

DRUGS AND DRUGS MANAGEMENT POLICY

Last update: May 2010

Context

We are committed to the health and safety of the pupils and students in the school and we will take action to ensure, as far as possible, that drug related issues do not compromise their well being.

We recognise that many of our pupils will encounter illegal drugs and the misuse of other drugs and substances. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and illegal drugs. It is the school's responsibility to help to reduce the harm that drugs and substance misuse can inflict on young people and to play a role in reducing and preventing the use of illegal drugs and the abuse of other drugs and substances.

Aims

- To clarify the legal requirements and responsibilities of the school
- To reinforce and safeguard the health and safety of pupils and others who use the school
- To provide clarity over the school's approach to drugs for all staff, pupils, governors, parents/carers. External agencies and the wider community
- To enable staff to manage drugs on the school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- To ensure that the response to incidents involving drugs complements the overall approach to drugs education and the values and ethos of the school
- To provide a basis for evaluating the effectiveness of the school's drugs education programme and the management of incidents involving illegal and other unauthorised drugs
- To reinforce the school's contribution to local and national drugs' strategies
- Give guidance on developing, implementing and monitoring the drugs education programme
- Respond to any individual within the school community in need of support
- Reinforce the role of the school in contributing to local and national strategies

Related Policies and Associated Guidance

Behaviour and Discipline, Intimidating and Aggressive Behaviour, Child Protection, Safeguarding

The following guidance has been consulted whilst revising this policy:

- Drugs: Guidance for Schools DCSF (Healthy Schools) February 2004
- Drugs Education and Management of Drugs related incidents 2004
- Gloucestershire Drugs Strategy 2010-2013 (Draft)
- South Gloucestershire Suggested Actions 2008
- National Healthy Schools Programme Guidance

Responsibility for the implementation, development and review of the policy

Miss H Khan, Deputy Headteacher

Mr R Warren, Assistant Headteacher (oversight of PSHE across the school)

Mrs M Clare Hudson (Coordinator of Key Stage 3 PSHE)

Mrs K Pace (Safeguarding governor)

This policy applies to:

All staff, pupils, parents/carers, governors and partner agencies working with the school. It applies on the school premises, fields and outdoor sports complex; during school hours, the journey to and from school, lunchtimes, school trips, work experience, residential trips, sports fixtures, summer school and all other activities organised by the school or occasions when the school has a "duty of care".

Terminology

A drug is a substance, legal or illegal that can alter the way the mind or body works. The terms 'drugs' and 'drugs education', unless otherwise stated are used throughout this document to refer to all drugs:

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

DRUGS EDUCATION

Key Learning Objectives and Outcomes

The curriculum at Katharine Lady Berkeley's School will provide pupils with knowledge and understanding about drugs and other substances so that they can make wise and responsible choices as young people and in adult life.

To be effective, drugs education will be taught through the formal and informal curriculum, although the main vehicle will be the PSHE and Citizenship curriculum in conjunction with Science. The Science and PSHE Departments plan the delivery of the drugs education programme together with the Deputy i/c Curriculum, so it is clear who is delivering which aspects, how and when. This ensures that there is not repetition or omission, but that topics are introduced and reinforced appropriately. The school also actively co-operates with other agencies such as the Infobuzz, police and the LA to deliver its commitment to drugs education and to deal with drug-related incidents.

Lessons are carefully planned, with appropriate grouping of pupils for different activities, clear learning outcomes for each topic and strategies for assessment. The whole programme is monitored at regular intervals throughout the year and the programme annually evaluated. The PSHE Co-ordinator and Assistant Headteacher take the lead on these reviews and any subsequent amendments.

