



Drugs and Alcohol Policy

2017-20

Approved by: The RPHS Governing Body **Date:** June 2017

Last reviewed on: June 2017

Next review due by: June 2020

Drugs and Alcohol Policy

Raynes Park High School is committed to the health and safety of its members and has a statutory duty to promote students' wellbeing. Raynes Park High School condones neither the misuse of drugs and alcohol by members of the school nor the illegal supply of these substances. Possession, use or supply of illegal and other unauthorised drugs will not be tolerated.

The school acknowledges the role it plays in preventing drug misuse as part of its pastoral responsibilities and provides drugs education within its curriculum. In addition, the school welcomes visitors from authorised external agencies to enhance provision of drugs education. However, the policy gives a clear message that illegal and other unauthorised drugs of any kind are not acceptable, and gives the Headteacher the option to permanently exclude students involved in dealing drugs on school premises, even for a first offence.

This policy applies to all students at Raynes Park High School. It also applies on journeys to and from school, occasions when students are wearing school uniform, on the school site itself, work experience, residential trips, college courses and other occasions when they are representing the school.

This policy has been written, taking into account national and local guidance, in particular, guidance from the DfE (September 2012).

The definition of a drug given by the United Nations Office on Drugs and Crime is:

A substance people take to change the way they feel, think or behave.

The terms '**drugs**', unless otherwise stated, is used throughout this document to refer to:

- all illegal drugs (those controlled and defined by the Misuse of Drugs Act 1971 e.g cannabis, LSD, Ecstasy amphetamine sulphate (speed), magic mushrooms (processed), heroin, cocaine)
- all legal drugs, including alcohol, tobacco, volatile substances (which can be inhaled e.g correcting fluid/thinner, gas lighter fuel, aerosols, glue and petrol), ketamine, khat and alkyl nitrites (known as poppers), legal highs and tobacco vaporisers (e-cigarettes)
- all over-the-counter and prescription medicine/medication

The aim of this policy is to:

- clarify the legal requirements and responsibilities of the school, and give a context for the school's commitment to drugs education
- clarify the school's approach to drugs education and give a general overview of its learning aims
- outline a consistent response to drugs related incidents in order to reinforce and support the health and safety of all students and others who use the school.
- ensure all members of the school community understand their rights and responsibilities with regard to drugs education and drug related incidents

This policy is split into two sections:

1. Drugs education
2. Drugs related incidents and/or procedures

1. Drugs education

For a minority of young people substances can become an issue so the school operates a policy of support so that those individuals are able to access the appropriate intervention they may be in need of from the appropriate agency- this may also act as preventative to safeguard individuals from future problems developing.

Overview of drugs education learning aims, and the process of review

Drugs education is a major component of drug prevention and is an important aspect of the school PSHE 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. Other subjects (e.g. Drama, Science, PE) also contribute to aspects of drugs education within the curriculum; assemblies are also used as appropriate. The school uses external speakers or visitors where these are available. This includes the police or Catch 22 (Drugs Awareness Programme) where possible.

The school's drugs education programme aims to:

1. Increase student's knowledge and understanding and clarify misconceptions about:
 - The short and long term effects and risks of drugs
 - The rules and law 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
2. Develop students' personal and social skills to make informed decisions about keeping themselves safe and healthy, including:
 - Assessing, avoiding and managing the risk,
 - Communicating effectively.
 - Resisting pressures, finding information, help and advice
 - Devising problem solving and coping strategies
 - Developing self-awareness and self esteem
3. 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.

In Key Stage 3, students learn about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

In Key Stage 4, students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.

In Key Stage 5, students build further on their knowledge and learn more about the effects of drug misuse on family, friends, community and society including the legal implications of use and abuse of legal and illegal drugs.

2. Drug related incidents and procedures

Staff and parents should be aware that some young people are more vulnerable to drug misuse and other social problems. Appendix 1 illustrates a range of risk and protective factors associated with drug misuse.

