



**BEVERLEY SCHOOL
AND SERVICE FOR
PUPILS WITH AUTISM**

DRUG POLICY

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BEVERLEY SCHOOL DRUG POLICY

INTRODUCTION

This policy was developed in consultation with school governors, all teaching staff and parents / carers with guidance from the Drug Education Team in the autumn term 2009. The policy has obvious links with the following school policies: PSD; Health & Safety; Supporting Pupils at School with Medical Conditions.

The policy reflects local and national aims and priorities expressed within the Government White Paper 'Tackling Drugs to Build a Better Britain' (1998) and The Healthy School Standard. It also incorporates the key messages contained in Drugs: Guidance for Schools (DfES/0092/2004).

The policy sets out the school's approach to drug education and how the school will respond to drug related incidents within the jurisdiction of the school.

TO WHOM DOES THE POLICY APPLY?

The policy applies to all of the following people when they are on the school premises:

- Pupils
- Staff
- Parents / Carers
- Visitors

The policy also applies to pupils and staff when off-site with the staff acting in loco-parentis, including all educational visits whether at home or abroad.

DEFINITION OF A DRUG

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

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

This broad definition allows for the inclusion of all medication (see Supporting Pupils at School with Medical Conditions Policy), legal / illegal drugs (including alcohol and tobacco – this school operates as a non-smoking school in line with Middlesbrough Council's policy), and volatile substances and all over the counter and prescription medicines.

Alcohol is not permitted at any time on the school site or during school visits except on special occasions at the discretion of the Headteacher and when staff are not acting in loco-parentis.

OVERALL AIMS OF THE POLICY

- To provide a framework for effective drug education paying high regard to the particular learning needs of the children of this school.
- To provide systems for dealing with drug related incidents within the school environment.
- To ensure that the school's drug education programme reflects the aims and values of the school and its governing body.

ROLES AND RESPONSIBILITIES

Governors

As part of their general responsibilities for the management of the school, the governors have agreed this policy. They will continue their involvement through regular evaluation of it.

Headteacher

The Headteacher takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation, and for liaising with the Governing Body, parents, and local authority and appropriate outside agencies in the event of a drug related incident. Pupils, who are suspected of being at risk from drugs, and in particular truanting pupils, will be supported and monitored with assistance from relevant agencies such as Social Workers, Child Protection officers and the Police.

PSD Co-ordinator

The co-ordinator, together with the Headteacher, has a general responsibility for supporting other members of staff in the implementation of this policy. The PSD co-ordinator will provide a lead in the dissemination of information relating to drug education. They are responsible for identifying and providing good quality resources and in-service training. The Headteacher is the first point of contact for advice / support in dealing with a drug related incident. If she is not available, the Deputy Headteacher will assume this lead role and all references to the Headteacher in these documents apply equally to the Deputy Headteacher in the absence of the Headteacher.

Parents / Carers

Parents / Carers are encouraged to support the school's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed (see Supporting Pupils at School with Medical Conditions Policy). The school plays its part in ensuring that Parents / Carers have up-to-date information regarding drugs by regularly scheduling drug awareness sessions.

Parents / Carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for Parents / Carers and, therefore, it will be handled with care and consideration. The Headteacher will consider if there are any special circumstances which may temper this right.

All Staff

Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug-related incident. This includes lunchtime supervisors, the caretaker and cleaning staff. If they have any queries or training requirements, these should be made known to the PSD Co-ordinator or to the Headteacher. The caretaker regularly checks the school premises – any substances or drug paraphernalia found will be recorded and reported to the PSD Co-ordinator or the Headteacher and dealt with in accordance with this policy.