Objectives of drugs education

Through drugs education in our school we seek:

- To discourage the misuse of drugs and substances
- To minimize the risks that users and potential users face
- To enable informed choice
- To provide accurate information
- To create an environment where students feel able to explore and discuss drug-related issues
- To increase understanding about the implications and possible consequences of use and misuse
- To enable students to identify sources of appropriate personal support
- To encourage understanding about related health and wider social issues

Outcomes of drugs education

The course will:

- increase pupils' knowledge and understanding and clarify misconceptions about:
 - the short- and long-term effects and risks of drugs
 - the rules and laws relating to drugs
 - the impact of drugs on individuals, families and communities
 - the prevalence and acceptability of drug use among peers
 - the complex moral, social, emotional and political issues surrounding drugs
- develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem
- enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influences.

Meeting the needs of all pupils

In addition to the main curriculum drugs education programme, individual workshop and counselling programmes are provided, where appropriate, by the Inclusion Manager and external providers. Where child protection issues are evident, a wide range of external agencies, including police counsellors are involved. In these cases the drugs education programmes are developed to address the specific needs of the individuals paying particular attention to these pupils existing knowledge, understanding and experience to ensure that the teaching is highly relevant and engaging.

Teaching Methodology

The PSHE (Personal, Social and Health Education) programme in Years 7 to 11 is the main vehicle for providing drugs education. Pupils are informed about the nature of the various kinds of drugs, their effects and the physical, psychological, legal and sociological consequences of taking drugs. A range of outside agencies are used to support this aspect of the curriculum, primarily GDAS (Gloucestershire Drug and Alcohol Service) and the local police drugs squad, who lead targeted sessions.

In addition to this, aspects of Drugs Education are included in the schemes of work for other subjects such as Science. In each year group, PSHE is delivered by the PSHE team. Teaching methodology is informed by and upholds the key principles outlined in the school's Teaching and Learning policy.

Parental support and understanding for drugs education is achieved through parents' education sessions run through evening meetings in school. Information about the content of sessions delivered to pupils is posted on the VLE.

Overall responsibility for the PSHE programme is taken by the Assistant Headteacher, Mr R Warren. Coordination of Programmes of Study, assessment and aspects of monitoring are undertaken by the Mrs M Clare- Hudson at Key Stage 3 and Mr R Warren at Key Stage 4.

Assessment, monitoring and evaluation

Assessment practices aim to identify:

- what knowledge and understanding pupils have gained and its relevance to them
- what skills they have gained and put into practice
- how pupils' feelings and attitudes have been influenced during the programme

Assessment includes formative review and reflection on progress and understanding through self and peer assessment tasks and summative assessment which measures what pupils know, understand and can do through teacher assessment tasks.

The PSHE coordinator and Assistant Headteacher with responsibility for PSHE are responsible for the overall monitoring of drugs education, including:

- lesson observations and feedback to teachers
- work sampling
- teachers making regular comments of the scheme of work/lesson plans
- feedback and focus group discussions with pupils
- drugs education and the PSHE programme as a regular discussion item at tutor and Year Head meetings

Staff Professional Development and Training

Initial teacher training requires newly qualified teachers to be familiar with the programme of study for citizenship and the framework for PSHE, relevant to the age they teach. Initial teaching training is supplemented in the NQT year with focus sessions on drug-related issues in the NQT induction and support programme.

Staff, other than NQTs, who are new to the school receive supplementary training as part of the induction programme for new staff.

Training is provided for PSHE teachers as necessary to support them and to ensure content and methodology of the explicit drugs education programme are in line with current guidelines and best practice.

All staff receive biannual general drug awareness training which includes reinforcement of the school's drug and other related policies, including the steps involved in managing drug incidents and identifying and responding to pupils' needs.

Outside speakers and contributors

When outside speakers/contributors are used to complement the work of the school, the sessions are jointly planned beforehand with the PSHE Co-ordinator and/or the teacher(s) co-facilitating the session(s). This will include agreement on the content, learning outcomes, methods of evaluation, and any possible follow up work. The visitor's contribution will be incorporated into the programme of drugs education and not used in isolation from it. Outside speakers/contributors will be given a copy of the school drug policy and any other relevant school policies prior to the visit, to ensure that they are aware of the ethos of the school, and how incidents are dealt with should any occur.

