

ST GREGORY'S CATHOLIC COLLEGE



POLICY ON DRUGS EDUCATION AND MANAGEMENT OF DRUG RELATED INCIDENTS

Key Information

Title	Policy on drugs education, and management of drug related incidents	
Prepared By	Kevin McDermott (Director of Pastoral Care)	Date 20.09.17
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V01.0	20.09.17	First Issue for review
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St Gregory's Catholic College

Policy on Drugs Education and Management of Drug Related Incidents

September 2017

Mission Statement

We believe that every child is made in the image of God and should be valued as a unique and gifted creation with a divine origin and an eternal destiny. As a Catholic school, our aim is to promote the dignity and well-being of every child and ensure that they flourish in the course of their journey with us in a safe, happy and enriching environment.

We aim to provide our students with the personalised 'deep learning' which will help them to gain the skills, knowledge, and understanding of self, others and the world which they will need for a fulfilled and happy adult life.

Above all, our aim is to instil in our children Christian values and a love of God and his Son Jesus Christ so that they will become principled citizens and witnesses to the Gospel, who will contribute to the common good of society.

Objectives of the Drugs Policy

1. To safeguard all students in the school
2. To enable students to make healthy, informed choices by increasing their knowledge, challenging attitudes and developing and practising skills.
3. To increase understanding about the implications and possible consequences of drug misuse
4. To deter students from the misuse of drugs
5. To enable young people to identify possible sources of support.

This policy is written in two parts:

- Part A which sets out the school's roles and responsibilities with regards to educating young children about drugs, their use and misuse.
- Part B which sets out the definitions, principles and policy to be followed when dealing with a drug related incident

This Policy applies to all staff, students, parent/carers, governors, visitors and partner agencies working with our school.

PART A – DRUG EDUCATION

Principles

Drug education comes under the umbrella of PSHE and Science and reflects our statutory duty to provide a balanced and broadly based curriculum that:

- promotes the spiritual, moral, cultural, mental and physical development of students at the school and of society
- prepares students for the opportunities, responsibilities and experiences of adult life

Details of the schemes of work for Religious Education and Science plus information on when the different topics are taught may be found within the relevant departments.

Philosophy

- Central to our ethos is that St Gregory's Catholic College should be both a safe and enjoyable place where children are free from harm.
- We want our students to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but that every drug also has the potential to harm. All drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and students need to understand the nature of drugs, their social status, their uses and effects.
- Children need to know the facts about drugs, both legal and illegal, and what constitutes a drug.

An effective drug education programme will enable them to make healthy and informed choices by:

- increasing knowledge and understanding of drugs and their affects
- challenging their attitudes
- developing their sense of self-worth and self-esteem
- helping them to develop and practise skills

Aims

- Drug education in St Gregory's' Catholic College aims to equip children with the understanding and ability to make healthy, educated and informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practising decision making skills.
- It is based on national and local guidelines and is appropriate to the age and experience of our students as well as taking into consideration any specific special needs which children might have.
- Through our drug education programme we aim to:
 - ✓ give children accurate information about drugs and their affects
 - ✓ encourage responsible behaviour in relation to drug use and misuse
 - ✓ promote positive attitudes towards healthy lifestyles
 - ✓ challenge and try to modify behaviour that could be harmful to health and relationships

Key roles and responsibilities

- The member of staff responsible for drawing up the Drug Education Policy is Mr McDermott. The implementation of the Drug Education Policy is the responsibility of several members of staff with delegated responsibility. The governor with responsibility for PSHE and for Child Protection is Mrs Corrigan.

Definition of drugs

- A drug is defined as a substance which, when taken into the body, changes the way we feel, the way we perceive things and the way our body works.
- This definition includes illegal substances and legal substances such as alcohol, tobacco, solvents and medicines.

Content and Delivery

- Normally the curriculum will be delivered by the subject teacher or another teacher who may have had specialist training in drug education.
- Where possible, Avon and Somerset Police will be used in a planned way where they can add value to the school's programme(s).
- A range of techniques will be employed when delivering the curriculum to encourage active learning and maximum participation, for example:
 - Drama
 - Class discussion
 - Group work
 - Research (using websites and publications)
 - Quizzes
 - Videos / DVDs / ICT

This should not be viewed as an exhaustive or exclusive list as techniques will alter in response to the needs, understanding and abilities of the children.

- The children's initial level of understanding will be assessed through elicitation and lessons planned with reference to the frameworks for PSHE and the National Curriculum Science Orders.
- The needs of vulnerable students and those with SEN will be assessed on a 'case by case' basis. Where appropriate, this will be done in consultation with parents/carers.
- A sample of students will be asked to join with their subject teacher and the PSHE Co-ordinator to evaluate the curriculum that has been delivered. Their opinions will help us to develop the curriculum in line with the needs and responses of children. The PSHE Co-ordinator will also discuss with those teachers and agencies concerned the effectiveness of the lessons that are delivered and any changes that are felt to be required.

