



Fulford School

Drug and Smoking Policy

Adopted: September 2018

Review: September 2020

This policy was developed and agreed in consultation with governors, the SLT, staff, parents, students and other relevant outside agencies. This policy has obvious links with other school policies and refers to these as appropriate. The school has liaised with the Drugs Education Consultant concerning drugs education in the feeder primary schools to ensure that our teaching and learning programme is progressive and appropriate. This policy reflects national aims and priorities including DFE documentation and guidance for schools, the City of York's LA guidance for managing a drug related incident flowchart, curriculum guidance for schools on drug, alcohol and tobacco education, the Government's drugs strategy, the Healthy School Scheme Standards and the law requiring enclosed spaces to be smoke free. This policy aims to clarify the school's role in Drugs Education and Prevention and to ensure it meets students' needs. It sets out responses to drug related incidents and ensures that Fulford takes a whole school approach to drugs as part of our commitment to being a healthy school. Sanctions are consistent with the school behaviour policy and this policy also relates to policies on Personal development and health and safety.

This policy applies to school students, all staff, parents and all visitors to the school site.

For the purpose of this policy the following definition of a drug will apply:

- All illegal drugs (those controlled by the Misuse of Drugs Act)
- All legal drugs including alcohol, tobacco, electronic cigarettes, solvents, volatile substances, ketamine and alkyl nitrites
- All over-the-counter and prescription medicines (misuse would be taking medication not prescribed for the person)

This broad definition allows for the inclusion of all medication, legal/illegal drugs, tobacco, volatile substances (see health & safety policy) and alcohol. Alcohol is only allowed on the school premises with the consent of the Headteacher and is to be used in compliance with legal guidelines concerning its purchase and consumption. Smoking, including e-cigarettes, is not legally allowed in enclosed spaces in school site at any time nor is it permitted on the land adjacent to the school or for students en route to and from school. Drivers of school buses are also subject to these restrictions.

This policy applies at all times when staff are acting in loco parentis. This includes educational visits in line with the School Educational Visits Policy. Where staff do consume alcohol on such visits it is expected that this will be in moderation and in accordance with maintaining their duty of care. All staff, parents and students should be aware of these rules.

Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

Overall Aims of Drugs Education

To increase students' knowledge and understanding 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

To develop students' personal and social skills to make informed decisions and keep themselves healthy and happy through:

- 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

To enable students to explore their own and other people's attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Roles and responsibilities

Governors

As part of their general responsibilities for the management of the school, the governors play a key role in the development and regular review of the school's policy for drugs education, drug abuse and prevention.

Headteacher

The Headteacher takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation, and for liaison with the Governing Body, parents, LEA and appropriate outside agencies in the event of a drug-related incident. Students who are suspected of being at risk from drugs, will be supported and monitored with assistance from relevant agencies such as Children's Services, Child Protection Officers, young people's drug support agencies and police.

The Headteacher has appointed a Personal Development Co-ordinator who will work with and have access to the SLT.

Personal Development Co-ordinator

The Co-ordinator, together with the Headteacher, has a general responsibility for supporting this policy through good quality education programmes. The Personal Development Coordinator will provide a lead in the dissemination of information relating to drug education. He/she is responsible for identifying and providing good quality resources and in-service training. He/she has knowledge of contact organisations to aid those seeking to end drug dependency.

Students

Students contribute to the review of the drugs policy through feedback about the education provided and in particular whether it is meeting their needs.

Parents

Parents are encouraged to support the school's drugs education programme and are given access to this policy. They are responsible for ensuring that their children follow guidelines relating to medication in school. The school plays its part in ensuring that parents have up-to-date information regarding drugs by scheduling drugs awareness sessions. Parents have the right to be informed of any incident that could result in potential harm to their child. The Headteacher will consider if there are any special circumstances which may temper this right.

All Staff

Drug abuse prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of how it relates to them should they be called upon to deal with a drug-related incident. This includes lunchtime supervisors, caretakers and cleaning staff. If they have any queries or training requirements these should be made known to the Headteacher or appropriate SLT member.

Site Manager

The site manager regularly checks the school premises – any substances or drug paraphernalia found will be recorded and reported to the SLT and dealt with in accordance with this policy.

SECTION ONE – OUTLINE FOR DRUGS EDUCATION**Equal Opportunities Statement**

Drug education will be provided to all students with consideration of any particular needs.

Programme Content

At Key Stage 3 students shall be taught that the abuse of alcohol, solvents, tobacco and other drugs affect health adversely and that the body's natural defences may be enhanced by immunisation and medicines, and shall be taught how smoking affects lung structure and gas exchange.

At Key Stage 4 students should be taught the effects of solvents, tobacco, alcohol and other drugs on body function.