MANAGEMENT OF DRUGS INCIDENTS IN SCHOOL

Definition of a drug incident

A drug incident can be defined as falling into one of the following categories:

- drugs or associated paraphernalia are found on school premises
- a pupil demonstrates, perhaps through actions, an inappropriate level of knowledge of drugs for their age
- a pupil is found in possession of drugs or associated paraphernalia
- a pupil, member of school staff, parent, carer or person external to the school community is found to be supplying drugs on 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 local area
- a pupil discloses that they or a family member/friend are misusing drugs
- suspicion or rumour
- a pupil keeps a prescribed drug on his/her person during the school day

The use of medicinal, prescribed and other legal drugs in school

Storage and handling of medication

The school does not keep, or make available, over-the-counter medicines or remedies and school staff are not obliged to administer any medicines to pupils. The school must be informed in writing of any medicines that a pupil may need during the school day or on the school premises and wherever possible the parent/carer or the pupil will be asked to bring in the required dose each day.

The parents/carers of pupils prescribed medicines for a short period eg antibiotics should inform the Medical Office (a trained First Aider) in the Main Office, of the medication and the method and frequency of administration and, in some circumstances may request that the school administers it. Medicines taken orally can, if necessary, be administered by school staff with specific training in the method of administering that medicine.

Pupils who need access to medication on a continuing basis eg asthma inhalers or ventilators, sickle cell treatment, or insulin for diabetics, are allowed to bring their medication to school in suitable tamper-proof containers. Where able to do so, they will be able to self-medicate. If a pupil suffers regularly from acute pain such as migraine or menstrual pain, subject to school agreement, parents/carers should authorise and supply appropriate pain killers for their child's use, with written instructions about when the pupil should take the medication. A member of staff should supervise the pupil taking the medication and notify the parents/carers in writing on the day the painkillers are taken. A pupil under 12 should never be given aspirin unless prescribed by a doctor.

Procedures

- Medicine stored must be clearly labelled with the pupil's name, the name and dose of the drug and the frequency of administration. If a pupil needs two or more prescribed medicines, each should be in a separate container and labelled as above
- Medicines should not be transferred from their original container
- Any medicines that need to be refrigerated can be kept in a refrigerator containing food but should be kept in an airtight container, clearly labelled. Access to the refrigerator will be restricted
- Pupils with medical needs should know where their medicines are stored and who holds the key
- Some medicines such as asthma inhalers must be readily available and therefore not be locked away
- All pupils are allowed to carry their own inhalers with the agreement of their parents/carers
- Parents/carers will be required to complete a parental consent form if it has been agreed that their child can carry and administer their own medication
- People who suffer from anaphylactic reactions may need emergency adrenaline treatment. Staff who volunteer to administer this treatment will be given training. NB. This treatment is unlikely to be harmful if given too soon or in multiple doses
- Parents/carers will be held responsible for the regular collection of any unused medication eg at the end of each term, and also for the disposal of date expired medicines

The school will not take responsibility for the administration of any prescribed medicines if it has not been informed by parent/carers of the medical needs of a particular pupil or formally agreed to the administration.

Parents/carers receive information about these procedures when children start school in Year 7.

Boundaries and school responsibility (also refer to the Behaviour and Discipline Policy)

Pupils are expected to adhere to this policy once they have entered the physical boundaries of the school until they leave the same boundaries at the end of the school day. The policy will also apply to pupils on their journey to and from school and if they leave the school premises during the school day. Pupils will also be expected to adhere to this policy whilst they are attending an event, on work experience placements, or on a residential or school trip, whether supervised or not. Any pupil involved in a drug-related incident on such an occasion will be dealt with according to this policy. People concerned in the management of any venue hosting an event may impose additional procedures/sanctions.

The possession and use of drugs (including alcohol, tobacco, solvents or hazardous chemicals) in school, on the way to or from school and during any school supervised event or visit is totally unacceptable other than medicinal and prescribed drugs, the procedure for which is explained above

All other drugs covered by this policy must not be brought on to the school site. The only exception to this is the use of alcohol by adults when attending specified social functions. Breaking these rules will normally result in exclusion of pupils or students.