PART B – MANAGEMENT OF DRUG RELATED INCIDENTS

Principles

- The possession, use or supply of illegal drugs and other unauthorised drugs within the school boundaries is unacceptable and is not permitted either by children or adults connected to the school.
- The first priority in managing any drug related incident is the health and safety of the school community and supporting the needs, both physical and pastoral, of those involved.
- Where an incident falls under the category of child protection, procedures, as outlined in the Safeguarding and Child Protection Policy, need to be followed.
- Where an incident does not fall into the category of child protection, the procedures outlined in this policy should be followed.

Philosophy

- Students need to feel able to talk to members of staff about drug related problems without fear of being judged or reprimanded. Teachers and those dealing with such incidents need to understand questions of confidentiality together with legal responsibility.
- School management of sensitive issues, including incidents involving theft, bullying and drugs, should be seen in wider terms than simply issues of law or rule breaking. A more complex understanding and flexible approach to such incidents, while not condoning inappropriate behaviour, is more likely to result in a positive outcome for the individual and school community. However, it is important that we recognise and work within the legal framework and guidelines to ensure good practice.

Key roles and responsibilities

- The Director of Pastoral Care is responsible for coordinating the management of drug related incidences in consultation with the Headteacher including the involvement of outside agencies in line with agreed procedures. In the absence of the Director of Pastoral Care, the incident will be coordinated by the Headteacher or a member of the Senior Leadership Team and set procedures will be followed.
- The Director of Pastoral Care should be aware of both local and national guidance regarding the management of drug related incidents to ensure a consistent and informed approach is undertaken.
- All staff should be made aware of the school procedures for managing incidences, including when to pass on information and to whom and this is the responsibility of the Director of Pastoral Care. This Policy should be included in the induction information for all new staff.
- All members of the Senior Leadership Team and Heads of Year must have a working knowledge of the procedures in the event that the Director of Pastoral Care is absent from the premises when an incident occurs.
- The school has a clear policy in place to meet the needs of those students who require prescribed medication to be administered during school hours which is in line with LA Guidelines. The school can refuse to administer medication as long as such refusal does not conflict with their duty of care under the Disability Discrimination Act 1995 or the Equality Act 2010. Support staff who are normally responsible for the administration of prescribed medication are aware of the procedures and who to consult should they be presented with an unfamiliar situation.

Responses to Drug Related Incidences

- Incidences can be varied and it is therefore difficult to give a set procedure or response for every possible incident however, the response of the school needs to be proportionate and operate within a legal framework, whilst considering the pastoral needs of those involved and the range of options available.
- It is necessary to assess each instance according to the circumstances surrounding it and the student/s involved. Any response should balance the needs of the individual with those of the wider school community aiming to provide students with the ability to learn from their mistakes and develop as individuals.

As drug problems rarely occur in isolation, a holistic approach may be more appropriate than one that focuses solely on the drugs.

- The Director of Pastoral Care should coordinate the response to a drug related incident, including consultation with the Headteacher, and outside agencies.
- When dealing with a medical emergency first aid should be administered, where appropriate, by the school in the first instance with additional medical expertise being sought as needed.
- The Director of Pastoral Care must investigate the nature and seriousness of each incident. They should inform, consult and involve others as necessary.
- After having established the nature of the incident and the needs of all concerned, an appropriate response can be chosen from the range of possible responses. Possible responses that can consider include:
 - early intervention and targeted prevention
 - referral
 - counselling
 - behaviour support plans
 - inter-agency programme
 - fixed-period exclusion
 - pastoral support programme
 - permanent exclusion
- Some responses may serve to enforce school rules. Any sanctions should always be justified in terms of:
 - the seriousness of the incident
 - the identified needs of the student and the wider school community
 - consistency with published school rules, codes and expectations
 - consistency with disciplinary action for breaches of other school rules (such as violence, theft, bullying)
- There is no legal duty to inform parents/carers about a young person's involvement in a drug related incident but as a school we would normally involve parents/carers and explain how the school intends to respond to the incident and the student's needs. Any decision as to whether or not parent/carers should be informed must be taken in the best interests of the child concerned and with reference to confidentiality and child protection.
- Parents/carers are encouraged to approach the school with any drug related issues or concerns that they have regarding their own child so that appropriate support can be given.
- As with drug education, the school must identify vulnerable children and endeavour to provide them with appropriate support through the curriculum, pastoral system or referral to other services.
- The police should be involved in the disposal of suspected illegal drugs found on the school premises.

