



Ellis Guilford School and Sports College

DRUGS, ALCOHOL AND TOBACCO POLICY



POLICY ON A WHOLE SCHOOL APPROACH TO DRUGS AND DRUG ISSUES

The School Drugs Coordinator is _____, Deputy Head.

There is currently a vacancy for the Governor with responsibility for drugs issues. This will be filled in the Autumn Term 2011.

Their responsibilities are:

- Overall charge of the process which forms and reviews the Drugs Policy
- Responsibility for implementing monitoring systems
- Responsibility for ensuring evaluation takes place and that this informs policy review
- Ensuring co-ordination and coherence of drugs education and the management of drug-related incidents
- Co-ordinating planned action to manage medicines in School
- Initiating or co-ordinating responses to any unplanned situation involving drugs
- Co-ordinating links with external agencies
- Cross-phased liaison with other primary or secondary schools.

Overall responsibility for the implementation of this policy lies with the Head Teacher, Mr Peter Plummer.

Development Process: Partnership and Consultation

This policy was developed in liaison with the following people and agencies:

- Mr JA Keegan, Head of PHSE and Citizenship at Ellis Guilford School and Sports College
- Ms A Power, Drugs/Alcohol Education Strategy Manager (Nottingham City Council/Healthy Schools)
- Students
- Parents
- Teaching and support staff
- Ms K Wytchard, School Nurse
- Representatives from COMPASS and STARS

This was to ensure that the whole School community was involved in developing the policy and that it is responsive to local needs.

Location and Dissemination

It is valid from September 2006, having been ratified by Governors. The policy has been updated, in draft form, pending consultation, in July 2010.

The policy is available from:

- Policy Handbook
- Year Managers' offices
- Main Reception
- Student Services
- School Nurse's office
- Mentor/EMAG offices
- Learning Resource Centre
- Kitchen office
- School website

Other policies that relate to this policy are:

- Child Protection Policy
- Sexuality and Relationships Policy
- Medicines Policy
- Health and Safety Policy
- School Behaviour Policy
- Citizenship Policy
- School Equal Opportunities Policy
- PSHE Policy
- Every Child Matters
- Nottinghamshire Police Protocols (see Appendix 1)

Local and National Guidance

The Governments 2008-2018 drug strategy, 'Protecting Families and Communities' comprises four strands of work:

- Protecting communities through tackling drug supply, drug-related crime and anti-social behaviour
- Preventing harm to children, young people and families affected by drug misuse
- Delivering new approaches to drug treatment and social re-integration
- Public information campaigns, communications and community engagement

The revised 'Drugs: Guidance for Schools 2010- DCSF' outlines effective approaches to drug and alcohol related issues and its recommendations form the basis of our school approach and the content of this policy.

Schools clearly have a crucial role to play in educating young people on the consequences of drug use and misuse, educating and enabling young people to make safer choices, involving and informing parents of the role they can play alongside the school through policy and other engagement opportunities.

We are a 'Drug Aware School' which means that we use the standard for exceptional practice, as set out by the Nottingham Children's Services Early Intervention Programme, to inform the development of our response to drug and alcohol education and policy.

The purpose of the policy

This policy is intended to clarify:

- A definition of drugs
- The physical and professional boundaries of the policy
- The content and delivery of drugs education
- What happens in relation to drug-related incidents
- Support for the School, the curriculum, students and staff in relation to drugs issues.

The policy applies within the School, defined as:

All buildings, open spaces and access routes located within the boundary fences enclosing the school grounds (Ellis Guilford School and Sports College adheres to the City of Nottingham's Smoking Policy). Journeys to and from school for the purposes of employment and education. Any off-site activity necessitating the wearing of the Ellis Guilford School Uniform, including sports activities. Any and all school trips, domestic or foreign, involving Ellis Guilford Staff and Students. All staff, students and visitors are covered by this policy, within 100 metres of the school gates and including Pennant Park.

and is applied during the hours of (8) 07.30hrs and 18.00hrs to all staff, students, and visitors to the School.

It also applies on School trips and residential.

Exceptions:

Alcoholic beverages supplied as prizes in fundraising activities but not for consumption on the premises or in the presence of students where a negative example is deemed to have taken place.

Social gatherings outside of teaching hours and after students have been dismissed for the day.