Smoking

Katharine Lady Berkeley's School is a smoke-free school. The response to pupils found smoking on site follow a five stage structure as outlined below:

- Stage 1: letter sent home and 2 lunchtime detentions
- Stage 2: letter sent home and 4 lunchtime detentions
- Stage 3: letter sent home. Day in T9 (including break and lunch) Compulsory session with Medical Officer, who can offer support and advice about giving up.
- Stage 4: letter sent home. 2 days in T9 (including break and lunch)
- Stage 5: 1 day of exclusion
- Stage 6: 2 days of exclusion

Pupils arriving at school under the influence of drugs, including alcohol and volatile substances

If the behaviour of a pupil arriving at school indicates that the pupil may be under the influence of drugs, they will be taken to the medical room and questioned while an assessment is made of their condition. In most cases, the pupil's parents will be contacted and they will be asked to take the pupil home. If the decision is made that the pupil can remain in school, the parents will be informed at the earliest opportunity so that they are aware of the situation.

The use of illegal drugs in school

If a pupil or student is found to be in possession of an illegal drug, the drug will be confiscated. The parents of the pupil and the police will be contacted in all cases. Possession of class A or B drugs in school will result in permanent exclusion. For a first offence of possession of a class C drug involving a pupil in Year 11 or below, the pupil will be excluded from school for a fixed term. If the pupil is in Year 12 or 13, the exclusion will be fixed term or permanent according to the circumstances. For a repeat offence, the pupil or student will generally be permanently excluded.

If a pupil or student has sold or otherwise supplied an illegal drug on the way to or from school; during a school supervised event or visit; on the school premises, fields and outdoor sports complex; during school hours; on the journey to and from school; at lunchtimes, on school trips, work experience, residential trips, sports fixtures, summer school and all other activities organised by the school or occasions when the school has a "duty of care", the police will be informed and the pupil or student will be permanently excluded from the school.

Protocols for a search

Staff may search school property – for example, lockers – if they believe drugs are stored there. Prior consent should always be sought. Individuals should be made aware that if consent is refused, the school can proceed with the search. However, where consent is refused, the member of staff needs to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

When a pupil is suspected of concealing illegal or other unauthorised drugs it is not appropriate for a member of staff to carry out a personal search – a search including searching outer clothing, inside pockets and bags. Every effort should be made to persuade the pupil to hand over voluntarily any drugs in the presence of a second adult witness.

Where the individual refuses and the drug is believed to be illegal, and the member of staff wishes to undertake a personal search of outer garments, pockets and bags, s/he must secure consent for the search from the pupil and have a second adult witness present. If the pupil refuses and the member of staff wishes to proceed, then the parents/carers should be notified and encouraged to persuade the child to give consent. Where the search is still refused and following contact with parents/carers, the police must be called.

The police can conduct a personal search, following an arrest, if they believe a crime has taken place or to prevent harm to the individual or to others.

Confiscation and disposal of unauthorised drugs

Where it is necessary to confiscate suspected illegal drugs, a senior member of staff will take temporary possession of the substance for the purpose of preventing an offence from being committed or continued in relation to that drug. When taking temporary possession, a second adult witness should always be present throughout. The sample should be sealed in a plastic bag with a label including details of the date and time of the seizure/find and the witness present. The sample should then be stored in a secure lockable location; usually the Headteacher's office and the police should then be immediately notified in order that they can collect it and store and dispose of it in line with agreed protocols. A full record of the details of incident should be made in the school's drug log.

Where drugs paraphernalia has been found or confiscated, it should be placed in a secure container using gloves and secured as outlined above. Due care must be taken when handling substances or equipment, in accordance with health and safety guidelines.

Under no circumstances should a member of staff retain any suspected illegal substance or drug-related paraphernalia as they will render themselves liable for prosecution for possession. All substances and paraphernalia should be passed immediately to a senior member of staff.

