school and will take action to safeguard their well-being. This policy ensures that our school takes a whole school approach on the issue of drugs as part of our commitment to being a healthy school.

All non-medical drugs on school premises are unacceptable for students. Sanctions for drug related incidents will be consistent with the school's Behaviour for Learning Policy and our Codes of Conduct. This policy applies on the school site and beyond, wherever students are within the care of school staff, and includes trips, educational visits and work experience placements.

2. BASIC GUIDELINES

This policy

- Uses the term 'drug' to mean any substance that affects the way in which the body functions physically, emotionally or mentally, and includes examples are shown below but the definition above will be applied to any substance not listed here:
 - All illegal drugs (those controlled by the Misuse of Drugs Act 1971) e.g. cannabis, heroin, LSD, ecstasy
 - Solvents/volatile substances e.g. petrol, alkyl nitrates, butane gas, aerosols
 - Over-the-counter medicines e.g. paracetamol, cough medicines
 - Prescription medicines e.g. tranquillisers, Ritalin, anabolic steroids
 - Alcohol
 - Tobacco
 - Other legal drugs e.g. caffeine, khat and alkyl nitrites
- Applies to students and adults.
- The possession, sale, sharing and use of drugs in school and boundaries/school visits/work experience is not allowed, unless notification has been received from parents/carers about the use of medication for specific conditions. This prohibition includes paraphernalia for the use, manufacture, sharing or distribution of drugs.
- Clarifies the legal requirements and responsibilities of the school and the school's approach to drugs.
- States that smoking is not permitted on the school site by any person.
- Notes that alcohol may be available for adults at official sanctioned functions, and that caffeine may be available to all persons in beverages.
- Seeks to safeguard the health and safety of students and others who use the school and to minimise the risks.
- Enables staff to manage drug incidents with confidence and consistency and in the best interests of those involved.
- Gives guidance on developing, implementing and monitoring a drug education programme.
- Will enable students to have access to a range of information and skills in relation to drugs.
- Ensures that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school.
- Will be cross-referenced with related school policies such as the Behaviour for Learning Policy (including the Codes of Conduct), Health and Safety Policy and the Child Protection

(Safeguarding) Policy, as well as the contractual and employment obligations and responsibilities of staff and contractors.

3. STATUTORY DUTY

The Headteacher has overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents/carers, Children Schools & Families and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

4. CONFIDENTIALITY

The school will usually contact parents/carers in the cases of unauthorised drug use, although exceptions may be made when the school perceives that this may put the student's safety at risk.

Depending on the issues involved the school may inform the Police, and will always do so if the school believes that an unlawful act has occurred.

The student will be told when information is being passed on, in accordance with the school's policy on confidentiality.

5. WHOLE SCHOOL COMMUNITY

The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the student(s) involved, the other school members and the local community.

Parents and Carers

Parents/carers have a crucial role in preventing problem drug use. Young people are more likely to delay or avoid drug misuse when:

- Home relationships are strong
- There is awareness within the home and clear boundaries
- They can talk openly with their parents/carers

The school will make parents/carers aware of the school's approach to drugs and values their involvement in the planning and review of the drug education programme and policy, through parents' evenings, newsletters and consultation.

The school will make it clear to parents/carers how it will respond to drug incidents and how it can offer support following any serious incidents (see Behaviour for Learning Policy). The school will provide up to date information for parents and carers.

When dealing with parents/carers under the influence of drugs on the school premises, staff should attempt to maintain a calm atmosphere. If it is felt the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parent/carer is abusive, staff should consult the designated member of staff for child protection and involve the police.

Vulnerable Students

The school will support vulnerable students who may benefit from targeted intervention; these may include students such as:

- Students that have learning difficulties
- Students that have poor social skills and problem relationships

The intervention could include:

- Targeted information/direction to resources
- Facilitating access to activities that interest them via Extended Services
- Assessment via Families First if appropriate
- Referral to specialist agencies

Staff

Staff are expected to consider their professional responsibilities when deciding on their own drug use (e.g. of alcohol or tobacco) when on or off duty.

6. RESPONSES TO DRUG RELATED INCIDENTS

Our definition of drug includes medicines, alcohol and tobacco and it is therefore important that all aspects of an incident are considered, including the needs and circumstances of the student(s) involved.

If the situation on the academy premises leads to a medical emergency on the Academy emergency aid procedures will be followed immediately. In the absence of a medical emergency the Assistant Head for Personal Development, Behaviour and Welfare will be informed and an appropriate response considered. The focus of any response will be the student not the substance. We will balance the interests of the individual, other members of the school community and the wider community.

Unless there are exceptional circumstances we will inform parents or carers at the earliest opportunity to support the student and to resolve difficulties.

The school will consider each drug and substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. Nevertheless permanent exclusion will usually be warranted as a final sanction when all other reasonable steps have been taken, including fixed-term exclusion and contact with the police. (See appendix: DfE and ACPO drug advice for schools, September 2012). Permanent exclusion may also be warranted as first step if a serious crime is involved, or there is a significant health and safety risk to students, which may include the student being excluded.

If a student admits to or is proven to be using, sharing or supplying drugs off the premises, or is assisting or encouraging any of these activities, the teacher should inform the Assistant Head for Personal Development, Behaviour and Welfare. The Assistant Head for Personal Development, Behaviour and Welfare should inform the Headteacher, who will consider appropriate action, informing the parents/carers unless there are exceptional circumstances.

Should a substance suspected of being illicit or items associated with the manufacture, supply or use of illicit substances be found on school premises, it will be handed to the Headteacher and, in the presence of another member of staff, placed in a sealed container in the school safe until it can be delivered to or collected by a police officer. The police officer will also be asked to advise the school on the most appropriate response to the situation.

