



## **Thomas Alleyne School**

**Policy Title: Substance Misuse and Education**  
**Date of Construction:** October 2007  
**Type of Policy:** School  
**Responsible Author:** Jonathan Block  
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**Review By:** Student Welfare Committee  
**Approved by Student Welfare Committee:**  
  
**Current Co-ordinator:**

## **Policy Title (DRAFT)**

Substance Misuse and Education

### **Rationale**

The aims of the Substance Misuse and Education Policy is to acknowledge and clarify the school's role in drug misuse prevention and drug education and to ensure it is appropriate to the needs of the students and the community. This policy will provide information about procedures in response to any drug-related incident and provide guidance to staff, parents and carers, visitors and students.

The policy reflects our whole school aims to provide a caring community in which young people can learn to respect themselves and others and take responsibility for their own actions. We are committed to the health and safety of all members of the school and the local community 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 & Consequences Policy and our Code of Conduct. This policy applies on the school site and beyond, wherever students are within the care of school staff, this includes trips, educational visits and work experience placements.

### **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 tobacco, alcohol, solvents, over-the-counter (OTC) medicines as well as illicit substances, e.g.

This includes:

- 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
  - Notes that 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

students (See Medication Policy). This prohibition includes paraphernalia for the use, manufacture, distribution, etc.

- Clarifies the legal requirements and responsibilities of the school and the school's approach to drugs
- States that smoking is not permitted on school site by students, and only in designated areas for staff
- Notes that alcohol may be available for adults at official sanctioned functions
- 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 & Consequences Policy, the Code of Conduct, Health and Safety and Child Protection.

## **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 and for the appointment within the school of a Substance Co-ordinator who will have general responsibility for handling the daily implementation of issues as they present. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

## **Confidentiality**

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

Depending on the issues involved the police may or may not be informed.

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

## **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 substances and value their involvement in the planning and review of the drug education programme and this policy, through parents' evenings, newsletters and consultation where possible.

The school will make it clear to parents/carers how they will respond to drug incidents and how the school can offer support following any serious incidents (see Behaviour & Consequences Policy). Up to date information for parents and carers should be available at school/or advice on local contacts/information.

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/or 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
- Referral to TicTacTas
- Facilitating access to activities that interest them via Extended Services in School
- Assessment via a Common Assessment Framework if appropriate
- Referral to specialist agencies

### **Staff**

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

## **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 leads to a medical emergency the school emergency aid procedures will be followed immediately. In the absence of a medical emergency the substance co-ordinator will be informed and an appropriate response considered. The focus of any response will be the student not the substance and we will seek to 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 so we can work together to support the student and to resolve difficulties.

The school will consider each drug and substance incident individually and recognise that a variety of responses will be necessary to deal with incidents. Permanent exclusion may be warranted as a final sanction when all other reasonable steps have been taken, including fixed-term exclusion and contact with the police. (See; Drugs: Guidance for Schools. DfES 2004 Appendix 8 Responding to incidents involving drugs)

If a young person admits to using or supplying drugs off the premises, the teacher should inform the appointed substance co-ordinator. The co-ordinator should inform the Headteacher, who will consider appropriate action, possibly 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 involved in advising 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 co-ordinator 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 school will take appropriate advice and guidance from the CSF press office and legal department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school.

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.

## **Drug Education**

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

- 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;

- Pastoral time
- Assemblies
- Circle Time
- Extended Services

### **Drug education should;**

Before sessions take place it is advisable to have a group agreement, which is established and reviewed regularly through discussion with the students to help foster mutual respect and an environment in which 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.

## **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.

There is a separate policy regarding prescribed and over-the-counter (OTC) medication.

Further advice on medications and OTC medication can be obtained from the Primary Care Trust's School Nurse.

## **Outside Agencies**

The involvement of outside agencies in drug education should be part of the school's scheme and additional 'one-off' sessions are not recommended. The services of additional agencies or the police may be called on to support students who use or are considering using drugs. Details of how to find an appropriate *Educator* or *Trainer* or *Theatre Group* can be found on [www.hertsdef.org](http://www.hertsdef.org)

## **Training/Resources & Guidance**

The Senior Leadership Team will be trained on how to recognise and deal with drug-related incidents, on a regular basis, in accordance with the renewal dates of this policy. There are detailed schemes of work available for staff to deliver sessions on drug education and additional resources are available in the Learning Resource Centre.

In the majority, teachers will be responsible for the drug education within the school and the use of outside visitors. Teachers must be able to identify reliable sources of support and training on drug education as part of their professional development. They should ensure that their teaching materials are relevant and up to date. Support will be given via Standards and School Effectiveness, Hertfordshire Healthy Schools Programme and the Drugs Education Consultant for Hertfordshire (Richard Boxer 01582830233).

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

- Drug Education Consultant
- School Health Nurse
- Police Liaison Officer
- Connexions
- Youth Offending Team
- Local Drug and Alcohol Agencies
- Parents Groups
- Frank website- [www.talktofrank.com](http://www.talktofrank.com)

## **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 are 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/PSHEE as an agenda item at governor curriculum 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.

The Student Welfare Committee will also be consulted.

Parents/carers will be approached for consultation where possible.

## **Conclusions**

Drug education is seen as a valued and important part of the curriculum at Thomas Alleyne School. In conjunction with our ethos as an 'Emotional Literate' school, who 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.

## **Appendices**

Drugs: Guidance for Schools. DfES 2004 Appendix 8 Responding to incidents involving drugs)

## **Linked Policies**

Behaviour & Consequences Policy  
Medications Policy  
Healthy Schools Policy  
Pastoral Policy  
Outside Visits Policy

## **Location**

This policy should be kept with the relevant CSF Guidance and the DfES(2004) guide – Drugs:Guidance for schools.

## **References**

Drugs: Guidance for Schools (DfES 2004)  
Qualification & Curriculum Authority Guidance  
Local Education Authority Guidance  
Every Child Matters (2003)  
National Curriculum  
Hertfordshire Healthy Schools Programme  
Managing Medicines in Schools and Early Years Settings  
Extended Schools providing opportunities and services for all (2002)  
Common Assessment Framework