



# Drugs Policy

September 2016

To be reviewed by September 2017

**Date ratified by Local Governing Body: October 2016**

## **Rationale**

It is the aim of Coppice Spring School to help all students to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and students need to understand the nature of drugs, their social and legal status, their uses and effects.

## **Aims:**

- To support the school's endeavour to maintain the safety and well-being of all students, staff and visitors.
- To clarify legal responsibilities, entitlements 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 school curriculum.

## **Key roles and responsibilities**

The Assistant Head of School – Care, Guidance and Support takes the lead on drug-related issues within the school.

## **Inclusive definition of drugs**

Coppice Spring School defines a drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

## **Drug Education**

- **Context**

We will provide all students with drug education as an integral part of our Personal, Social and Health Education (PSHE) and Citizenship programme.

- **Ethos**

Drug education in our school aims to enable students to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and be appropriate to the age and experience of our students.

- **Content and delivery**

Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of students. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.

- **Use of visitors and outside speakers**

We use visitors from organisations such as Catch-22 to support our planned teacher-led programme of education, in line with national and local guidance. We are careful to ensure the contribution of visitors fits our needs and they are clear how their input fits into our planned programme. The teacher is always present when visitors are working with our students.

## **Managing drug related incidents: routine arrangements**

- **Medicines**

The school has procedures for the administration of medicines that must be followed for everyone's safety. See Supporting Pupils with Medical Conditions Policy which can be found on the school website and staff hard drive.

- **Alcohol**

Students are not allowed to bring alcohol into the school. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

- **Tobacco**

The school is a no smoking site - indoors and outdoors, including school vehicles - at all times. Students are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated.

- **Solvents**

The school will ensure that potentially hazardous substances are stored safely, and students will be supervised if it necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvent based products.

- **Illegal drugs**

No illegal drugs are permitted to be brought on to, or used on school premises. This includes New Psychoactive Substances. New Psychoactive Substances are drugs that are designed to replicate the effects of other illegal substances. People may still refer to these drugs as 'legal highs', but all Psychoactive Substances are now under either under the control of the Misuse of Drugs Act 1971 or subject to the Psychoactive Substances Act 2016.

In all of the above cases, search and confiscate powers may be used if a student is suspected of being in possession of contraband items. As per legislation, any student refusing to be searched and to give up items for confiscation will be refused admission to school, which will not constitute exclusion but an unauthorised absence.

## **Incidents**

A drug related incident may include any of the following:

- A student who is suspected of being under the influence of a drug
- 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 drug possession supply or drug use.
- Reports of drug possession supply or drug use

## **Guiding principles**

- A senior member of staff will be responsible for coordinating the management of each drug related incident, offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after an assessment is made of the situation and will be reported to the Headteacher.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use or possession will always result in exclusion, which may be permanent.
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses that which is most appropriate.

### **Procedures**

- Medical emergencies - If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the student's safety.
- Individuals in possession of drugs - if any student or adult on school premises is found in possession of an unauthorised drug it will be confiscated. If the drug is suspected to be illegal, the school will contact the police and immediately hand over the drug. If the substance cannot be legally destroyed or disposed of it will be handed to the police as soon as possible and not stored for any longer than is necessary. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than to conduct a wider investigation. Parents of students will be informed and other professionals from the LA, Young Persons Substance Misuse Service, Youth Service, Police, School Health Service, Social Service etc may be informed or consulted as appropriate.
- Support for students following actions to preserve immediate safety - the health and emotional needs of students will be considered. Support is available through the pastoral system to ensure a caring response to students in distress. Interventions will be considered if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or that of their parent or carer. Such interventions may include consultation and subsequent referral.

### **Recording**

All incidents will be recorded within 24 hours. Case notes will be stored securely in the student's Child Protection file.

### **Confidentiality**

Complete secrecy can never be promised to a student, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a student discloses that they are using a drug without medical authorisation, action will be taken to ensure that the student comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the student in advance of any disclosure of information to others and if possible enable the student to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

### **Staff training and support**

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The

school PDL coordinator, or other appropriate member of staff, will organise training related to the identified needs of staff as required.

**Links to other policies**

See also the school's Safeguarding Policy, Child Protection Policy and Procedures, Supporting Pupils with Medical Conditions policy, Behaviour policy, Anti-Bullying policy and Staff Handbook.

## **Annex One - 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](http://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](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://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](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://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](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://www.ash.org.uk)

**Catch 22** - County-wide service offering specialist substance misuse treatment for young people. Website: <https://www.catch-22.org.uk/services/hampshire-247-substance-misuse-support/>

**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](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://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](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://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/](http://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/](http://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](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.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/>

**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](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://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](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**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](http://www.ncb.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](mailto:information@re-solv.org) Website: [www.re-solv.org](http://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](http://www.starsnationalinitiative.org.uk)

**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>