



the *King's* school
Specialising in **Mathematics & Computing**

Drugs and Substances Misuse Policy

**(Incorporating the Drug Incident
and Drug Education Policies)**

Date	July 2013
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Committee	Health & Safety

DRUGS AND SUBSTANCES MISUSE POLICY

1. Policy Statement

The Governing Body at The King's School, Pontefract:

- a. Condone neither the misuse of drugs, alcohol or substances by any members of the school community, nor the illegal possession or supply of these;
- b. Is committed to the health and safety of its members and will take action to safeguard the well being of all members of the school community;
- c. Acknowledges the importance of the pastoral role of staff in the welfare of young people, through the general school ethos, in seeking to persuade students in need of support to come forward.

2. Purpose

The purpose of this policy is to:-

- Ensure all members of the school and its community are aware of the school's approach to substance misuse;
- Ensure there is an equitable approach to issues and incidents surrounding drug misuse;
- Confirm the school's policy in response to drug misuse.

It therefore supports the following educational aims of the school in respect to substance use and misuse:

- i. To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills;
- ii. To provide accurate information about substances;
- iii. To increase understanding about the implications and possible consequences of use and misuses;
- iv. To encourage an understanding for those experiencing or likely to experience substance use;
- v. To widen understandings about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS;
- vi. To seek to minimise the risk that users and potential users face;
- vii. To enable young people to identify sources of appropriate personal support.

The Governors believe that these aims can be fulfilled through the taught curriculum in the PDC and Science areas, reinforced in other parts of the teaching programme through the informal curriculum; and through opportunities for extra curricular activities. They recognise too the importance of the school's active co-operation with other agencies such as Schools Police Liaison, Social Services, LA and Health and Drug agencies in delivering its commitment to Drugs Education and in dealing with incidents of substance use and misuse.

The Governing Body supports the Headteacher in considering each substance misuse incident individually, recognising that a variety of responses will be necessary to deal with incidents that may arise in school; and in taking action which will seek to balance the interests of the students involved, the other school members and the local community.

3. Scope

This Policy applies to all members of the school community and any visitors to the site. For incidents on site, the site is defined as all areas within the perimeter boundaries. For any such incidents the policy applies at all times. This includes evening, weekend and holiday periods when the school is open.

The Policy also applies to all students, staff and other adults who may be involved in extra-curricular activities where those activities are beyond the boundaries of the site and outside of the normal working hours of the school. It also applies to any time spent travelling to and from those activities under the supervision of any member of the school staff.

4. Responsibilities

This Policy applies to all members of the school community and as such it is the responsibility of everyone to ensure the policy is in place and administered equitably.

It is the responsibility of the Governing Body of The King's School to have in place, and maintain, a Drugs and Substances Misuse Policy that meets with the ethos and values of the school. The policy meets all the requirements of relevant legislation and guidance.

5. Publication

The policy is available as an electronic document on the School's Shared (G) drive and also on the school website.

Guidance

Definitions

For the purposes of this policy **drugs and substances** are defined as

- All over-the-counter and prescribed medicines;
- All legal drugs and substances, including alcohol, tobacco volatile substances and any substance used or misused which the school deems inappropriate;
- All illegal drugs and substances (controlled by the Misuse of Drugs Act 1971).

Any **drugs incident** shall be where there has been:

- Suspicion or evidence of any situation or specific event involving a drug. This could relate to a student, parent/carer, staff member or visitor.

Drug use is defined as:

Drug use is drug taking, for example, consuming alcohol, taking medication or using illegal drugs. Any drug use can potentially lead to harm, whether through intoxication, breach of the law or of school rules, or the possibility of future health problems, although such harm may not be immediately apparent. Drug use may eventually require interventions such as management, education, advice and information, and prevention work to reduce the potential for harm.

Drug misuse is defined as:

Drug misuse is drug taking which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. It may be part of a wider spectrum of problematic or harmful behaviour and require specific interventions, including treatment.

Volatile substance misuse is defined as:

Volatile substance abuse refers to the inhalation, sometimes referred to as 'sniffing', of gas or vapours from volatile substances, including butane and propane, aerosol propellants, some glues and solvents, petrol, etc. for intoxicating purposes. The effects are much like those of alcohol, though they do not last as long. This can also be referred to as solvent misuse.