SECTION ONE – DRUG EDUCATION

Aims and objectives of drug / health education

“The aim of drug education is to provide opportunities for pupils 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”. (DfES 2004, p.18, Drugs: Guidance for Schools)

The main aims of our drug education programme are to:

- Enable each pupil to develop confidence and self-esteem
- Raise pupils’ awareness of the world of drugs so that they can make informed and responsible decisions about their own drug use
- Encourage a healthy respect for all substances taken into the body
- Enable pupils to explore their own and other’s feelings, views, attitudes, and values with regard to drugs and drug-related issues

The National Curriculum and Education Act 1996 Requirements

The National Curriculum Science Order states that:

- At Key Stage 1, pupils should be taught about the use of drugs as medicines
- At Key Stage 2, pupils should be taught to relate their understanding of science to their personal health and that tobacco, alcohol and other drugs can have harmful effects

Within PSD & Citizenship:

- At Key Stage 1, pupils should be taught that all household products, including medicines, can be harmful if not used properly
- At Key Stage 2, pupils should be taught which commonly available substances and drugs are legal and which are illegal, and their effects and risks
- At Key Stage 3, pupils should be taught that the abuse of alcohol, solvents, tobacco and other drugs affect health, that the body's natural defence may be enhanced by immunisation and medicines and how smoking affects lung structure and gas exchange
- At Key Stage 4 and Post-16, pupils should be taught the effects of solvents, tobacco, alcohol and other drugs on body function
- There are further opportunities available to teach drug education in the statutory Citizenship and the non-statutory PSD frameworks within school

The Education Act 2002 places a statutory responsibility upon schools to provide a broad and balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school
- Prepares pupils for the opportunities, responsibilities and experiences of adult life

Teaching programme and strategies

Drug education is delivered through the PSD programme in whole class situations using a broad variety of teaching and learning strategies to meet the needs of children with ASC. It is also taught in the Science National Curriculum (as outlined above), and issues relating to drugs may also be covered in other subjects, including RE, History and Geography.

Resources

All resources for drug education were selected after careful consideration of the needs of the children of the school and are kept by the PSD Co-ordinator.

Healthy Schools Standard

The school is registered with the Healthy Schools Standard. A key theme of the Standard is SRE (Sex and Relationships Education). This policy is in line with the Healthy Schools approach to the planning and delivery of SRE.

Use of Visitors and outside agencies

Visiting facilitators can enhance the delivery of drug education. Where visitors and outside agencies are involved, their contribution must have been planned as part of an overall programme of Drug Education. Their contribution should complement the teaching

already taking place in the school. The school nurse will assist teachers in appropriate elements of the drug education curriculum 'adding value' to the programmes structure.

Limits of Confidentiality

If a young person discloses information relating to misuse of drugs by themselves, or by people they know, then absolute confidentiality cannot be guaranteed. Pupils should be reminded of this when appropriate. Similarly, teachers should be aware that they couldn't offer confidentiality in discussions in lessons. Any disclosure by pupils of information relating to misuse of drugs should be reported to the Headteacher.

However, health care professionals can maintain confidentiality (except in circumstances where they have Child Protection concerns).

SECTION TWO – UNAUTHORISED SUBSTANCES

No substances are to be brought onto the school premises unless authorised by the Headteacher or through the agreed protocol for the use of medicines on the school premises. This includes alcohol, tobacco, volatile substances and medicines (this list is not exhaustive; other substances may be included at the discretion of the Headteacher). This applies to anyone using the building regardless of age or whether they are staff or pupils of the school.

Pupils found in contravention of this section of the school policy, on school premises, will be dealt with in the following way:

- Parents / Carers will be contacted, either by letter or by telephone, by the Headteacher or Deputy Headteacher. Parents / Carers' support will be sought in stressing to the pupil how the use of unauthorised substances in school is a serious breach of school rules.
- The substance and associated paraphernalia such as matches or lighters found in a pupil's possession in school will be confiscated. They will be placed in a labelled envelope and kept securely until Parents / Carers collect or there is agreement about their return to the pupil.

SECTION THREE – DEALING WITH DRUG RELATED INCIDENTS

This section provides a framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. The school does not condone the illegal use of drugs but will endeavour to support any pupil with a drug problem in line with its pastoral responsibilities.

Parents / Carers have the right to be informed of any drug related incident that affects their child. An exception to this is when the child is deemed 'at risk' and the Child Protection

Agencies (CPA) have been contacted. In this case, it is up to the CPA to decide the course of action.

Staff should be aware that if they a) fail to take action in a drug related incident, or b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence a) enables criminal offences to be committed, or b) results in serious harm to the pupil's health and welfare, criminal proceedings could ensue.

