

THE COTTESLOE SCHOOL DRUG EDUCATION AND INCIDENT MANAGEMENT POLICY – FEBRUARY 2019

Reviewed at Teaching, Learning & Achievement Committee: 6 March 2019

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This policy has been drawn up in accordance with the Department for Education and Association of Chief Police Officers' guidance (latest version September 2012). The definition of a drug is 'A substance people take to change the way they feel, think or behave.'

Where this document refers to drugs, it is used to refer to:

- Legal drugs this includes alcohol, tobacco, nicotine, e-cigarettes, psychoactive substances (legal highs) and volatile substances (e.g. aerosols, solvents, glue)
- Illegal drugs, (those controlled by the Misuse of Drugs Act 1971)
- All over the counter and prescription medicines.

This document does not solely focus on drug education. It covers broader behaviour and pastoral support, as well as managing drugs and drug-related incidents within school. The Cottesloe School regards itself as a health-promoting school and recognises the importance of educating students about the use and misuse of drugs. It also recognises the importance of staff acting as role models in their behaviour.

The Cottesloe School is a smoke-free (this includes e-cigarettes) site for all staff, students, volunteers and visitors. Students are not allowed to smoke during the school day on the school premises, or on the way to and from school, either on school buses or on foot, or at any time when involved in activities connected with the school. Year 12 and 13 students should not smoke in the vicinity of the school.

No alcohol is allowed on the school premises during the school day unless it is to be donated for a school event or similar or a gift to a member of staff, in these circumstances the alcohol will be under the supervision of the school staff. When staff are on duty, they should not consume alcohol.

Any misuse or possession of drugs, including alcohol and tobacco, by students whilst on the school premises, whilst travelling to and from school or whilst involved in an off-site school activity will be treated very seriously using the full range of the school's sanctions, in accordance with the Behaviour Policy. The school makes use of both internal and external sources of support and guidance for any students who are dealt with as a result of this policy.

Drugs

Under the Misuses of Drugs Act 1971, it is generally illegal to possess or supply a drug covered by the Act, unless authorised (e.g. possessing drugs prescribed for personal medical use). Solvents are dangerous substances as well. Under the Intoxicating Substances (Supply) Act 1965, it is illegal for anyone to supply or offer to supply a substance if they know or believe that the substance being supplied will be inhaled by a person under 18 for the purpose of intoxication. Paradoxically it is not actually an offence to inhale

solvents for the purpose of intoxication. However, the police are normally able to deal with such persons under public order provisions.

Aims:

- To ensure that The Cottesloe School is free from illegal drugs, solvents and psychoactive substances and to educate students on the effects of drugs (and solvents) on the mind and body.
- To provide opportunities for students to practice the personal and social skills and the strategies needed to deal with situations involving drugs.
- To promote the individual's self-confidence, self-esteem and self-worth.
- To explain the legal situation with regard to the use and misuse of drugs.
- To enable young people to identify sources of appropriate personal support.
- To enable parents to acquire knowledge and support.

Any student involved in illegal drugs when he/she is under the School's authority can be permanently excluded from school and the police will be informed. Being under the School's authority means:

- throughout the School day, whether on or off the premises;
- whenever he/she is involved in any activity organised by the School;
- whenever he/she is identifiable as a member of the School.

In addition, where it has been brought to the attention of the Headteacher that a student has been formally cautioned by the police for the possession of an illegal drug the school reserves the right to permanently exclude him/her.

Tobacco

Smoking is the single most preventable cause of premature death and ill-health in our society. The school policy on smoking aims to give students the message that the habit creates health problems for smokers and non-smokers alike, that non-smoking represents the norm in society and that it receives support from the School and staff. Recent legislation has made it an offence for children under 18 years to be sold tobacco products.

Aims:

- To ensure that the smoking of cigarettes and electronic cigarettes is not tolerated at the school.
- To educate students as to the immediate dangers of smoking.
- To encourage those students who do smoke to break free from the habit.

