

022 Drugs

Responsibility: IC

Date: June 2017

Next Review: June 2019

1. Context

This drugs policy – in accordance to DfE guidelines - covers not only illegal drugs (such as cannabis, heroin and ecstasy) but legal ones too, like alcohol, tobacco and solvents, and drugs sold over the counter or provided on prescription

Although the majority of young people of school-age do not abuse drugs, all students are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs. Such experiments may lead to serious and far reaching consequences not only for themselves, but their families, their communities and society in general. For children and young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.

2. Purpose

Holmfirth High School has a whole-school approach to drugs as part of its commitment to being a healthy school. The policy aims to enable pupils to make safe, healthy and responsible decisions about drugs, both legal and illegal. This is done by providing education about the risk and effects of drugs; by developing students' confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support.

The appendices to this policy name some of the relevant drugs and set out the procedures agreed by the governing body to be followed when any misuse has been identified. To protect the safety and wellbeing of all pupils and staff, drugs must not be possessed or bought, sold, or otherwise obtained on school premises or during the school day, including when pupils are on school visits. The policy and procedures apply to all adults working at and for the school. Exceptions include:

- pupils and staff who need to take prescribed medicines
- alcohol can be sold on school premises following the successful application of a 'Temporary Events License (TEN) from the local authority
- the school supplies to adults (not sell) alcohol at official school functions

3. Aims of the Policy

- To support the school's endeavour to maintain the safety and well-being of all pupils and staff
- To clarify legal responsibilities, entitlement and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency.
- To develop a whole school approach to drug education in the context of the curriculum of the school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.

4. Roles and responsibilities

The Executive Headteacher will ensure that:

- The senior leadership team has general responsibility for handling the daily implementation of this policy and a planned drug education programme is provided as part of the curriculum, that enhances knowledge and understanding, attitudes and personal and social skills.
- teachers are provided with training and guidance so that they are confident and skilled to teach drug education and to respond to drug-related incidents.
- students are aware of the rules on drugs and of the consequences of breaking them.
- clear procedures are in place for responding to drug-related incidents.
- those students who have a concern about drugs are provided with support.
- sanctions for incidents are consistent with the school's behaviour policy.

All staff are expected to:

- report incidents of drug misuse to a member of the senior leadership team and Head of Year
- promote positive attitudes towards healthy lifestyles
- enable young people to identify sources of appropriate personal support.

All teachers are expected to:

- enable students to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising personal skills to resist peer group pressure, and help friends and relatives involved in drug misuse.
- provide accurate information about substances.
- widen their own and the students' understanding of related health and social issues

Students will be expected to:

- follow the school rules.
- alert the staff to any drug-related incidents on or around the school site.

Parents will be expected to:

- endorse the school's approach to drugs education
- work in partnership with the school to overcome the misuse of drugs.

The Governing Body will ensure that:

- the school does not knowingly allow its premises to be used for the production, consumption or supply of any controlled drug in addition to solvents, alcohol and tobacco.
- the school, parents and external agencies work together to support any student involved in drug abuse
- the governors' Pupil Needs Committee understands how to deal with drug-related exclusion procedures.

Staff responsible for drugs issues:

The Head of RE/PSHE is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff, liaising with external agencies to support the curriculum and in conjunction with the relevant member of the senior leadership team, developing, monitoring reviewing the drugs policy. The Executive Headteacher and the senior leadership team are responsible for managing drug-related incidents and the Head of Year is responsible for liaising with external agencies for supporting pupils. There is also a Governor with a lead on drugs issues who liaises with the school about curriculum and policy.

5. Definition of Drugs

5.1 Definition

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave". This is also used by the DfES in its drugs guidance.

This refers to all drugs:

- Legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat, poppers, any psychoactive substance
- Over the counter and prescription medicines
- Illegal drugs (those controlled by the Misuse of drugs Act 1971) including and Class A, B or C drug e.g. Class A - ecstasy, cannabis, crack, cocaine, heroin, LSD, magic mushrooms, injected amphetamines, Class B – amphetamines, cannabis, Class C – tranquilisers, painkillers.

The above is NOT a definitive list of drugs. These have been listed as examples.

5.2 Definitions of other key words

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence

At Holmfirth High School we believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well being and academic achievement. The school has a shared responsibility with parents and students to help reduce the harm from drugs and play a role in drug prevention and education, as well as help those who misuse drugs, or who are vulnerable to drug misuse.

6. Drug Education

6.1 Aims of drug education

To give young people accurate information about drugs and help them develop the skills and attitudes to make their own healthy, safe and responsible decisions about drug use.