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 Deputy Headteacher, or if not available, a senior member of staff.
2. In the presence of a witness, the article should be packed securely and labelled with the date, time and place of discovery.
3. The package should be signed by the person who discovered it and stored in a secure place – e.g. locked in the cupboard in the office.
4. Police should be contacted immediately and arrangements should be made to hand the package over to them. Staff should not attempt to analyse or taste any found substances. (Local police – 01642 326326)

In the event of discovering a hypodermic needle, the incident should be recorded and the following procedure should be followed in order to protect all persons:

1. Do **NOT** attempt to pick up the needle.
2. Cover the needle with a bucket or other container.
3. If possible, cordon off the area to make it safe.
4. Inform the Headteacher or Deputy Headteacher.
5. Contact Environment Health – telephone 01642 264083.

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

1. Request that the pupil hand over the article(s). Staff can ask pupils to turn out pockets or bags, but cannot demand that this happens.
2. Having taken possession of the substance / paraphernalia, the procedure should be followed as above.
3. Pupils should be placed in isolation until the matter has been investigated.
4. Parents / Carers should be contacted as quickly as possible.
5. After the police have been contacted, Parents / Carers should be given feed-back as soon as possible.

6. A 'serious incident' form must be completed.

EXTREME CARE SHOULD BE TAKEN IF HYPODERMIC NEEDLES ARE INVOLVED.

If a pupil 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
- Teachers should not search pupils or personal possessions. An enforced search by staff could be interpreted as an assault.

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

Stay calm, place child in a quiet area. Do not leave them unsupervised; seek medical advice from a First Aider. If the child is drowsy or unconscious, place them in the recovery position, loosen tight clothing and attempt to establish what the child has taken. Any suspected substances should travel with the child if removed for treatment. Vomit should be dealt with using our biohazard kits, but a sample should be safely collected where possible and also taken with the child (for analysis).

Procedures for dealing with Parents / Carers under the influence of drugs or substance on the school premises

Staff should attempt to maintain a calm atmosphere. If staff have concern regarding discharging a pupil to the care of a Parent / Carer, attempts should be made to discuss alternative arrangements with the Parent / Carer, for example, requesting another family member escort the child home. The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's behaviour.

Where the behaviour of the Parent / Carer immediately places the child at risk of significant harm, or repeated behaviour places the child at risk, or the Parent / Carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and / or the involvement of the police.

When to contact the police

There is no legal obligation for the school to contact the police when a drug incident or offence has been discovered. Contacting the police is at the Headteacher's discretion. However, the school has established close liaisons with our local police and any information about illegal sales of drugs, including alcohol and tobacco, will be reported to them. In the event of a drug related incident in the school, the school would co-operate with the police should they wish to search premises. However, the local authority will be informed. A member of staff will accompany any search and any damage will be noted.

In the event of a serious incident, the police may request to interview pupil(s). Parents / Carers must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case, the police will make arrangements. Parents / Carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

Dealing with the Media

If there has been a drug related incident, the local authority will be informed. Advice will be given by the local authority on dealing with enquiries from the media in order to protect the interests of the child and the school.

Discipline

In normal circumstances, Parents / Carers will be contacted. If the Headteacher assesses that the situation is a child protection issue then CPA procedures will be initiated in the first instance.

This school does not condone drug misuse. However, in deciding an appropriate sanction, we must consider the interests of the child balanced against the best interests of the whole school community. This means that exclusion is a possible sanction (fixed or permanent) but will not necessarily be used in all cases. A range of response will be considered that may include:

- A targeted pastoral support programme
- Referral to an appropriate agency such as Make a Change (MAC)
 - Young Person's Substance
- Home-School contract
- Behaviour support plans
- A managed move

Consideration should be given to:

- Whether one pupil or a group of pupils is involved
- Whether there is evidence of particular peer pressure
- Whether it is the pupil's first offence

A free counselling service for pupils, if deemed appropriate, is available through Make a Change (MAC) – telephone 01642 317293. A service for adults is available through the Drug & Alcohol Advisory Service – telephone 01642 242550.

Implementation of the policy

A copy of this policy is provided for staff and members of the governing body. Parents / Carers may have copies upon request.