Management responsibilities

The King's School has designated responsibility for the management of drug incidents to either the Headteacher or appropriate senior member of staff. All staff should be made fully aware of the procedures for managing incidents, including who they should inform and who has authority regarding issues such as searching school property and involving the Police.

Confidentiality

In managing drugs The King's School has regard to issues of confidentiality. Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be 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 a police investigation;
- Referral to external services.

Every effort should be made to secure the student's agreement to the way in which the school intends to use any sensitive information.

It may be necessary to invoke local Child Protection procedures if a student's safety is under threat. It should be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school should inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there is a Child Protection issue;
- Where a life is in danger.

Drugs which may be authorised in schools

Illegal drugs have no place in schools. However, there are instances where other drugs may legitimately be in school.

Medicines

Some students may require medicines that have been prescribed for their medical condition during the school day. The King's School has a policy which manages these instances. They comply with legislation and take account of local and national guidance. The policy is understood by staff, parents/carers and students. The school is aware that a long-term medical condition that has a substantial and adverse effect on a student's ability to carry out normal day-to-day activities is recognised as a disability and schools must be mindful of their duties under the Disability Discrimination Act 1995 to have a school access plan.

The role of the Police

The School will report all incidents of substance misuse to the Safer Schools Officer as the first point of contact. Any incidents of possession or having been in the possession or close proximity of illegal substances will be reported to the Safer Schools Officer. Any incidents of repeated offences/suspicions or of supply and/or dealing of illegal substances in or around the school site will be reported formally to the Police Station as well as to the Safer Schools Officer for a more formal follow up procedure.

(The Safer School's Officer is PC Rachel Hall who can be contacted on 07736086727).

The School may allow Police Officers access to the school site including the use of drug dogs to do sweeps of the school field and other outside areas during the school day, both in lesson times and unstructured times such as break and lunch. In the event of any illegal substances being found upon any person then the school would support, and expect, formal Police procedures to be followed as well as the School's Behaviour & Discipline and safeguarding policies being followed.

The students' needs will be addressed by reference to appropriate outside agencies (eg. Rebound, TYS (Targeted Youth Support), DID (Do it Different)), in order to support the student and their parents in dealing with substance misuse and/or wider support issues as necessary.

Taking temporary possession of and disposal of suspected illegal drugs

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to store the drug in a secure, safe place until it can be delivered to a person lawfully entitled to take custody of it (Safer School's Officer or another Police Officer).

Any confiscation of substances must be witnessed by a second adult and any confiscations must be immediately stored in a secure place again with a second witness. Substances should not be kept by the staff member.

Disposal of drug paraphernalia

Needles or syringes found on the school premises should be placed in a sharps container using gloves. Soft drink cans or plastic bottles should not be used. Used needles and syringes should not be disposed of in domestic waste.

The school should liaise with the LA or Local Authority Environmental Health Department on the best way to dispose of the contents of a Sharps container.

Detection

Searches

Searches will be carried out when possession, supply or manufacture of illegal substances is suspected.

All reasonable measures should be taken to gain the student's consent beforehand. School will only use the power to search without consent when all other options have been exhausted such as:

- Questioning the student, reminding them of school policy and asking them to surrender the suspected item;
- Where a student denies possession, but staff have suspicions, asking the student to consent to a search and explaining why;
- Using 'talking down' techniques to calm down a student down and reduce escalation and the need for a search using force.

The statutory power of search applies where there are reasonable grounds for suspecting a student has anything that could be classed as illegal substances.

When a without consent search is carried out on a student then two adults must be present and both must be of the same sex as the student being searched (see Physical Handling Policy for detailed procedures).

Management of a Drug Related Incident

1. Policy Statement

The Governing Body, staff and students of The King's School are committed to ensuring the health, safety and welfare of its staff, students and visitors. The school aims to provide a healthy learning environment and to promote healthy lifestyles amongst the whole school community. As such, we do not under any circumstances condone the use or supply, on the premises or on the way to and from School, of alcohol, tobacco, solvents, illegal or inappropriate prescribed drugs.

