

### **Drugs Policy**

Gillotts has about 900 students who come from a wide area in and around Henley. The school supports students in achieving the best they can and endeavours to prepare them for the opportunities, responsibilities and experiences they may meet in their future lives.

#### **Rationale**

All young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Gillotts plays a central role in helping them make such decisions by providing education about the risks and effects of drugs; by developing students' confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and by ensuring that those for whom drugs are a concern receive appropriate support.

For a number of people, drugs lead to serious and far reaching consequences, not only for themselves but also their families, their communities and society in general. For our young people in particular, drugs can impact on their education, their relationships with their family and friends and prevent them from reaching their full potential.

#### **Definition of a drug**

A drug is a substance that affects the way in which the body functions physically, emotionally and mentally. This definition includes illegal substances and also legal substances such as alcohol and tobacco, volatile substances, so called 'legal highs', e-cigarettes, over the counter and prescription medicines.

#### **Aims of our policy**

- Encourage positive attitudes towards decision-making
- Develop the student's self esteem and respect for themselves and each other
- Promote in students an understanding of themselves, their bodies, their emotions and their attitudes
- Safeguard the health and safety of students and others who use the school
- Clarify the school's approach to drugs to all staff, students and governors, parents and carers and external agencies
- Clarify the legal requirements and responsibilities of the school
- Support all members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- Develop a whole school approach to drug education in the context of the curriculum in school

#### **Policy background**

This policy has been written with reference to national and LA guidelines eg DfE and ACPO Drug Advice for Schools (September 2012). It will be reviewed every three years. The review will take into account the usefulness and effectiveness of the policy using comments and observations from the school community. Other considerations that will be taken into account are national and/or local changes in drug prevalence, patterns of use, educational guidance and information from health agencies and other support groups. Feedback from evaluations of the school's drug education by the whole school community will also be taken into consideration.

The policy links with other policies and protocols particularly Behaviour for Learning, Health and Safety and Child Protection.

#### **Dissemination**

Copies of this policy are available from the school office and website and will be included in the induction of new staff, supply staff and trainees and monitored for effective use. It will be mentioned in the school prospectus and discussed with parents and students.

## Role of the school drug co-ordinator

Currently, the school drug co-ordinator is the Assistant Headteacher (Student Progress). This involves overseeing and co-ordinating drugs issues within school in tandem with the Headteacher. The role includes

- Policy development and review, involving students, staff, parents and local agencies
- Implementation of the policy and monitoring and assessing its effectiveness in practice
- Co-ordination of the drug education programme
- Ensuring the overall health, welfare and well being of all students is taken into account
- Establishing links with external agencies
- Accessing and co-ordinating training and support for staff

## Role of the school governors

Governors on the Curriculum and Student Progress sub-committee are involved in reviewing the policy considering any changes proposed. Governors also hear appeals against exclusion of individual students.

## Parental involvement

We try to ensure that parents are aware of the content of the drug education programme and how drugs issues are dealt with. We provide drugs awareness evenings as an opportunity for them to obtain information and to gain confidence in talking about drugs with their children. Parents are welcome to make an appointment to come into school and talk to us about any concerns or questions they may have.

Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child and the school will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required. Parents are routinely contacted whenever the school has evidence or suspicion of involvement of students with possession of unauthorised drugs.

Where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the school's designated person for child protection should be consulted and local child protection procedures followed.

If parents/carers are suspected of being under the influence of drugs or alcohol on school premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the school will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

Parents should be aware that some young people are more vulnerable to drug misuse and other social problems than others. The table below illustrates the range of risk and protective factors associated with drug misuse.

<b>Vulnerable Groups</b>	<b>Risk Factors</b>	<b>Protective Factors</b>
<ul style="list-style-type: none"><li>● Homeless</li><li>● Looked after</li><li>● School truants</li><li>● Pupils excluded from school</li><li>● Sexually abused</li><li>● Prostitutes</li><li>● In contact with mental health and criminal justice system</li><li>● Children of parents with drug problems</li></ul>	<ul style="list-style-type: none"><li>● Chaotic home environment</li><li>● Parents who misuse drugs or suffer from mental illness</li><li>● Behavioural disorders</li><li>● Lack of parental nurturing</li><li>● Inappropriate and/or aggressive classroom behaviour</li><li>● School failure</li><li>● Poor coping skills</li><li>● Low commitment to school</li></ul>	<ul style="list-style-type: none"><li>● Strong family bonds</li><li>● Experiences of strong parental monitoring with clear family rules</li><li>● Family involvement in the lives of children</li><li>● Successful school experiences</li><li>● Strong bonds with local community activities</li></ul>

- Friendship with deviant peers
- Low socio-economic status
- Early age of first drug use
- Being labelled as a drug misuser
- A caring relationship with at least one adult

## **Training for staff**

We believe that drug awareness is useful for every member of staff and governors. This and more specific training on teaching drug education will be organised by the drug co-ordinator as required. We seek the support of schools in our cluster area/ partnership to share good practice in drug education and dealing with drug related incidents.