The principles underpinning our drug education are to:

Promote the spiritual, moral, cultural, mental and physical development of students at the school. Prepare students for the opportunities, responsibilities and experiences of adult life.

Teaching programme, strategies and resources

Drugs Education is delivered by specialist teams in whole class or group situations using a variety of teaching and learning strategies to encompass the broad aims of the Personal Development curriculum. This policy aims to ensure that Fulford takes a whole school approach on the issue of drugs as part of our commitment to being a healthy school.

Drugs Education is also taught within other curriculum areas for example Science. Where the teaching and learning includes issues which may be sensitive, staff and students will work within clearly understood and applied ground rules in line with the school's confidentiality policy and the school's agreed ground-rules. If a young person discloses information relating to misuse of drugs, then absolute confidentiality cannot be guaranteed. Students should be reminded of this when appropriate. Staff should be aware that failure to take action, or allowing drug abuse to continue on school premises, could contravene the Misuse of Drugs Act 1971. Any such disclosures should be reported to the **Headteacher or the SLT**.

Resources

All resources for drug educations are kept by the Personal Development Co-ordinator. They are in line with national guidelines and the aims of this policy.

Use of Visitors and outside agencies

Visitors and outside agencies will be used as appropriate and as a planned part of an overall programme of Drugs Education. Their contribution should complement the teaching already taking place in the school.
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SECTION TWO – DEALING WITH DRUG RELATED INCIDENTS

The following situations require action in line with the Guidance for City of York Schools Managing Incidents Involving Drugs flow chart (available from SLT).

- Drugs or associated paraphernalia are found on school premises
- A student is found in possession of drugs or associated paraphernalia
- A student is found to be a recognized source of supply of drugs on school premises
- A student is thought to be under the influence of drugs on school premises
- Allegations or suspicions of use off school premises
- A staff/student has information that the illegitimate sale or supply of drugs is taking place in the local area
- A student discloses that he/she is misusing drugs or a family member/friend is misusing drugs
- A parent/carer or staff member is thought to be under the influence of drugs on the school premises

What to do in the event of finding a drug or suspected illegal substance

1. Take possession of the drug/substance and inform the Headteacher or SLT.
2. In the presence of a witness the article should be packed securely and labelled with the date, time, quantity (e.g. two cannabis joints, packet of powder equivalent to the size of fifty pence piece) and place of discovery.

3. Assess the area where the drug/substance was found to establish if any students have passed through the area and may have picked up/ taken the substance. Speak to relevant staff, perhaps make students aware and parents if necessary. Watch for any unusual behaviour in the students.
4. The package should be signed by the person who discovered it and the witness and stored in a secure place in the school office.
5. Arrangements should be made to hand the package over to police. Staff should not attempt to analyse or taste any found substance.
6. In the event of discovering a hypodermic needle the incident should be recorded in the Health and Safety Book and the following procedure should be followed in order to protect all persons:
 1. If possible do not attempt to pick up the needle but if deemed necessary, an adult wearing gloves should do this and place the needle in a container that cannot be pierced e.g. a biscuit tin then make arrangements for the safe removal.
 2. If possible do not pick the needle up but cover the needle with a bucket or other container.
 3. If possible, cordon off the area to make it safe.
 4. Inform the Headteacher and/or caretaker.

What to do in the event of finding or suspecting a student is in possession of a drug

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of protecting a student from harm and to prevent an offence being committed in relation to that drug.

1. Request that the student hand over the article(s).
2. If required, students may be searched in line with the following procedures:
 - Students will be informed about what is suspected and that we have a right to search
 - Any student refusing will be told the search will then be conducted by the Police
 - Where students refuse, parents will be contacted and may be present. Parents may give permission to search following discussion.
 - If parents are unable to attend, when police arrive a member of the SLT will act 'in loco parentis'
 - Where staff conduct searches, two staff must be present. One must be either HoH, REACT/PROACT or SLT and ideally one male and one female. It is essential that a female staff member is involved when female students are searched.
 - Students will be asked to turn out their pockets but staff will not conduct intimate body searches
 - Coats, bags, wallets and other possessions will be searched in the presence of the student
 - Having taken possession of the substance/paraphernalia, the procedure should be followed as above (finding a drug or suspected illegal drug)

EXTREME CARE SHOULD BE TAKEN IF HYPODERMIC NEEDLES ARE INVOLVED. If a student refuses to hand over articles a search may be required – it should be noted that:

- Teachers can search school property, i.e. cupboards and trays without permission and can ask a student to turn out his/her bags, pockets and lockers.

- Teachers cannot carry out an intimate personal search of a student. An enforced search by staff could be interpreted as an assault.

Procedures for dealing with a pupil suspected to be under the influence of a drug or substance

Stay calm, place the student in a quiet area. Do not leave them unsupervised and seek medical advice. If the student is drowsy or unconscious, place in recovery position, loosen tight clothing and attempt to establish what has been taken. Any suspected substances should travel with the student if they are moved from the site for treatment. If required, vomit should be safely collected where possible and also taken with the child (for analysis).