- The School can search students with their consent for any item which is banned by the school rules and are not required to have formal written consent.
- The school should make it clear in their behavioural policy and in communication with parents/carers what items are banned.
- The Headteacher or member of school staff (as authorised by the Headteacher) may carry out a search without the student's consent under specific conditions. There must be reasonable grounds for suspecting that a student has a prohibited item in their possession.
- A member of staff can refuse to carry out a search when the student refuses to consent even if requested to do so by the Headteacher.
- The legal basis, definitions and procedures for searches with or without consent are clearly laid out in government guidance 'Screening, searching and confiscation in schools: Advice for Headteachers, Staff and Governing Bodies (2014 – updated, September 2016). It is important that Headteachers are familiar with this document and the steps and procedures laid out in it.
- Staff may search school property (eg desks or lockers) if they believe drugs to be stored there.
- The Director of Pastoral Care must inform, consult and involve others as necessary. It is important to listen to what people have to say and to ask open ended questions.
- Staff or adults who discover an incident should be asked to record the event in writing. They should also make notes of conversations which have taken place.
- The school will refer to the DfE & ACPO Advice for Schools, January 2012, when deciding on the response required once all the available information has been gathered.
- Where the incident involves a member of staff or adult connected with the school who is providing a service to the school it is important to address the professional, health and welfare needs of staff and to ensure that arrangements are in place for appropriate occupational advice and support.
- Teachers have a duty of care to students entrusted to the school, including on school trips and residential visits and teachers' misuse of alcohol on such occasions will be treated as a disciplinary matter and a member of staff may be deemed unfit to work if he or she is medically incapable of performing teaching duties and fulfilling their duty of care.
- Where parents/carers are believed to be under the influence of drugs or alcohol whilst on school premises the focus of the staff should always be the welfare of the child rather than the moderation of the adult's behaviour. There may be occasions when teachers may have cause for concern about discharging a child into the care of a parent or carer. In such circumstances the Director of Pastoral Care or a member of the SLT should be involved (if possible) to see if alternative arrangements can be made for the care of the child.

Where repeated incidences place a child at risk or the adult becomes abusive or violent, the incident should either be regarded as a child protection incident, or dealt with accordingly, or the police should be involved.

- A full record must be made of every incident, whether they are emergencies or not. Any sensitive information stored should be secure and should meet the requirements of the Data Protection Act 1998. This is the responsibility of the Director of Pastoral Care who will request input and information from those involved. It is important to note that the school's records or notes of a conversation may be requested for use in any subsequent court proceedings. The incident will be recorded in detail and the details kept securely.

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

Staffing

Members of staff involved in the creation and implementation of the Drugs Education Policy document include:

Teachers of Religious Studies responsible for delivering the drugs education schemes of work within Religious Education Department

Teachers of Science Responsible for delivering the drugs education schemes of work within Science

Mrs S Tuke, Assistant Headteacher (Behaviour and Attendance)

Mr K McDermott, Director of Pastoral Care

Ms A Cusack, Headteacher

Approved: 25 September 2017

Review date: September 2020

This Policy should be read and understood in conjunction with the following documents and policies:

- Child Protection Policy
- Behaviour Policy
- Teaching, Learning & Curriculum Policy
- Health & Safety Policy
- Data Protection Policy
- Complaints Policy
- Whistleblowing Policy
- Drugs | : Guidance for Schools (2004)
- Behaviour for Excellence
- Support for Students with Medical Conditions
- Equalities Policy

Policy prepared by Mr McDermott, Director of Pastoral Care

Policy agreed September 2017

Appendix A

Procedures for dealing with incidents involving cigarettes, electronic cigarettes, alcohol and illegal substances.

1. Cigarettes

When a student is found to be in possession of smoking materials (including e-cigarettes) these materials must be confiscated and given to the Head of Year or Director of Pastoral Care. Pastoral staff will inform parents/carers and a sanction (Pastoral 2) will be applied.

Where a student is found to be smoking on school premises (including e-cigarettes), the matter should be reported immediately to the appropriate Head of Year. The student will serve an after school detention (Pastoral 3)

In both situations cited above there are grounds for staff to search a student.

2. Alcohol

When a member of staff suspects that a student may be under the influence of alcohol the Director of Pastoral Care/Head of Year must be called immediately.

Where a student is found in possession of alcohol they must be taken to the Director of Pastoral Care immediately.

The alcohol will be confiscated and safely disposed of.

Parents/carers will be contacted immediately and asked to take their child home from school.

The school will advise on sources of help and support.

The Headteacher will ensure that the matter is investigated thoroughly and then decide upon an appropriate sanction which may include exclusion from school.

3. Illegal Substances

When a member of staff suspects that a student may be in possession of an illegal substance or under the influence of an illegal substance the Director of Pastoral Care must be notified immediately.

Illegal substances or drugs paraphernalia will be confiscated immediately. These will be handed to the Police for testing if necessary and safe disposal.

A search will be made of the student.

Parents/carers will be informed and asked to take their son/daughter home.

The school will provide advice on sources of support and guidance.

The Headteacher will ensure that the matter is thoroughly investigated and then decide upon an appropriate sanction. This could be a Permanent Exclusion from school.