To achieve this our drug education programme will help pupils:

- To gain knowledge and understanding about the effects and risks and dangers of drugs, laws and effects of drugs on individuals, families, relationships and communities and correct myths and misunderstandings
- To develop skills to make informed decisions, including communication, self awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs
- To develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others
- To explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences

6.2 What is taught

Drug education focuses on knowledge, understanding, skills and attitudes. The teaching programme ensures that there is progression from Year 7 to Year 11 with topics and issues being included which are appropriate to the age and maturity of pupils.

6.3 Where it is taught in the curriculum

Drug education is taught mainly through PSHE and citizenship. Drug education is also delivered through opportunities in other curriculum areas, for example, science.

6.4 Training and support for staff

All staff who teach drug education have opportunities to update their knowledge and develop their skills through a range of continuing professional development activities including; observing other teachers, on-going support from other teachers, trialling new resources and carrying out action research. We take advantage of the support, advice and training provided by our partnership working with the local authority and other external organisations.

7. Management of Drugs in School

7.1 School's view about the use of drugs

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles or any venue managed by the school at the time e.g. premises of a school trip or visit.

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorized legal drug), which takes place within the school boundaries. This covers; on or near the school premises, within the school day and during term time, on school visits (supervised or not), residentials, work experience and at school social events.

These rules apply equally to staff, students, parents, governors and those working and visiting the school.

7.2 Management of authorised drugs

We believe that there are circumstances, when some legal drugs are authorized for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

7.3 Medicines

Prescribed and non-prescribed medicines are permitted to be used in accordance with the school 'Administration of Medicines Policy'

7.4 Smoking

This is a strictly no smoking on the school premises. This applies to staff, students, parents and visitors. Staff should not smoke within close proximity to the school boundary and should be respectful of local residents when choosing where to smoke.

8. Management of Drug Related Incidents

A drug related incident may be any of the following (not a definitive list):

- Any incidents involving any drug that is unauthorized and therefore not permitted within the school boundaries.
- Finding drugs or related paraphernalia on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours of parents, staff or pupils using drugs
- Reports of parents, staff or pupils using drugs
- Drug related incidents can include emergencies, observations and discovery, disclosure, suspicion and rumour.

8.1 School responses to drug-related incidents

In all drug-related incidents the following principles will apply:

- The Executive Headteacher and/or senior leadership team will be informed immediately
- All situations will be carefully considered before deciding on the response
- The immediate needs and safeguarding of the pupil will always come first
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies and the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Executive Headteacher, in consultation with key staff, will decide on the appropriate support offered and the sanction to be implemented.
- A fixed term exclusion will normally be given for a drug related incident.
- Evidence of drug use or possession will not necessarily result in permanent exclusion. Permanent exclusion will only be considered in serious cases and will be in accordance with DCSF guidance on exclusions.
- Any action taken will in line with the school's behaviour policy.

8.2 Procedures for managing incidents

8.2.1 Reporting a drug-related incident

All drug-related incidents are reported, in the first instance, to a member of the senior leadership team and then the Head of Year. These are the key staff involved in managing the incident.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately about any drug incident where an illegal drug or criminality is suspected to be involved. Incidents involving legal drugs will remain school matters unless other criminality is suspected e.g. the sale of tobacco, alcohol and solvents to under age pupils, from local shops. Illegal substances will be legally destroyed or handed to the police as soon as possible and not stored. Unauthorised legal drugs will be confiscated and handed to the parent/carer or destroyed.

8.2.2 Recording the drug-related incident

All drug-related incidents are recorded using the schools systems. Key staff including the Executive Headteacher, senior leadership team or Head of Year will see the relevant information.

Medical emergencies when a student is unconscious as a result of drugs use

Staff with first aid qualifications should be called immediately but the person should not be left alone. The person will be placed in the recovery position and an ambulance called. Parents/carers will be informed and called to the school. An assessment of the incident started including finding out whether a substance has been taken and evidence gathered.

8.2.3 Intoxication, when a student is under the influence of a drug

The pupil will be removed to a quiet room and not left alone. The first aider and senior member of staff called. The person will be helped to calm down and medical assistance sought. Parents/carers will be informed and called to the school.

8.2.4 Discovery/observation

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

The Substance will be confiscated and the pupil and substance taken to a school office and a member of the senior leadership team will be called and the student questioned. The parent/carer will be informed.

If the substance is legal (but unauthorised in school) it will be handed to the parent/carer.

If the substance is illegal (or suspected to be illegal) it will be stored securely and the Police called immediately to dispose of the substance. Parent/carer will be informed and called to the school. The student(s) involved will be internally excluded whilst investigations are carried out.