Procedures for managing a parent/carer suspected of being under the influence of a substance when collecting their child(ren) and parental use of substances

This guidance has been compiled to assist staff in deciding under what circumstances a referral to Social Services should be made, either under Section 17 (Child in Need) or Section 47 (Child in Need of Protection) of the 1989 Children Act. This guidance should also be read in conjunction with your establishment's:

- Child Protection policy; and
- Area Child Protection Committee's Child Protection Procedures and Guidance

Whether teachers or other education staff should intervene in a situation where parents are suspected or known to be using drugs, including alcohol, in ways that might be harmful to their children will depend on a student being Fulford School judged to be suffering significant harm. The focus of attention is the individual student and it is his/her welfare that is paramount to any action that is taken.

If staff have concerns about a parent or carer's drug/alcohol misuse they should immediately inform the senior member of staff within their establishment who has responsibility for Child Protection. This designated individual will decide how to proceed having considered the information available, after, where appropriate, consultations with parents and a Local Education Authority officer with responsibility for Child Protection.

However, there may be occasions where an immediate, urgent call needs to be made to the police (999) because it is judged that a student or another person (including yourself) may be imminently at risk of serious danger. Examples include;

- where an intoxicated parent is behaving violently or is threatening violence such that the belief is that the threats may be carried out thus compromising the immediate safety or care of a student, or;
- where others are placed in danger by the parent driving a car whilst unfit through drink or drugs

It is important that staff do not generalise or make assumptions, rather that information about each case is assessed giving regard to individual circumstances and the impact on the student. A number of factors will need to be considered, including what 'protective factors' are in place i.e. arrangements to ensure the health, welfare and safety of the student. It is however also important to recognise that parents misusing drugs and alcohol are a high-risk group. At all times decisions should be made with regard to the principle that the student's welfare is paramount.

Education staff will rarely have access to the complete range of information necessary to make a full assessment of the situation; therefore they should, (when concern arises), wherever possible and appropriate, seek parental agreement for a referral to be made for an assessment under Section 17 of the Children Act. Where parents do not agree to a referral, a decision will need to be made as to whether there is reasonable cause to suspect that the child is suffering or likely to suffer 'significant harm' in which case a child protection referral should be made. To assist in this decision-making it may be helpful to consider not the drug and alcohol misuse per se but rather the individual circumstances and the impact on the child.

When to contact the police

If a student is found in possession of and/or believed to be supplying suspected illegal drugs on the school premises, the police must be called, as a school cannot knowingly allow its premises to be used for 'administering or using a controlled drug, which is unlawfully in a person's possession'. The police can be contacted on 101 if it is not an emergency. The LA also recommends contacting the Young Persons Substance Misuse Service if the police are involved.

Concerns about people dealing illegal substances on or near the school premises should also be reported to the police.

Trading Standards officers can be contacted if there are concerns about the illegal selling of tobacco and/or alcohol and /or solvents.

Limits of Confidentiality

Students disclosing information about drug use by themselves, or by people they know, should be reminded that the teacher cannot offer absolute confidentiality. Staff should be aware that failure to take action, or allowing drug use to continue on school premises, could contravene the Misuse of Drugs Act 1971.

Parents have the right to be informed of any incident that could result in the potential harm of their child. It should be noted that if the preservation of a confidence:

- Enables criminal offences to be committed, or
- Results in serious harm to the pupil's health and welfare, criminal proceedings could ensue.

If rumours of drug misuse are disclosed the Headteacher should be informed – the Headteacher should assess the information and decide whether further action is to be taken.

Discipline

In normal circumstances parents will be contacted. If the Headteacher assesses that the situation is a child protection issue, then social services will be contacted in the first instance.

All students involved in a drug related incident should, at an appropriate time and place, have an informal conversation, sensitively conducted, about the incident and be provided with further information about drugs and their misuse and have access to further support either within the school or by outside agencies:

Focus on the person rather than the substance. Any decision should consider firstly what is best for the student(s) involved, secondly what is best for the school and lastly what the legal position is for all involved. Responding to a drug-related incident should be in line with the behaviour policy.

In dealing with drug related incidents consideration should be given to the:

- Age of the student
- Number of students and substances involved

Whether there is evidence of particular peer pressure

Implementation of the policy

A copy of this policy is available to staff on the school network and as hard copy in the school office. Reference copies are available from the Headteacher and SLT and for all other persons who come into contact with the students.

Monitoring and evaluating the policy

This policy will be reviewed regularly by the Governors, Headteacher, students and other relevant outside agencies. This will include evaluation of teaching and learning activities, current resources and staff training and the use of outside visitors.