Role of the Headteacher and Governors

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents/carers and appropriate outside agencies and for the appointment of those staff within the school, who will have responsibility for handling the implementation of the policy. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained. The paramount concern of the school will be the safety and well-being of all students.

Staff responsibilities with regards to concerns about drugs

In dealing with incidents the school will seek to balance the interests of the student involved, the other school members and the wider community. Fixed term or Permanent exclusion may be appropriate. The school will also always seek to engage the student and/or parents/carers in a suitable programme of support through Catch 22. Whilst there is no legal obligation to inform the police, a school cannot knowingly allow its premises to be used for the production, supply or use of any controlled drug.

The school will take any matter relating to drugs and their supply very seriously. However each incident will be dealt with individually and we recognise that a variety of responses may be necessary to deal with incidents.

Cigarettes and matches/lighters

Students are forbidden to bring cigarettes, e-cigarettes, lighters and matches on to the school premises. Neither are students allowed to smoke on the way to or from school while wearing school uniform, nor on school visits. Students breaching this rule will be sanctioned, up to and including the use of fixed term exclusion.

Alcohol

Students are not allowed to bring, or consume, alcohol on to the premises or to drink alcohol on the way to or from school or on school visits. Students breaching this rule will be sanctioned, up to and including the use of fixed term exclusion.

Drugs for medication and other medicines

From time to time students will need to take medication during the school day. In this case a letter from the parent/carer must accompany any medication brought into school, and the medication must be left in Student Services for safe-keeping.

Other potentially harmful substances

No proprietary cleaning fluids or spirit-based correcting fluid which could be addictive should be brought into school.

Roles and responsibilities

The Headteacher will ensure that:

- The Senior Leadership Team is appointed to have general responsibility for handling the daily implementation of this policy
- A planned drug education programme is provided as part of the curriculum, that enhances knowledge and understanding, attitudes and personal and social skills
- Teachers are provided with training and guidance so that they are confident and skilled to teach drug education and to respond to drug-related incidents
- Students are aware of the rules on drugs and of the consequences of breaking them
- Clear procedures are in place for responding to drug-related incidents
- Those students who have a concern about drugs are provided with support
- Sanctions for incidents are consistent with the school's Behaviour Policy
- The school actively co-operates with external agencies to deliver its commitment to drugs education

All staff are expected to:

- Report incidents of drug misuse to a member of the Senior Leadership Team and Head of Year.
- Promote positive attitudes towards healthy lifestyles
- Enable young people to identify sources of appropriate personal support

All teachers are expected to:

- Implement the drug education programme and attend associated training to increase their understanding of the implications and possible consequences of use and misuse
- Enable students to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising personal skills to resist peer group pressure, and help friends and relatives involved in drug misuse
- Provide accurate information about substances
- Widen their own and the students' understanding of related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS

Students will be expected to:

- Follow the school rules
- Alert the staff to any drug-related incidents on or around the school site

Parents/carers will be encouraged to:

- Endorse the school's approach to drugs education
- Work in partnership with the school to overcome the misuse of drugs

Staff responsibilities:**On site**

All drug instances including cigarettes and alcohol should be taken seriously and a member of staff who discovers drugs should take the following action:

- check the safety of the user: refer to a first aider if necessary or call an ambulance if in any doubt
- make a clear record of what has been discovered and observed
- inform the appropriate Head of Year who will investigate the matter further

Off site

If the drugs, cigarettes or alcohol are discovered on a school visit, the member of staff in charge of the party should use their discretion as to the appropriate action at the time and should inform the Head of Year on the return of the visit. If a student admits to using or supplying substances off the premises, the teacher in charge of the visit should inform the Head of Year and/or Assistant Headteacher of this fact.

Guidance to staff on the discovery of drugs

There are two circumstances when harmful or illegal drugs may be legally removed, if possible in the presence of a witness (e.g Safer School Officer &/or member of SLT):

- from a place within the school's jurisdiction
- from a person within the school's jurisdiction

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 student's property as a disciplinary penalty, where reasonable to do so. 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.