Social gatherings, such as school proms which take place on licensed premises and at which some members of the teaching and support staff are deemed to be "off duty"

Our definition of Drugs:

This policy encompasses all legal drugs (including alcohol and tobacco), all illegal drugs, volatile substances (solvents and gasses) and unauthorised over the counter medicines and any substance misused for intoxication.

The School's stance towards Drugs:

The School takes the personal well-being of its staff and students very seriously and recognises the importance of good health to a successful and happy life. Great emphasis is placed on encouraging our whole School community, especially the students, to make healthy choices for themselves

The School does not condone the use of legal or illegal substances by teaching and support staff, students, or visitors to the school whilst on the premises or engaged in non-residential off-site visits, non-residential extra-curricular activities off-site or on approved residential trips. Nor will the School tolerate the illegal supply of legal or illegal substances.

It is our belief that drug misuse inhibits the potential and life chances of young people, threatens their physical and emotional health, safety and liberty.

The School is therefore committed to a healthy environment in which neither the misuse of drugs (including legal substances ie: tobacco and alcohol) by students, staff or visitors, nor the illegal supply of these substances is condoned. The School accepts that drug issues may impact on young people in a number of ways; through their own or other's use. It may be that the most vulnerable students are at most risk of drug misuse and that it is important to keep a view of the whole picture of a student's circumstances in order to ensure the best outcome for each individual, balancing adequate drug education with clear boundaries, sanctions and support.

It is known that labelling young people as drug users and excluding them from society puts them at increased risk of escalating drug use. We will endeavour to encourage and retain the inclusion of those most vulnerable wherever possible in order to deliver the most effective interventions for that young person. We will work in partnership with external agencies and settings to achieve this where appropriate.

Drug education: Aims, Methodology and Resources

Planned Drug Education is taught within discreet PSHE lessons and in the Science department as part of the National Curriculum for Science.

PSHE is timetabled for a minimum of one hour per week for two terms in each year for students at Key stage Three. Each year in Key Stage Three will have a minimum of six hours dedicated to Drug Education. Drugs education will form a discreet unit within the Key Stage 4 Preparation for Working Life Programme.

Curriculum: Drugs Education: **Context**

In responses to our shared concerns at a local and national level, we wish to state that as part of its care for the welfare of its students, this school takes a pro-active stance, believing that Drug Education is a vital part of the Personal, Social and Health Education of every student. Effective drug education requires students to develop their understanding of drugs issues and appropriate skills and attitudes to assist them in making informed decisions.

Drug Education forms are part of the statutory order for National Curriculum Science and will also be provided in the broader context of PSHE. We will ensure that opportunities are secured across the curriculum for drugs education and a broad range of up to date resources are available to support this. We endeavour to deliver a minimum entitlement of:

At Key Stage 3:

- a baseline assessment with students across the key stage to find out what they already know and believe about substances and this is used to plan drug education.
- a minimum of 12 hours teacher-led drug education across KS3.
- appropriate involvement of external providers to enhance (not substitute) planned programme of drug and alcohol education.

At Key Stage 4:

- a minimum of 5 hours teacher-led drug education at KS4 covering drugs and alcohol education supporting transition to independence and adulthood issues (EG: Links to sexual health, legal rights and responsibilities, employment, travel, relationship violence, parenting and street safety).

This provision will be supported by the school's commitment to a healthy environment in which neither the misuse of drugs (Including legal substances i.e.: tobacco and alcohol) by students, staff or visitors, nor the illegal supply of these substances, is condoned.

Support from visitors.

The school appreciates the valuable contribution of outside agencies, but recognises that their contribution alone does not constitute a complete drug education programme. We believe that it is the responsibility of the school to ensure that the contributions made by visitors to the classroom reflect our own philosophy and approach to the subject.

Aims of Drugs Education

Through the curriculum and a supportive school ethos, we aim to:

- 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.
- 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.

- Enables 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.

In order to make learning accessible to all we use a range of teaching and learning styles including:

whole class teaching, group work, individual exploration of issues and personal reflection on experience, debate, written and oral presentation, the use of artwork and role play, the use of ICT. Our goal is to mould our delivery to the individual strengths and weaknesses of each class member and the class as an entity in itself. Where necessary, or deemed advisable, students with certain SEN will receive individual tutorials to ensure that they have had their personal needs met and that there is no confusion over the message or behaviours spoken about during the lessons, in any theatre workshops, or demonstrated in DVDs and videos.

Our principle resources include:

Teaching manuals, textbooks and study guides, health education leaflets, drugs information leaflets, up-to-date DVDs and Videos, posters, in-house prepared materials.