## **Drug education**

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

Drug education is a major component of drug prevention and is an important aspect of the school curriculum. Its aim is to provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

It aims to:

(i) increase students' knowledge and understanding and clarify misconceptions 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

(ii) develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- 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

(iii) enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Drug education is delivered through a well-planned cross-curricular program, including assemblies, PSHE and Religious Studies.

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. The programme will be evaluated annually through recorded feedback from students and staff.

## **Use of outside speakers and visitors**

Drug education in our school is supported by AddAction, Aquarius, Nomad, Adviza, School Health Nurse and the Police Liaison Officer. We use visitors to support our planned programme of education. We manage external visitors through our Educational Visits and Trips Procedures.

### **Drugs on school premises**

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

- Medicines – the school has a procedure for the administration of medicines that must be followed for everyone's safety.
- Alcohol – No alcohol should be consumed by adults or students on site during the course of a normal school day. Alcohol is not permitted on the school premises except when the Headteacher has given permission. Parents and visitors under the effects of alcohol will be asked to leave the premises. No alcohol should be consumed by school staff on school trips and visits, or at any time when responsible for students in their care. Staff conduct at all times must be professional, and consistent with their duty of care.

The school recognizes that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff conduct at all times must be professional and consistent with their duty of care. Staff are encouraged to discuss this with line managers so that support can be put in place. An Occupational Health Referral can be actioned when appropriate.

- Smoking – the school is a no smoking area at all times for all adults and students. Students are not permitted to bring to school smoking materials, including matches, lighters and e-cigarettes. 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, resulting in a consequence as stated in the Behaviour for Learning Policy, and will be disposed of by the Assistant Headteacher. Staff should not smoke in front of young people on school trips and visits.
- **Illegal drugs** – no illegal drugs are to be brought onto, used or supplied on school premises.
- **Solvents** – The school will ensure that potentially hazardous substances are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of sniffable products.

### **Responses to drug related incidents**

A drug incident may be any of the following

- 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

The school is aware of its legal responsibilities in regard to drug related incidents and, in responding to incidents, seeks to work in line with local and national guidelines.

Incidents will be dealt with after making an assessment of the situation and will be reported to the Headteacher. Please refer to the Behaviour for Learning Policy for further clarity on outcomes resulting from a student being in the possession of an illegal substance, and for details of searching and confiscation procedures.

Appropriate support will be offered to those with substance related problems.

The purpose of talking with an individual about a drug related incident is to confirm or reject suspicions or allegations, rather than conduct a wider investigation.

Student exclusion will be considered in serious cases and will be in accordance with DfE guidance. Each case will be assessed and levels of sanctions may vary according to the seriousness of the incident and the student's involvement. In accordance with the Equality Act 2010, student characteristics such as special educational needs and disability will also be taken into account.

Police involvement may be necessary with the Headteacher's agreement.

## Individuals in possession of an unauthorised drug

If any student or adult on school premises is found to be in possession of an unauthorised drug, it will be confiscated, if possible. If the drug is suspected to be illegal, the school may contact a police officer for discussion.

Illegal substances will be legally destroyed or handed to the police as soon as possible and not stored. Parents and other agencies will be informed or consulted.

All contact with the local media will be handled by the Headteacher.

## 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 harm, medical help will be sought immediately and first aid given if required. The priority will be the student's safety.

## 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, it should be discussed with a member of the Leadership Team. The request will 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 will 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 will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school will 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

**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 destroy the drug or deliver it to a person lawfully entitled to take custody of it.**

In taking temporary possession and disposing of suspected illegal drugs staff will:

- 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 it in school safe
- **Without delay** notify the police, who will be asked to collect it and then store or dispose of it. The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances. Where a student is identified the police will be required to follow set internal procedures.
- Record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

### **Alcohol and tobacco**

Parents/carers will be informed and informed that the alcohol/tobacco has been disposed of.

### **Support for students**

At our school the welfare of the student is paramount. Support is available from form tutors, Heads of House, mentors, senior staff, Adviza, the School Nurse and outside agencies.

Interventions will be considered if the school feels a student is showing signs which indicate particular risks of or from involvement with drugs. Such interventions may include consultation with parents/ carers and other agencies and subsequent referral.

Reviewed: May 2021

Next review: May 2024

## **Appendix:** 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)

**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/) 14

**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)

**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)

**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](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>