Referral and external support

The school will refer pupils to other services where needed. Where possible, and where this does not compromise the pupil's safety, the school will seek the involvement of the pupil and the pupil's parents/carers in such a decision. Where the pupil is thought to be 'suffering, or at risk of suffering significant harm', the protocols for the Area Child Protection Committee will be applied. The school will proceed in accordance with the school's confidentiality policy.

The school ensures that pupils have access to up-to-date information on sources of help, including GDAS for illegal drugs, School Nurse Smoking counselling service for tobacco and GDAS and social services for alcohol. Information about support groups is prominently displayed so that those who need help but who are reluctant to approach school staff can easily access it. Information boards can be found in the library, T9 and the medical room. The drugs education programme provides details of services and helplines, explains how they work and aims to develop pupils' confidence in using them.

Recording an incident

Records will be kept using the LA's drug-related incident record form for all drug-related incidents. These will be kept securely by the Deputy Headteacher and will only be shared with key people with consent from the Headteacher, Deputy and/or Assistant Headteacher.

Confidentiality (and disclosure)

Young people wishing to disclose drug use by themselves or their peers to school staff are informed that confidentiality cannot be guaranteed and that the issue may need to be taken further for the pupil's safety. Any information will be recorded and treated sensitively in line with the school's confidentiality policy.

Parent/carer or family members misuse of drugs

The school recognises the impact that parental or family member drug misuse can have on a pupil and their education. Pupils whose parents/carers misuse drugs may be at greater risk of emotional and/or physical harm, but this is not always the case. Staff should be alert to behaviour which might indicate that a pupil is experiencing difficult home circumstances. A pupil may respond to parental or family member drug misuse in a variety of ways, including disturbed or anti-social behaviour; becoming reliant on drugs themselves; running away from home; losing concentration in class and showing reluctance to form friendships. Where problems are observed or suspected, or if a pupil chooses to disclose that there are difficulties at home and it is deemed a child protection issue, it should be referred to the Deputy Headteacher responsible for child protection, Miss H Khan.

When dealing with parents/carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a pupil into the care of a parent/carer. In such instances, the member of staff should refer to a senior member of staff, who may discuss with the parent/carer if alternative arrangements could be made, for example, asking another parent or carer to accompany the pupil home. The focus for staff is always the maintenance of the pupil's welfare and not the moderation of the parent's/carer's behaviour.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police.

Staff Conduct and Drugs

The Headteacher has a responsibility for the health, safety and welfare of pupils and staff at all times. Under the Health and Safety at Work Act 1974 the school has a duty to:

- ensure the health, safety and welfare at work of all members of staff
- ensure that all members of staff do not injure themselves or endanger the public or colleagues

Under the Management of Health and Safety at Work Regulations 1999, the school has a duty to assess the risks to health and safety of its staff. The school can be liable to prosecution if it knowingly allows a member of staff to continue working under the influence of alcohol or drugs if that member of staff's behaviour places themselves or others at risk. Equally, members of staff are required to take reasonable care of themselves and others who could be affected by their actions at work.

Where a member of staff is deemed incapacitated by the influence of alcohol or drugs, the Headteacher will take action to prevent any pupil or member of staff being placed at risk by the actions of that member of staff. In the first instance, this will generally involve the temporary suspension of the member of staff from work.

Staff misuse of drugs, when they are acting in any capacity relating to their employment by the school, will be a disciplinary matter. This will be dealt with in accordance with the school's disciplinary procedure.

Monitoring and evaluation

The KS3 PSHE coordinator, Assistant Headteacher with responsibility for PSHE and the Deputy Headteacher will take the lead on monitoring the school policy and its implementation, and acting on any resulting recommendations. This will happen informally on an annual basis, with a formal governors' review and any necessary re-writing of the policy on a two year cycle.

The role of governors

The Safeguarding governor has specific responsibilities relating to the provision of drugs education.

Approved by full Governors: 7 July 2010

Date of next major review: May 2012