2. Response to a drug related incident

- a) The school will liaise closely with the local Police, the first point of contact being the Safer School's Officer, when available, to ensure there is a consistent approach for dealing with the range of incidents that may arise involving illegal drugs including alcohol, illegal drugs and solvents and the misuse of legal drugs;
- b) The school will inform the Police if substances are found to be held by a student or on the premises;
- c) School will usually inform parents/carers at the earliest opportunity so that we can work together in the interests of the student;
- d) No promise of confidentiality can be given;
- e) Where there is reason to suspect that unlawful items are present, the person's clothes, lockers and bags will be searched (see Physical Handling Policy);
- f) When responding to a drug related incident, usually the appropriate senior member of staff should be informed at the earliest opportunity. Until this colleague has arrived, the person who has reported the incident has the primary role to ensure the safety of the individual/s involved and to assert sufficient control as to enable a proper enquiry into the incident under the direction of the senior colleague.

3. Medical Emergency

In the case of a medical emergency members of staff will either call the Student Welfare Officer, and Appointed First Aider or an emergency ambulance. An appropriate senior colleague will be informed and secure evidence as quickly as possible. Notes will be kept of all actions and times when events occur and any substances or items confiscated. Parents/carers will be notified immediately or as soon as is possible.

4. Rumour/Suspicion

The suspected student will be isolated and an appropriate senior colleague informed whilst keeping student in view. The student should be allowed to prove his/her innocence by turning out his/her pockets. If s/he refuses to do so, then procedures stated in the Physical Handling Policy will be followed. Staff have a power of search with or without consent.

5. Disclosure of Evidence

The student should be isolated and an appropriate senior colleague informed whilst keeping the student in view. The senior colleague will search the premises - if possible in the presence of a witness. The senior colleague should notify parents/carers of the disclosure and any evidence found.

6. Discovery of a Substance

The substance should be seized in the presence of a witness, if possible, and handed to an

appropriate senior colleague. The Police will be informed for substance identification and possible investigation. Staff will always treat the substance as real until otherwise proven. Whilst waiting for the collection of the substance, parents will be informed that an investigation is being initiated, as long as this would not jeopardise the investigation or put the student at risk. This may lead to a fixed term or permanent exclusion. As a result of exclusion, the parents/carers and student would be informed of, and offered, the support that is available from specialist outside agencies to help with the problems of substance misuse and/or behaviour and issues associated with this.

7. Supplying Substances

Where it is clear that a student is supplying illicit drugs or substances, either on the school site or in locations under school supervision, and is hence endangering the health and safety of other members of the school community, both formal Police action and permanent exclusion are likely.

Drug Education Policy

Forward

A key aim of the Government's National anti-drug strategy "Tackling Drugs to Build a Better Britain" is to help young people to resist drug misuse to achieve their full potential in society.

No school is immune from the effects of medicines, alcohol, tobacco, volatile substances or other drugs, legal and illegal, upon its pupils, their families and the local community.

(PSHE Guidance document 2000)

The School

The King's School is an 11 - 16 mixed Comprehensive School, serving the town of Pontefract. There are 1039 pupils on roll (2013). The school has a long history and is reputed to be one of the three oldest schools in Yorkshire. There is a very small proportion of religious and cultural diversity within the school population.

Definition

The term 'Drugs Education' includes over the counter and prescription medicines, legal drugs such as alcohol, tobacco and volatile substances and illegal drugs such as cannabis, ecstasy and heroin.

Drugs Education is taught mainly through the PDC programme, which is planned, broad and balanced. Delivery is primarily by form tutors, although visiting speakers and external agencies add to this delivery and a number of aspects are embedded across the curriculum.

The programme gives students accurate information, delivered in a safe environment where they can challenge myths and explore attitudes, clarify values and develop skills and coping strategies to improve their resilience.

Aims and objectives

The aims and objectives of the Drugs Education Programme at The King's School are:

- To give students an understanding of the Law relating to drugs (legal and illegal);
- To enable each student to develop confidence and self esteem;
- To give students knowledge and understanding about drugs (legal and illegal), so that they can make informed, responsible and healthy decisions;
- To enable students to keep safe in a society where drugs are available;
- To encourage positive attitudes in students towards healthy living and lifestyles;
- To provide students with information about where and how to get help with drug related issues
- To encourage students to respect their own bodies;
- To develop in students, an understanding of the dangers of drug misuse;
- To develop in students, an awareness of their responsibility to themselves and to others;
- To develop skills in personal relationships and dealing with social and peer pressure and knowledge about substances which could harm them;
- To help students develop decision making skills and an appreciation of the consequences of decisions made.