These are stored in:

Rooms A1 and B1, the Learning Resource Centre. On occasion we will draw upon the NHS resource centre at Linden House.

Support from visitors

Our programme is supported by:

The School nursing service, local drugs agencies, theatre in education companies. Theatre in education is subject to funding and is used to compliment the classroom experience facilitated by the teaching staff.

The school appreciates the valuable contribution of outside agencies, but recognises that their contribution alone does not constitute a complete planned drug education programme. We believe it is the responsibility of the School to ensure that the contributions made by visitors to the classroom reflect our own philosophy and approach to the subject and that visitors are accompanied by a teacher when working. We will ensure that suitable preparation and follow up activities are planned to embed the visit into our planned scheme of work.

Staff support and training

We will ensure that staff obtain the training they require to implement this policy and to deliver drug education, this will include:

The distribution of the latest relevant material including statistical and analytical data obtained from the local Primary Care Trust, the NHS nationally, scientific journals, local agencies, information on relevant courses and encouragement to take part in local and national initiatives.

It is also our aim to ensure that all staff, teaching and support, receive a bi-annual Drugs INSET aimed at up-dating their knowledge on drugs issues and the manner in which the School deals with all drugs related incidents.

The School will embed awareness of the drugs policy and initial drugs awareness into the school's NQT, PGCE and GTP programmes and at the earliest opportunity possible within the programme.

Management of Drugs at School

Medicines:

The School acknowledges that, parents and carers have prime responsibility for their child's health and should provide us with information about their child's medical condition when appropriate, this will be recorded on an admissions form stored in the School Office. Medication will be securely stored in the Student Services Office.

There is no legal duty which requires teachers to administer medication; this is a voluntary role and will only be called upon in exceptional circumstances. Where exceptional circumstances exist, a contract will be agreed between the School and the parent or carer and records kept appropriately. Where necessary, School staff will receive training on specific medical conditions.

In this School the senior First Aider (or other delegated staff member if they are not available) is responsible for administering medication, its safe storage and keeping of appropriate records.

Other than an inhaler or epi pen, no student should be in possession of medication at any time. All necessary medication is stored. Further details can be found in the School's medicines policy based on 'Supporting Students with Medical Needs' DFES 1996 (ref 9).

Additional information will be provided by parents/ carers as necessary to cover out of School activities / visits etc

Other drugs:

We will do our best to ensure that the School premises are safe and have identified safety procedures in the rare event that a syringe or needle or other drug-using equipment are found discarded on the School premises.

Smoking:

A no-smoking policy has been developed and accepted by staff and governors. The policy states that smoking is prohibited on any part of the School premises. This is in line with City Council Policy and extends to all activities taking place on the School grounds and includes Adult Education, students and staff and Sports facilities users.

Alcohol:

The use of alcohol by all members of the School community, including visitors, is also prohibited. Exceptions are as outlined earlier in the policy.

Volatile substances:

As part of the Schools' Health and Safety Policy no misusable solvent or aerosol/gas propellant based products are allowed in School.

Policy on Searches

The school's policy on searches is that if the School has suspicions that a student is in possession of a banned substance, the student (in the presence of two or more members of staff) will be asked to empty their pockets, bag etc. If the student refuses to cooperate, the School will contact their parent/carer and also ask the advice of our Police Liaison Officer (refer to protocols on Disclosure, Detection and Searches: Appendix 1).

The Head teacher can authorise a search of students or their possessions (including bags and lockers) without their consent if there are reasonable grounds for doing so. The conduct of student searches is a power available to Head teachers, not a duty. Reasonable force may be used to execute the search. At present this power only applies to searching for weapons but the law is being extended to cover also alcohol, controlled drugs and weapons.

A clause in the Apprenticeships, Skills, Children and Learning Act has extended the powers schools and colleges currently have to search learners without consent for weapons to also cover alcohol, illegal drugs and stolen items. The extended powers will come into force in September 2010.

Normally, the conduct of student searches is undertaken by staff other than teachers, such as SLT or the police, having been authorised to do so by the Head teacher.

Teachers cannot be required to undertake searches of students.

The Management of Drug Related Incidents on the School premises

If there is a drug related incident, the School will consider each incident individually, recognising that a variety of responses will be necessary to manage such incidents. We will consider very carefully the implications of any action taken and will seek to balance the interests of the persons involved with other School members and the local community.