Smoking, or being in possession of cigarettes, electronic cigarettes or tobacco, is prohibited when a student is under the School's authority. The School's policy on drugs defines when a student is under the School's authority.

Students found smoking or in possession of cigarettes, tobacco or e-cigarettes can expect their parents to be informed and an appropriate sanction administered as outlined in the schools behaviour policy. For a persistent offender the Headteacher reserves the right to review the student's place within the School community.

Alcohol

Alcohol is a depressant drug, particularly when taken in large quantities. Even at low levels, the potential for serious accidents arises. The Licensing Act of 1964 makes it generally illegal for alcohol to be sold to anyone under the age of 18, or for a person under 18 to buy alcohol.

Aims:

- To develop knowledge and understanding about alcohol as a drug and its effects on the body.
- To encourage sensible, appropriate and safe drinking behaviour.
- To practice personal and social skills and the strategies needed to deal with situations where alcohol is present.
- To educate the students as to the place of alcohol in the political, social and economic environment in which it exists.

Drinking, or being in possession of alcohol is prohibited:

- In school buildings or grounds.
- When under the authority of the school, in public houses and other licensed premises and whenever prohibited by law.

This policy also applies to staff and students (including Sixth Form) whilst on residential trips in the United Kingdom or abroad.

Students found in possession of alcohol or using it, whilst under the authority of the School (as outlined in the policy on drugs) can expect their parents to be informed and appropriate sanction administered as outlined in the schools behaviour policy.

Drugs Education

Drug education is a major component of drug prevention.

At The Cottesloe School we use a range of PSHCE Association accredited resources to ensure that our Alcohol and Drugs Education is up to date, relevant and taught in a way that not only educates about the types of drugs and their effects on the body but also teaches students to manage risk and cope in high pressured situations. It is important to clarify that we discuss drugs that are both legal and illegal throughout Science lessons, PSHCE lessons and during Assemblies, group talks and tutor time activities.

The PSHCE Scheme of Work is spiralled, comprehensive and age appropriate with themes being introduced in Key Stage 3 and further explored later in Key stage 4. We aim to take a holistic approach to building resilience and life skills so students are able to face and avoid the risks posed by NPS, Alcohol and other substances both legal and illegal that they may come into contact with.

At Key Stage 3 we aim to:

- Recognise personal responsibility for decisions about substance use and clarify personal values.
- Increase knowledge and raise awareness about the basic facts concerning a range of substances. This includes legal and illegal substances, classifications, their physical effects, social and emotional impacts and relevant legislation.
- Understand and eradicate myths, misconceptions and awareness about stereotypes linked with substance use, abuse and addiction.
- Develop a skill set of appropriate techniques for coping with situations in which substance use and abuse may occur.
- Increase awareness about how to seek support from services and agencies within and outside of school either for themselves or someone that they know.

At Key Stage 4 we aim to:

- Explore the concept of Britain as a drug-using society. Students are able to evaluate different categories of use and abuse, and recognise their effect socially, emotionally and physically.
- Place an emphasis on the mental health and wellbeing of the user, and the friend and family network that they encompass.
- Recognise the impact of peer-group pressure on drug habits and expectations and how to manage risk appropriately in these situations. This includes removing themselves or a friend from a risky situation safely.
- Demonstrate an understanding that individuals are responsible for the choices they make about drug use whilst challenging the representation of drug and alcohol use and abuse in the media.
- Analyse safe levels of intake and differentiate between types of use and abuse with regards to Alcohol, NPS and other substances.
- Explore the concept of first aid with relevance to drug and alcohol related incidents and scenarios.

At Key Stage 5 we aim to:

- Arrange assemblies with outside speakers covering these specific topics.

In Science lessons students are taught the following:

(NB Key Stage 3 is year 7 and 8, Key stage 4 is years 9, 10 and 11, Key Stage 5 covers Chemistry, Biology and Health and Social Care).