Schools are not required to inform parents before a search takes place or to seek their consent to search their child. However, the school would normally inform the parents or carers where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

DfE Circular 4/95 states :

"It is open to members of staff to search a student's desk or locker where he or she has reasonable cause to believe it contains unlawful items, including illegal drugs. Where students are suspected of concealing illegal

drugs on their person, every effort should first be made to secure the voluntary production of any unlawful substances, for example by asking them to turn out their pockets. If a student refuses, the police should be called in to deal with the situation. Intimate physical searches should never be made by a teacher”.

Legal Considerations

The school has "in loco parentis" responsibilities to individual students and the whole school community. The school should consider if a student is at risk of significant harm and if there are any Child Protection issues. The advice of Social Services should be sought, where appropriate, usually through the Designated Safeguarding Lead. The school must always act within the law and this position must not be compromised. The school will work with the Safer School Officer in the first instance.

The procedure is to:

- Contact the parent/carer and inform them of the incident
- Inform the parent/carer that the police wish to contact them and have asked for their address and phone number
- Explain that the school is obliged to co-operate with the police
- Inform the parent/carer that they are being given the opportunity to contact the police themselves and give the name and number of the investigating officer
- Be clear that if they do not do so, that the school will be obliged to give the information to the police

If every reasonable effort to contact the parent/carer has been made without success, the address and telephone number should be given to the police. This protocol will apply in any instance where the police wish to talk to a member of the school, not solely for those incidents which are drug related. The school will make an independent decision on its response to any incident and, taking account of the circumstances, decide if a disciplinary and/or counselling approach is required.

Action

- Search a student believed to be in possession of/under the influence of drugs (e.g Safer School Officer &/or member of SLT)
- Remove the drug and record the time, place and circumstances by which the drug came to you
- Do not investigate the substance; record the size, number and appearance (*have a witness countersign recordings where possible*)
- Take the drug immediately to the Head of Year, member of SLT or Headteacher; do not keep the drug on your person or property
- Place the substance in a sealed container if possible; sign and date
- Keep the student under close supervision in case they try to dispose of any drug they may still have
- It is the responsibility of the Headteacher to decide the handover of drugs to the police (see circular 4/95).

Students previously sanctioned for being in possession and/or under the influence of illegal drugs

If a student is sanctioned for being in possession and/or under the influence of illegal drugs, parents/carers will be asked to sign a Permission Form (Appendix 3), on their readmission to the school. A search would only be used when staff have clear evidence (e.g. erratic behaviour) that has led them to believe that a student was under the influence of illegal drugs.

Legal Drugs

The school will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Legitimate presence of drugs in school

The school recognises that there are instances where certain non-controlled drugs may legitimately be served in school or as part of off-site events. This may be as part of a licensed bar during school events. On all such occasions, the Headteacher's permission is required before such arrangements may be made and alcohol will only be served to those for whom it is age appropriate (Photographic ID will be requested where there is any doubt).

Medicines

Some students may require medicines that have been prescribed for their medical condition during the school day. School staff do not give any medication to students unless supplied with specific written authorisation by parent/carers in line with the above policy.

Volatile substances

Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use.

This policy refers to all young people in our care including those in the sixth form.

POLICY REVIEW

This policy is reviewed by the Governing Body according to its schedule of review. However, in the event of any new legislation or issues raised, this policy would be reviewed as needed.