Any sanctions enforced will be consistent with existing School rules relating to behaviour, discipline, equal opportunities and exclusions (please see exclusions sections); and will reflect the seriousness of the incident. After immediate medical needs have been addressed the nature and circumstances of any incident will be established and assessment made of the needs of the students involved.

We recognise that any Student misusing drugs may be in need of our support for an extended period of time or in exceptional circumstances from an appropriate outside agency.

The student/s parents or carers will always be informed unless there is a specific Child Protection reason not to. If the law has been broken, the police may be involved.

All staff are familiar with the recommended procedures.

Please note however that under the Misuse of Drugs Act 1971:

'It is an offence for the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.' (See appendix 'The Misuse of Drugs Act - 1971')

The police may be involved:

- If illegal drug is implicated / suspected.
- If drugs need to be identified and disposed of.
- If advice is needed about the best outcome for a student (name will initially be withheld).
- If a parent of carer is intoxicated or under the influence of drugs in School.

However the School is an investigating agency and reserves the right to deal with minor incidents internally if this will ensure an effective outcome. This is done with the support of police and further detail can be found in the Nottinghamshire Police/LA Drug issues protocol for schools.

The needs of students

The following internal structures are in place to support students with concerns about drugs:

- The School Nurse, Head of Year, Form Tutors

We also have partnership arrangements with the following agencies:

Compass Education Link Worker Service- Jules Fletcher (9248232) of The City CYPEC Provision (Support for Young People affected by Parental drug/alcohol use)- 01623 635326- please note this is an interim number until January 2010.

Identifying young people's additional needs

As part of our commitment to ensuring the safety and well being of all students we will automatically support any student who has or has given concern in relation to their own or another's drug-use. The school will provide an initial contact with a trained drug support worker to give them the opportunity to discuss their needs and to assess if any support is needed.

See Joint Working Agreement Appendix 1

When might a person be encouraged to access support for substance related issues?

1. The CAF process identifies the need for intervention or support from a specialist agency.
2. There is a verified incident of possession or use
3. There is a disclosure of parental use
4. Where the students requests an initial contact

All students involved in drug-related incidents or who ask for support will automatically be supported to meet with a trained worker who will create the opportunity for the young person to identify their needs in more detail. We use the Ngage Toolkit to offer the opportunity to vulnerable or concerned students to discuss their additional needs and we have staff specifically trained to use this mechanism. The outcome of such assessments will be linked to the CAF process an onward referral through the school's multi-agency team. The outcome of this session will determine if a referral is made.

If a referral is made or a care plan set out:

- Parents will be informed unless there is a reason not to do so (see note for exceptions)
- The school will support the student to receive intervention in school where possible and ensure that they work in multi-agency team to support.

Note: Parental Consent: Exceptions:

- Where the young person is at risk of harm if parents are informed
- Where the young person may refuse to engage with appropriate support in the early phase of intervention if parents are informed
- Where there is a criminal investigation pending which may be adversely affected.

Students can also request initial contact sessions with the Education Link Worker by:

- Telephone them direct on 9248232
- Asking the School nurse to set it up
- Through a drop in session.

Confidentiality:

Although it is important to maintain confidentiality throughout the handling of any incident or disclosure, students will be made aware that complete confidentiality cannot be guaranteed. This will help in retaining the trust of students and parents/carers and will ensure that the sharing of appropriate information is kept to a minimum.

Parental consent:

Our policy on parental consent to access drug agencies or other support through School is that we will support the child and encourage them to get support from parents and trusted adults. If there are concerns about a child's safety or welfare, information will always be shared in accordance with Child Protection procedures.

Involvement of parents/carers

We seek to involve parents/carers in drugs policy and education through the following mechanisms:

- open forums on parents evenings
- parental surveys
- advertisements in the School News Letter.

The Role of Governors

Governors will be kept up to date with policy and programme issues.

Liaison with other schools

We will ensure that relevant information is shared in transition of students to ensure that they are well supported at this time.

This policy will be reviewed on an annual basis.

Appendix 1

Drugs Policy: Disclosure, Detection and Searches

Protocols:

- Temporary possession of illegal drugs and volatile substances
- Confiscation and disposal of other unauthorised drugs
- School visits and residential stays, including advice on overseas trips
- Disposal of drug paraphernalia
- Detection, including:
 - searches
 - personal searches
 - searches of school property
 - searches of personal property
 - sniffer dogs and drug testing