At Key Stage 3:

- Understanding how the misuse of solvents, tobacco and other drugs affects physical health, both long and short term.
- How smoking affects lung structure and gas exchange, including the breakdown of alveoli.
- The difference between depressant and stimulant drugs
- The dangers of mixing certain drugs
- The actions of painkillers and when to take painkillers and antibiotics.
- The action of alcohol within the nervous system
- Antibiotic resistant bacteria

At Key Stage 4:

- The effects of solvents, tobacco, alcohol and other drugs on body functions.
- The development of legal drugs and ethical dilemmas involved in clinical trials.
- How smoking affects the lung structure and gas exchange and link to oxygen carrying capacity of the blood.
- Different types of drugs and their effects on organ systems ie. Stimulants/ depressants and the nervous system and blood pressure.
- How painkillers and analgesics affect synapses
- The effects of alcohol and how this affects the braking distance when driving, conversely the effect of coffee on reaction time.
- The use and misuse of antibiotics to treat diseases and the effect of these on drug resistant bacteria.
- Use of painkillers and prescriptions to treat symptoms
- Drug development and testing
- IVF and hormone treatments and the impacts/ ethics of these.
- Insulin and Diabetes.

At Key Stage 5:

- The effects of stimulants and depressants on the nervous system,
- The effects of drugs on society,
- Looking at the chemical structure of aspirin with practical experiments to help

Defining a drug - Defining a drug-related incident related incident

Drug-related incidents include any or all of the following:

- drugs or drugs paraphernalia found on school premises;
- students in possession of illegal or unauthorised drugs;
- students supplying unauthorised or illegal drugs;
- students under the influence of drugs, or exhibiting signs of intoxication or illness;
- disclosure of drug use;

- information which suggest student(s) are involved in substance misuse;
- illegitimate sale/supply of drugs in the school vicinity.

Dealing with a drug related incident

If there are any suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs (possession, supply or imbibing):

- i. Utmost priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If in doubt, medical assistance will be sought immediately.
- ii. The Headteacher will be informed of the situation immediately.
- iii. Dialogue with the student(s) will be undertaken by the Headteacher soon as possible in order to determine the facts. The emphasis will be on listening to what people have to say and asking open rather than closed or leading questions. Consideration will be given to separating any students involved in the incident and ensuring that a second adult witness is present.
- iv. The Headteacher will inform, consult and involve others as necessary. Careful attention will be given to respecting the confidentiality of those involved.
- v. Where they have reasonable grounds for suspecting that a student(s) may have an illegal or unauthorised drug, they will be escorted to a senior member of staff who will make every effort to encourage the individual to hand the item(s) over voluntarily, in the presence of a second member of staff. Where possible the gender of the member of staff carrying out a search will correspond to the gender of the student. Where the individual refuses, the Headteacher, or member of staff authorised by them, may exercise their statutory power to search the student(s) or their possessions, without consent. Education and Inspections Act 2006 (s93).
- vi. Staff may search school property, for example, students' lockers, if they believe drugs to be stored there. Prior consent will always be sought. Individuals will be made aware that if consent is refused the school may wish to proceed with a search.
- vii. After any search involving students, parents/carers will normally be contacted by the school, regardless of whether the result of the search was positive or negative.
- viii. Any substance suspected of being a drug will be confiscated. In taking temporary possession of a suspected substance, a second adult witness will be present, the sample will be sealed in a plastic bag with details of the date, time and witness present and then locked in the school safe. If the substance is suspected to be an illegal drug, the police will be notified immediately, in order that they may collect it for identification and then store or dispose of it. In the majority of cases, parents will be notified immediately unless this is not in the best interests of the student.

- ix. A detailed record of the incident will be made by the Headteacher. A copy of the record will be kept by the Headteacher.
- x. The school will maintain vigilance about drug-related incidents in the local community through contact with police and other relevant agencies.