Underlying Principles

The underlying principle of this policy is the belief that Drugs Education is too important to leave to chance. The teaching offered by the school, mainly through the PDC programme, is intended to be complementary and supportive of parents.

This policy needs to be placed alongside other relevant school policies, including the Drugs Incident Policy, Discipline and Behaviour Policy and Medicines Policy, as well as school practices and procedures.

Guidance on contentious issues

Teachers cannot offer or guarantee absolute confidentiality. There cannot be confidentiality where there is a risk of significant harm to a pupil. There are generally two situations where a breach of confidentiality is justified:

- Where there is a child protection issue;
 - Where the life of a person is at risk.

If there is a disclosure by a student who has committed an offence that could result in further action, the Police can ask for and expect that information (Section 115 Data Protection Act). The Headteacher should make clear to all staff under what circumstances she expects to be informed of a students' disclosure.

Teachers will sometimes have to exercise their discretion and professional judgement about how to deal with explicit issues raised by individual students. It will probably be appropriate to respond individually to the student outside the classroom. With each class, a teacher will establish group ground rules for the lessons.

A teacher's role must be confined to the educational context. However, information regarding sources of confidential advice and treatment can be made available to all students.

Parents and students should be reassured that the personal beliefs and attitudes of teachers and visiting speakers will not influence the teaching and delivery of Drugs Education.

Role of the Governing Body

Circular 4/95 states:

As part of their general responsibilities for the management of the school, Governors have a key role in the development of their school's policy for Drugs Education and drug prevention.

The Governing Body of the school uphold these responsibilities outlined by Circular 4/95.

Using outside visiting speakers

The use of outside visitors can greatly enhance Drug Education. It provides an opportunity for students to meet and learn from professionals. Additionally, it often lessens embarrassment to speak to someone outside the school.

Students enjoy the different approach visitors bring, and staff appreciate the specialised knowledge a professional can bring to drugs education. However, it is important that all visitors follow the school policy, as well as their own professional guidelines, to ensure that inappropriate information is not conveyed.

Health professionals should adapt strategies that are unlikely to lead to 'confidential' disclosure or circumstances that will impinge upon the schools' code of practice. However, the Law allows Health Professionals to see and, in some circumstances to treat young people confidentially, outside the teaching situation.

Information to parents

A copy of the current Drugs Education Programme for PDC is available for parents to see on request from the PDC Leader.

Evaluation of the programme

The work undertaken in this area, within the PDC programme, is monitored and evaluated by the PDC Co-ordinator, through existing procedures. These include both staff and student evaluation sheets, monitoring the delivery of PDC including drugs education. The PDC programme is reviewed annually and amendments made accordingly for the following academic year.

Inset

The PDC Leader attends LA courses and meetings on PSHE, including Drugs Education, passing relevant information onto the appropriate staff.

APPENDIX

Content

At The King's School, it is believed that Drugs Education should be part of a broad and balanced programme.

In Years 7 - 11, PDC is taught in mixed ability Form Groups. The programme aims to build on the prior knowledge of the students as they move through the school. In each year, there will be part of the PDC programme delivering Drugs Education.

Drugs Education programme (part of the PDC programme):

Year 7

- Smoking
- Alcohol
- Addiction

Year 8

- Legal and Illegal Drugs
- Peer pressure
- Risks & Responsibilities

Year 9

- Illegal Drugs
- Drugs and The Law
- Peer pressure
- Risks & Responsibilities

Year 10

Units in Year 10 and 11 extend work completed in Key Stage 3.

- Alcohol (including binge drinking)
- Smoking

Year 11

- Drink Driving
- Drink Spiking
- Substance Abuse

Cross Curricular Delivery

Science

Drug Education is delivered as scientific fact and social aspect.

Year 8

Exploring Science - Tobacco

Year 9

Exploring Science - Alcohol, tobacco and drugs. Fit and Healthy

Year 10/11

GCSE - AQA- Core Science

Methodology

Teachers need to draw upon a wide range of teaching techniques and resources. For example:

- Discussions - in pairs, small groups, a whole class
- Brainstorming
- Role plays
- Quizzes
- Case studies
- Interviews
- Video
- Posters & leaflets

Participation of students is essential in this subject area and in order to involve and empower students, it is important for the group to agree and establish ground rules. Students who feel secure will be more ready to speak openly, to explore and challenge ideas constructively.