



**Substance Use and Misuse Policy**

**Effective Date: January 2016**

**Review Date: Jan 18, Sept 19**

**To be reviewed: Sept 20**

**Review Committee: Curriculum & Standards**

**This Policy was reviewed and adopted by the Curriculum Committee**

<b>Adopted</b>		
<b>Signature</b>		<b>Headteacher</b>
<b>Signature</b>		<b>Chair of Curriculum &amp; Standards</b>
<b>Date</b>		

## **STATEMENT OF POLICY ON SUBSTANCE USE AND MISUSE**

### **1. INTRODUCTION**

This policy has been developed by the Governing Body and the Headteacher through consultation with teachers, parents, and pupils and appropriate outside agencies.

### **2. POLICY AIM**

*The aim of this policy is to provide a framework to ensure:*

- (a) clear guidelines for and consistency in the provision of effective drug education throughout the school
- (b) consistency in the response to drug-related incidents throughout the school community
- (c) that practices in the school are in harmony with the policy

### **3. POLICY RATIONALE**

- I. There is no statutory obligation for the school to have a policy on drugs. However, we recognise the importance of a document which guides managers, teachers, non-teaching staff and pupils in the delivery of effective drug education and the consistent management of drug-related incidents.
- II. The school does not condone either the misuse of drugs and alcohol by members of the school or the illegal use or supply of these substances.
- III. The school is committed to the health and safety of its members and will take action to safeguard their well-being.
- IV. Whilst recognising that increasing numbers of young people are experimenting with drugs, we also acknowledge as important that a larger number are choosing not to engage with drug use. We are committed to supporting their differing needs.
- V. We believe that we have a duty to inform and educate pupils in the possible consequences of drug use and misuse. To this end drug education is an important part of our overall health, personal and social education programme.
- VI. The school acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the school, will seek to persuade pupils in need of support to come forward.
- VII. In responding to individual incidents, the school recognises the need for consistency in balancing the needs of the individual(s) involved with the welfare of the school community as a whole. This requires us to take considered steps in applying appropriate sanctions.

### **4. ROLES OF THE GOVERNING BODY AND HEADTEACHER**

The Governing Body has responsibility for establishing this policy in consultation with the Headteacher and staff of the school

The Headteacher has overall responsibility for the implementation and monitoring of the policy through:

- (i) liaison with the Governing Body, parents, the LA and appropriate outside agencies
- (ii) The appointment of a Substance Co-ordinator who has the day-to-day responsibility for the implementation of the policy including the curriculum organisation of drug education

- (iii) Liaison with the media, taking guidance where appropriate from the LA and ensuring that any reporting of incidents remains in the best interests of pupils, their families and the school

The school recognises that it is the responsibility of all staff to ensure that the policy is fully implemented.

## **5. DRUG EDUCATION IN THE CURRICULUM**

### **1. Intended outcomes**

*Drug education in our school will:*

1. encourage pupils to gain an understanding of drugs and medicines and their role in modern society
2. dispel myths by providing clear and accurate information
3. ensure that pupils explore and challenge their own and others values and attitudes to drug use
4. have had opportunities to practise and develop their skills which enable them to make healthy and informed choices now and in later life

### **2. Aims of drug education**

*Through drug education in this school we seek:*

1. to minimise the risks that users and potential users face
2. to enable informed choice
3. to provide accurate information
4. to create an environment where pupils feel able to explore and discuss drug-related issues
5. to increase understanding about the implications and possible consequences of use and misuse
6. to enable pupils to identify sources of appropriate personal support
7. to encourage understanding about related health and wider social issues

### **3. Organisation of drug education in the school**

We deliver drug education in the taught curriculum mainly through the PSHE, Science, Drama and English areas. However, further opportunities to reinforce learning will occur in other areas of the curriculum.

## **6. MANAGEMENT OF DRUG-RELATED INCIDENTS**

### **1. Rationale**

The school recognises that a drug-related incident may be identified through the discovery of a substance and/or someone found in possession or having to respond to incidences of suspicion and/or rumour. An incident may also arise from the discovery of drug-related paraphernalia (syringes, smoking equipment etc.)

The school acknowledges that each drug-related incident should be treated individually and recognises that a variety of responses may be necessary to deal with incidents. The school will carefully consider the implications of any action it may take and seek to balance the interests of the individual(s) involved, other school members and the wider community.

The school is committed to the health and well-being of all its pupils and will endeavour to help any individual work through his/her difficulties. In keeping with this, permanent exclusion is seen as a last resort since this may only compound or transfer the problem.