All staff will be made aware of the legal constraints on gathering evidence and questioning those involved, e.g. Students can be asked to turn out their pockets and open their lockers. Teachers are **not allowed** to bodily search students, or their personal property. They **will not take action** without involving the Assistant Head of PDBW and the Headteacher.

It is recommended that for any interviews/questioning of students, two members of staff are present. If the situation is potentially serious, it may be that the parents/carers should be present, or the matter should be referred to the police.

Where it is suspected that substances are sold on the premises details regarding those involved will be passed to the police.

Further support and advice should be able to be accessed through relevant health professionals i.e. Community Health Team (School Nurse), G.P., local support agencies.

Media

The Headteacher will take responsibility for liaison with the media, where required. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media.

The governing body will be involved in drugs education and drug-related incidents in the same manner as any other matter concerning the direction of the school.

7. DRUG EDUCATION

The school provides a planned drug education curriculum as part of the Citizenship and PSHE programme that reflects knowledge and understanding, attitudes and personal and social skills. Drug education is taught principally in PSHE and Science and will;

- Enable (through drug education, and possibly extended services) students to make healthy, informed choices by increasing knowledge, exploring attitudes and developing and practising personal and social skills
- Enable young people and their families to identify sources of appropriate personal support and support for others, and ask for help
- Promote positive attitudes towards healthy lifestyles
- Provide accurate information
- Increased understanding about the implication and consequences
- Widen understanding about related health and social issues, e.g. sexual health, blood borne diseases, crime
- Counter any inaccurate messages and myths which young people may receive about drugs with accurate information
- Build on what learners already know
- Structure and pace teaching, so learners know what is to be learnt and how

- Make learning vivid and real
- Stimulate learning by matching teaching techniques to a range of learning styles.

Drug education may also be addressed through;

- Workshops/ talks from external agencies
- Assemblies
- Form Time
- Extended Services

Drug education should;

Before group sessions take place the school will endeavour to have in place a group agreement, established and reviewed regularly through discussion with the students, to foster mutual respect in an environment where students feel comfortable to listen to and discuss each other's opinions.

Ground rules should cover issues such as teachers and students' right to privacy and respect and the boundaries of discussion.

8. INCIDENTS OUTSIDE OF THE ACADEMY

This policy applies on the school site and beyond, wherever students are within the care of school staff, and includes trips, educational visits and work experience placements.

If a drug related incident occurs on an off-site visit;

- The usual procedures will be followed.
- The trip leader should first inform their emergency contact. The Head teacher should be informed at the earliest opportunity.
- The trip leader inform parents or carers of an incident at the earliest opportunity and they may be required to collect their child at their own expense.
- The incident will be reviewed by the Assistant Head for Personal Development, Behaviour and Welfare and trip leader following their return to the academy.

9. MEDICINES

Some students/staff may require medicines during the school day that have been prescribed to them. Students must have a completed consent form. Staff must ensure that medications are locked/kept away from students in a safe area.

10. OUTSIDE AGENCIES

The involvement of outside agencies in drug education is part of the school's scheme. The services of additional agencies or the police may be called on to support students who use or are considering using drugs.

11. TRAINING/RESOURCES & GUIDANCE

The Senior Leadership Team will be trained on how to recognise and deal with drug-related incidents, and this training will be refreshed on a regular basis as required. The school will maintain detailed schemes of work available for staff to deliver sessions on drug education.

Teachers will be responsible for the drug education within the school and the use of drugs by outside visitors. Teachers will be able to identify reliable sources of support and training on drug education as part of their professional development. They will ensure that their teaching materials are relevant and up to date.

A range of professional colleagues can give or obtain advice and support in drug or alcohol related situations/education. These include;

- Drug Education Consultant for Hertfordshire
- School Health Nurse
- Police Liaison Officer
- Connexions
- Youth Offending Team
- Local Drug and Alcohol Agencies
- Parents Groups
- Relevant and approved websites, such as www.talktofrank.com

12. MONITORING, EVALUATION & REVIEW

The elements of drug education that form part of the science curriculum at Key Stages 3 & 4 are assessed in accordance with the requirements of the National Curriculum. The learning from the other elements of drug education in the PSHE programme is assessed as part of the PSHE provision.

Monitoring

The designated member of staff for co-ordinating drug issues will be responsible for the overall monitoring of drug education. This will include:

- Lesson observations with feedback to teachers
- Teachers' comments on the schemes of work/plans
- Feedback from Curriculum leaders and heads of year
- Feedback from class teachers and Students on the work covered
- Including drug education at tutor group and relevant departmental meetings
- Including drug education/PSHE at governor meetings

Evaluation

Questionnaires will be used at the end of units or as part of end-of year reviews. Feedback recorded during monitoring, assessment of students' learning and the views of students, parents and staff will be used as part of the evaluation process. The results from the evaluation will assist in the planning and teaching of the programme where necessary.

Review

This policy will be reviewed on a regular basis in accordance with the Governing Body schedule and as noted at the top of this policy.

Parents/carers will be approached for consultation where possible.

13. CONCLUSIONS

Drug education is seen as a valued and important part of the curriculum at Thomas Alleyne Academy. In conjunction with our ethos as a family school with traditional values, which subscribes to the SEAL support programme, we will seek to support students and their families with substance misuse incidents and not only use a disciplinary route.

14. APPENDICES

DfE and ACPO drug advice for schools, September 2012

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf

15. LINKED POLICIES

Behaviour for Learning Policy

Safeguarding Policy

Offsite Visits Policy

Child Protection Policy