

Blackfen School for Girls DRUGS AND ALCOHOL POLICY

Date: November 2016

Lead Person: DHT

The Governing Body of Blackfen School for Girls adopted this Drugs and Alcohol Policy in November 2016

Statutory Statement

Misuse of Drugs Act 1971 – it is an offence to possess or supply heroin, cocaine, LSD, ecstasy, amphetamines, cannabis or any other class A, B, C controlled drugs as defined by the above Act. Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a students' property as a disciplinary penalty, where reasonable to do so.

For a definition of drugs that this policy relates to see appendix 1

Rationale

The policy gives clear guidance to staff, governors, parents and students on the school's view of drugs and alcohol, its strategy for drug and alcohol prevention, how drug and alcohol related incidents are managed, and the procedures invoked when drug and alcohol related incidents take place.

Blackfen School for Girls believes that most members of the school community will at some time come into contact with drugs and alcohol, and is aware that experimentation with drugs and alcohol is a feature of many young people's lives. Although there is no current evidence that any form of drug-related problem exists within the school, it is the responsibility of the school as a caring organisation to play a positive role in preventing the misuse of drugs and alcohol and to provide a clear statement to all members of the school community about the reaction to any form of use within the confines of the school's boundaries and beyond.

Outcomes

Blackfen School for Girls believe that the possession and use of any form of unauthorised drugs or the consumption of alcohol in school or during the school day, or during travel to and from school, or on School Journeys is totally unacceptable. All the drugs and alcohol covered by this policy are not permitted to be brought to the school or sold or passed on or obtained on school premises or during travel to and from school. Breaking of these rules by pupils will result in punishment and, where illegal or controlled drugs are involved, will result in exclusion. These rules also apply to all staff and other adults working in and for the school with the exception of alcohol used at official school social events.

Procedures

The school will always contact the police where any incident has involved illegal substances and will hand over any illegal substances confiscated. The decision to prosecute will be up to the police. Exclusion should not be automatic to a drug incident and permanent exclusion should only be used in serious cases. Drug use can be a symptom of other problems and we as a school should be ready to involve or refer students to other services where needed (see appendix 2).

In all situations involving drugs and alcohol, careful consideration will be given before deciding the level and nature of response. The rights of the pupil will be respected and parental involvement will be sought at the earliest opportunity. Situations which have resulted in the breaking of school rules will result in punishment. Exclusion, which may well be permanent, will be invoked where the use of and dealing in illegal drugs is proved.

All incidents will be fully documented, using, where appropriate, the internal referral forms or separate reports. Governors will be fully informed when permanent exclusion is involved. Students affected by their own or others' drug misuse – should have early access to support through the school and other local services

Roles

The implementation of this policy is a shared responsibility.

Governors: have a strategic role in agreeing the school's Drugs and Alcohol Policy.

The head teacher: is responsible for implementing the school's Drugs and Alcohol Policy.

DHT: responsible for ensuring that the policy is adhered to and that appropriate records are kept.

All Staff: responsible for enforcing the Drugs and Alcohol Policy

Related documents:

Non-smoking Policy, Behaviour Charter, Drug Strategy 2014

Appendix 1

A DEFINITION OF DRUGS

Drugs are substances that alter a person's mental or physiological state. This policy is concerned both with legal drugs such as alcohol, tobacco, e-cigarettes and solvents, over-the-counter and prescribed drugs such as tranquilisers and pain killers, new psychoactive substances and illegal drugs such as ecstasy, cannabis, cocaine, crack, speed and heroin, together with any other drugs young people may use.

MANAGING DRUG-RELATED INCIDENTS

DISCLOSURE

When a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use, the utmost sensitivity must be employed and the welfare of the pupil considered of paramount importance. Confidentiality must not be promised although it will be ensured beyond a few key people and referral must be made to a senior member of staff. Information about the pupil will only be given to the LT, or safeguarding officer. The school has links with local drug counselling services and will use these when appropriate. Careful investigation of the issue must be undertaken by a senior member of staff.

SUSPICION & RUMOUR

Where suspicion or rumour exists, this should be reported to a member of the LT. No action should be taken on the basis of rumour or suspicion alone. Careful investigation of these will be made before any further action is taken.