Responses to drug related incidents

The school will consider each incident individually and will employ a range of responses to deal with each incident. Any response will balance the needs of the individual with those of the wider community and will aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

- i. While there is no legal obligation to inform the police, if an offence against the Misuse of Drugs Act is suspected or substantiated, it will be appropriate to consider contacting the police. If so, the Headteacher, or member of staff authorised by them, will make the call.
- ii. If necessary, an urgent meeting will take place on the same day as the incident, or as soon as possible (between the Headteacher and appropriate member of SLT) in order to decide whether others outside the school should be informed. These may include parents/carers, Childrens' Social Care and police.
- iii. Responses to / sanctions against students who commit drug offences will be decided following dialogue between the Headteacher, and appropriate member(s) of staff. Possible responses include:
 - targeted intervention
 - referral to Switch or Childrens Social Care
 - counselling
 - re-tracking day
 - meeting with the schools Police Liaison Officer
 - fixed-term exclusion
 - pastoral support plan
 - a managed move
 - permanent exclusion

Responses and sanctions will take into account:

- the seriousness of the incident
 - the short and long term welfare of the student(s) concerned
 - the short and long term welfare of other students
 - guidance in DfE and ACPO drug advice for schools (DfE-00001-2012)
 - consistency with published school rules, codes and expectations
 - consistency with disciplinary action for other drug related incidents
 - consistency with disciplinary action for other misdemeanours.
- iv. The Headteacher will take responsibility for liaison with the media if required.

Early Intervention

The school has a key role in identifying students at risk of drug misuse. The process of identifying needs should aim to distinguish between students who require general information, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

The school will also be alert to behaviour which might indicate that the child is experiencing difficult home circumstances. Where problems are observed or suspected or if a child chooses to disclose that there are difficulties at home, safeguarding procedures will be followed. This may include involving sources of support for the child such as Childrens Social Care, Switch and, where appropriate, support for the family.

Drug testing and searches

Where there is concern about a student regarding the misuse of drugs, it is possible, with the consent of the relevant student and parents, for drug testing to take place. If a member of staff has just cause to believe that a student may be in possession of any of the aforementioned illicit substances, they should speak to the Headteacher immediately. The Headteacher, or somebody that they have authorised, have the right to conduct a bag search and request the student empties their pockets and removes their shoes. Parents will be informed at the earliest opportunity. If a student refuses to comply, the school reserves the right to contact the police immediately.

Drug use out of school

When drug use out of school is reported to the school we will contact the student's parent/carer, offer support through Switch, Social Care, or the Police and ensure the student receives ongoing support and monitoring.

Prescription and over the counter medicines

Please see the schools 'Supporting students with medical needs' policy.

Lettings

Alcohol may only be sold in accordance with the provisions of the appropriate license. When a license is granted it is on the understanding that alcohol will not be sold to a minor. Permission for alcohol to be brought on site can only be granted to adult groups when the school receives sufficient advance notice to check that all other user groups do not object. Total adherence to the school's non-smoking policy is a condition of hiring any part of the school's premises at all times.

Annex - Useful organisations

www.cranstoun.org/service/switch-bucks/

Switch is an alcohol and drug service working with young people across Buckinghamshire. Switch offers support and information, and helps young people to develop life skills to make healthy choices around their alcohol and drug use - choices which are important to them. Switch also provides support and information for the families and carers of young people who are struggling with substance misuse.

www.addaction.org.uk

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.

www.adfam.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. www.alcoholconcern.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

www.ash.org.uk

ASH (Action on Smoking and Health). A campaigning public health charity aiming to reduce the health problems caused by tobacco.

www.childrenslegalcentre.com

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.

www.drinkaware.co.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: 0300 123 1110

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

www.drugwise.org.uk

Drugwise 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.

www.talktofrank.com

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. www.mentoruk.org.uk Mentor UK is a nongovernment 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.

www.re-solv.org

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

<http://familylives.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

www.mentoruk.org.uk

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:

Review

This policy will be reviewed in four years (earlier if any legislative change).

March 2019