### **2. Parents**

The school acknowledges the importance of working in partnership and sharing the responsibility of education of pupils with parents. This is achieved by keeping them informed and involved at all

times. Effective communication and co-operation with parents are essential to the successful implementation of this policy.

### **3. Co-ordination**

The Substance Co-ordinator, Mr Tim Young will be informed of any incident at the time and will have lead responsibility for action taken in conjunction with the Headteacher, Mr Templeton.

### **4. Confidentiality**

The possession and use of illegal drugs will be of immediate concern to the school staff. It is important that any action taken is in the best interests of the pupils concerned, the whole school and wider community.

The school may maintain confidentiality and is not obliged in law to take any action in the following circumstances:

- (a) Being told that a young person has used an illegal drug
- (b) Observing possession or use of illegal drugs outside the school day or off the school premises

There will, of course, be occasions where, although not legally obliged to do so, the school will feel it appropriate to inform parents and/or police.

The school has a statutory requirement to breach confidentiality

1. where a third party or child is at risk from serious harm
2. where life is in immediate risk
3. where a member of staff is required to give evidence in a court of law

We recognise the limitations of confidentiality in a school setting and, therefore, we will provide information and/or opportunity for pupils and parents to access confidential advice, information and support through an appropriate agency.

### **5. Health and Safety**

Where the health and safety of pupils are at immediate risk through intoxication or collapse, the school will act in accordance with its medical emergency policy and practice.

Any substances found in the vicinity of the incident and any information offered by friends or peers regarding the incident will be given to paramedics on their arrival.

The school is aware of the possible risk from drug paraphernalia being discarded on its premises and will take appropriate action to ensure the overall safety of the site. Any equipment found will be disposed of in line with school health and safety procedures.

### **6. Possession and disposal**

In the case where a substance is found or confiscated on the premises, the Headteacher is informed and prompt action is taken to ensure its disposal. This is achieved either:

1. by disposing of the substance, i.e. flushing the substance down the toilet in the presence of a witness and recording the action or
2. by handing the substance to the police for disposal. Where possible the police will be contacted to arrange for collection. If it is necessary to take the substance to the police station, the name of the officer who will receive the substance will be obtained prior to departure. A record will be kept of the action taken

Under no circumstances will the substance be kept overnight on the premises or in the possession of any member of staff.

#### **7. Police involvement**

The school reserves the right where appropriate to contact the police with regard to any incident. There is no legal obligation on the school to inform the police of incidents although it is recognised that they may be able to provide relevant support and advice. Parents will always be contacted where there is police involvement.

#### **8. Dealing with rumour and hearsay**

The school will deal responsibly with any information gained through rumour or hearsay. The decision whether to attempt to substantiate the information will depend on the circumstances involved, recognising that opening up discussion on rumours can be harmful. A record will be kept of any action taken.

#### **9. Dealing with media**

In the case of contact or interest from the media on any drug-related issue the Headteacher will be informed before any response is made. The Governing Body and, where appropriate, parents will be kept informed. Guidance will be sought from the LA Press Office.

#### **10. Discipline and Sanctions**

The boundaries of acceptable behaviour in the school are outlined in the Behaviour Policy. Discipline and sanctions applied in the case of a drug-related incident will take into account many factors including the nature of the incident, the age of the pupil(s) involved and the circumstances surrounding the incident. In applying sanctions the school recognises the need to balance the interests of the pupil(s) involved and the well-being of the whole school. The Headteacher and the Governing Body will seek to help any pupil to work through his/her difficulties and, in keeping with this, permanent exclusion is seen as a last resort since this may only compound or transfer the problem.

#### **11. Pastoral care and support for pupils at risk**

The school seeks to provide all pupils with support and guidance through the pastoral system. Where pupils are identified as being at risk, every effort will be made to ensure that they receive the appropriate balance of support and guidance to enable them and their family to overcome their difficulties. The school maintains strong links with a range of specialist agencies which can offer individual and, where appropriate, confidential support.

#### **12. Recording and reporting**

A record of all drug-related incidents will be kept for the protection of staff and pupils involved. Such records will be maintained centrally and will detail the nature of the incident and the action taken. All incidents will be recorded formally on CPOMS.

### **7. MONITORING AND EVALUATION OF THE POLICY**

The effectiveness of the policy will be monitored by the Headteacher and named co-ordinator. The Governing Body will review the policy annually