DISCOVERY OR OBSERVATION

When a person is discovered using, supplying or holding a substance that is not permitted on school premises, the person will be approached and the substance confiscated, if possible. A member of the LT will be called and the person(s) involved questioned. After investigation the LT, in consultation with other relevant staff will decide on further appropriate action. If the substance is illegal, parents and police will be informed and exclusion procedures may be invoked. The incident after investigation will be fully documented.

GENERAL POWER TO SEARCH

In line with DfE Guidelines (February 2014) and as outlined in the School Behaviour Charter: 'School Staff have the statutory power to search a student or their possessions, without consent, where it is suspected the student has certain prohibited items.' The relevant items to this policy that are prohibited include: alcohol, illegal drugs, tobacco. In addition any member of staff can search a student with their consent for any item. In all cases the search should be conducted with the Student Welfare Manager or a Student Support Officer. Following a search the school should make a record showing: the name of the person searched, who was present, the outcomes of the search and any follow up action.

GENERAL POWER TO CONFISCATE

Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a students' property as a disciplinary penalty, where reasonable to do so. Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be 'harmful or detrimental to good order and discipline'. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug. In addition, as outlined in the School Behaviour Charter: 'Any alcohol, tobacco, cigarette papers... must be disposed of...Controlled drugs must be passed to the police'.

INVOLVING PARENTS AND DEALING WITH COMPLAINTS

Schools are not required to inform parents before a search takes place or to seek their consent to search their child. There is no legal requirement to make or keep a record of a search. Schools would normally inform the individual pupil's parents or guardians where alcohol or illegal drugs of potentially harmful substances are found, though there is no legal requirement to do so. However, at Blackfen School for Girls, our Behaviour Charter policy is that: 'Parents/carers will be informed by a member of the Student Welfare Team if any banned item or any illegal item is discovered through searching'.

Complaints about searching should be dealt with through the normal school complaints procedure.

EMERGENCY SITUATIONS

These occur where a person is unconscious, possibly as the result of drug use. The office should be contacted at once and staff with a first aid qualification and a member of the LT summoned. The office should phone for an ambulance immediately and contact the parents. The victim should be placed in the recovery position and never left alone. A senior member of staff will undertake an investigation of the incident and gather evidence where appropriate. A report of the incident will be produced with senior members of staff deciding what further action is required.

INTOXICATION

The person will be removed to a quiet room and not left alone. A senior member of staff will be summoned and will assess whether medical assistance is required. Parents will be informed and called to the school. Key staff will decide what further action is required. An internal incident report form will be produced.

CONTROLLED DRUGS

The following procedure should be adopted when taking possession of suspected controlled drugs:

- Ensure that a second adult witness is present throughout
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- Store in a secure location, such as a safe or other lockable container with access limited to senior members of staff
- Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols
- Record full details of the incident, including the police incident reference number
- Inform parents/carers, unless this is not in the best interests of the student
- Identify any safeguarding concerns and develop a support and disciplinary response

ADMINISTERING MEDICINES

See medical needs policy

DRUG EDUCATION & DRUG PREVENTION

Blackfen School for Girls provides a comprehensive and planned Health Education component for all pupils within its Personal and Social Education (PSE) programme. This includes a planned drug education section, with the specific aim of providing pupils with the knowledge, attitudes and values, which will enable them to make informed decisions about drugs. An important aspect of the school's ethos is the valued placed on individual pupils and their contribution to the school community; this helps to foster a positive self-image in each pupil, and so helps them to cope better in situations when drugs may be made available to them outside school. Other organisations linked to Drugs are listed in appendix 2.

Appendix 2

These pages list organisations which help and support young people, parents and carers, and professionals. It also shows organisations developing policy and campaigning on young people's issues.

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

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: www.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
Website: www.talktofrank.com

Schools can receive free FRANK resource materials, updates and newsletters by registering at
<http://ddshl.broadsystem.com/freeleaflets.aspx>

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.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

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: www.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

Directgov Young People can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and educational options, money, as well as helping young people find out about activities they can get involved in.
Website: www.direct.gov.uk/en/YoungPeople/index.htm

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: www.justice.gov.uk/global/contacts/yjb/yots/index.htm