If a member of staff suspects that a student is carrying drugs on them or in their personal property, they will ask students to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the school will consider involving the police. Parent/carer will be informed if this happens.

Teachers can search pupils' lockers and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a Senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

8.2.5 Dealing with drug-taking materials

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

8.2.6 Pupil Disclosure

In these situations, staff will be non-judgemental and caring and will show concern for the student's welfare. Staff should follow the school safeguarding protocols and procedures. Pupils know that teachers cannot promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service, Information about the pupil will only be given to key staff and no one else unless the pupil gives their consent. Total confidentiality is maintained at all times in drug and counselling services. The school has strong links with local drug services and a system of referral to these agencies.

Suspicion/rumour. Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

8.2.7 Intoxicated parents/carers

Our schools rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

9. Support for Students

9.1 Possible responses might be:

Supporting pupils in school and referral to specialist agencies

Support is provided for pupils who have concerns about their own or their family's drug use or who are at risk or drug misuse, as well as for those who have been involved in an incident which is in breach of school rules. Support is offered from our school nurse, the school counsellor or outside agencies.

In-school behaviour programmes

In some circumstances a student involved in a drug-related incident will have a behaviour programme drawn up by the Head of Year, Pastoral Manager or Inclusion Manager in consultation with the parent/carer and pupils.

Counselling

Pupils may be offered counselling from our school counsellor, or if needed a referral to a specialist service.

9.2 Confidentiality

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of young people will be central to our policy and practice, however, teachers cannot promise total confidentiality and this is made clear to students through the PSHE programme.

If a pupil discloses to a teacher he/she is taking drugs the teacher will refer the student to the Head of Year and appropriate support will be offered. This information is given only to the Assistant head responsible for pastoral care and the Executive Headteacher. In most circumstances parents will be informed.

9.3 Working with Parents/Carers

Parents/carers will be informed immediately if their child has been involved in a drug-related incidents. However there may be some exceptional situations where involving the parents may put the young person at risk of abuse and in these exceptional cases, the school will exercise some caution. The decision will be taken by the Executive Headteacher in liaison with the designated child protection officer with the child's welfare a priority.

Appendices:

1. List of relevant drugs
2. Guidelines for management of drugs within the school community
3. Sources of further help

APPENDIX 1

List of Relevant Drugs

Illegal drugs include:

Amphetamines

Barbiturates

Cannabis (any form e.g. hash, grass, pot, marijuana, dope, oil)

Ketamine

Ecstasy / MDMA

Cocaine

Crack

Hallucinogens: natural

Hallucinogens: synthetic

Heroin

Opiates

Muscle-building steroids

Methedrone (Miaow)

Tranquillisers

Class A Class B Class C

Ecstasy Cannabis Tranquilisers

LSD synthetic cannabinoids some painkillers

heroin Amphetamines Gamma hydroxybutyrate

(GHB

cocaine Methylphenidate (Ritalin), Ketamine

crack Pholcodine

magic mushrooms

amphetamines (if prepared for

injection).

Class A, B and C drugs are termed as controlled substances under the Misuse of Drugs Act 1971, with Class A being those considered most harmful.

Legal drugs include:

Alcohol

Prescription drugs

Solvents

Tobacco

Poppers

This is not a definitive list of drugs. These have been listed as examples and if there is any doubt, please ask for further information

APPENDIX 2

Guidelines For Management Of Drugs Within The School Community

Principles of good practice

- For any drug incident, the utmost priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help.
- The school has a range of responses to drug incidents. Any response will balance the needs of the individual against those of the wider community and should be determined after a full and careful investigation
- Clear referral protocols and communication routes will be established between the school and the range of agencies providing support to young people. In making referrals careful attention will be given to issues of confidentiality.
- In any incident involving illegal and other unauthorised drugs the school involve the student's parents/carers, unless this would jeopardise the student's safety.

Definition of a drug incident.

Incidents are likely to involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs. They could fit into the following categories:

- drugs or associated paraphernalia, e.g. Rizlas, are found on school premises
- a student is found in possession of drugs or associated paraphernalia
- a student is found to be supplying drugs on school premises
- a student, parent/carers 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 student discloses that they or a family member/friend are misusing drugs.

Management responsibilities

It is vital as an organisation that we send a clear message to the whole school community that the possession, use or supply of illegal and other unauthorised drugs, for example 'legal highs' within school boundaries is unacceptable.

All staff are 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

Appendix 3

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

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

The BASE – Kirklees - The Base is a drug and alcohol service for young people and young adults in Kirklees (up to the age of 21). They provide free, friendly and confidential support on drugs, NPS (previously known as 'legal highs') and/or alcohol issues. The service also offers provision for parents, carers and professionals that support young people in Kirklees.

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>