Staff responsible	AHT: Behaviour L. Finan	Monitoring & Evaluation by	Headteacher: K Heard
School Group Responsible	Pastoral team	Governors Committee Responsible	Standards & Quality
Date approved by Governors	June 2017	Review Date	June 2020

Appendix 1: A risk and protective factors associated with drug misuse

Vulnerable Groups	Risk Factors	Protective Factors
<ul style="list-style-type: none"> ▪ Homeless ▪ Looked after children ▪ School truants ▪ Pupils excluded from school ▪ Sexually abused ▪ In contact with mental health and criminal justice system ▪ Children in families with drug problems 	<ul style="list-style-type: none"> ▪ Chaotic home environment ▪ Parents who misuse drugs or suffer from mental illness ▪ Behavioural disorders ▪ Lack of parental nurturing ▪ Inappropriate and/or aggressive classroom behaviour ▪ School failure ▪ Poor coping skills ▪ Low commitment to school ▪ Friendship with deviant peers ▪ Social/economic disadvantage ▪ Early age of first drug use ▪ Being labelled as a drug misuser 	<ul style="list-style-type: none"> ▪ Strong family bonds ▪ Experiences of strong parental monitoring with clear family rules ▪ Family involvement in the lives of children ▪ Successful school experiences. ▪ Strong bonds with local community activities ▪ A caring relationship with at least one adult

Appendix 2: Table showing the school’s likely response to the use or possession of drugs, both illegal and legal, for students within its care.

Incident	Response	Notes
Possession/use of cigarettes	<p>Items confiscated. Parents notified.</p> <p>First occasion: Internal exclusion; letter home; warning by Headteacher of next consequence.</p> <p>Second and subsequent occasions: Fixed term exclusion</p> <p>For those involved in repeated incidents, being in the company of smokers will be sufficient for the next sanction to be applied. For repeat offenders the Headteacher will decide the length of exclusion and whether to re-admit the student to the school.</p>	<p>In addition, the school can refer to the school nurse or other external agency as resources allow.</p> <p>Parents will also be advised to approach their GP for any advice to help their child and/or it will be suggested that parental rewards for giving up smoking may be of benefit.</p>
Possession/under the influence of alcohol or volatile substances	<p>Substance confiscated. Parents contacted. Student excluded from school and seen with parents before re-admission.</p> <p>The Headteacher will take into account a range of factors regarding the severity and nature of the incident when deciding what length of exclusion and whether to re-admit the student to the school.</p>	<p>If readmitted, consequences of the next offence would be made clear each time.</p> <p>The school would refer to medical or other agencies as appropriate. Other strategies may also be used as appropriate.</p>
<p>Possession/under the influence of Class C, B or A Drugs</p> <p>Cannabis is a Class B drug</p>	<p>Substance confiscated.</p> <p>5 days fixed term exclusion which may be made permanent.</p> <p>The Headteacher will then decide whether to readmit the student taking into account the likelihood of recurrence AND the nature of drug.</p> <p>If readmitted, a second occasion would result in permanent exclusion from the school.</p> <p>The school will inform the police where it is clear this is in the best interest of the student and/or the school community. Police involvement will not be automatic.</p>	<p>In instances where use of these drugs out of school is suspected, there would be referral to Catch 22. Any incident will be logged. The school will make the legal position clear to both student and parents/carers.</p> <p>If readmitted, consequences of a 2nd offence will be made clear.</p>
Drug Dealing for Profit	<p>Substance confiscated.</p> <p>Permanent exclusion.</p> <p>Parents contacted and Police informed. Risk assessment for student(s) and others in school. Investigation into any network of illegal drug use in school.</p>	<p>The school will inform the police as in the best interest of the school and local community.</p>

Appendix 3: Student search - Permission Form

Student search - Permission Form

Student Name:		Form	
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As a student:

- I consent to being searched
- I understand that if I decline, I will receive sanctions to the equivalent of testing positive for drugs

As the Parent/Carer:

- ✓ I have read and understand the Raynes Park High School Drug and Alcohol Policy
- ✓ I consent to the above named student to being searched

Student signature:

Date:

Parent/Carer signature:

Date:

Appendix 4: 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

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/ 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 Website: 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 Website: 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 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

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 Website: 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

Young Minds – The UK's leading charity championing the wellbeing and mental health of young people. Tel: 0808 802 5544 www.youngminds.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>