



Saint Pius X Catholic High School

DRUGS POLICY AND PROCEDURES

SEPTEMBER 2011

Our Mission Statement:

"Saint Pius X Catholic High School is a Catholic School in which the Gospel message of the Kingdom of God is revealed through our work and through our relationships with our brothers and sisters in Christ"

This is encompassed in the statement: 'Love one another as I have loved you' *John 13*

The policy will be reviewed annually where minor updates will take place e.g. curriculum changes as a result of pupil needs analysis and reviews; help and advice contact detail changes.

Major reviews will take place biannually unless circumstances dictate otherwise e.g. new DfE guidance is brought out to reflect good practice.

This policy has been developed with input from various stakeholders. Students have been consulted in PSHCE lessons and through the school council. The Healthy Schools Team was also consulted.

In the school newsletter parents/carers, students and staff will be made aware of the availability of the drug policy. Personal copies, if required, will be available from reception. A copy of the policy will be held and stored by chairperson of the school council, the Head teacher, the caretaker and the Governor with responsibility for drugs as well as a copy being available for all staff for reference alongside the other school policies. External agencies involved in consultation will be given the option of having their own copy. Their line manager will make new staff aware of the policy and its contents, as appropriate.

This policy links to other policies within school. They include:

- The Policy on supporting children with Medical Needs (Storage and accessing medicines protocol)
- Risk Assessment Guidance (Drug incidents and care of medicines on school trips)
- Health and Safety Policy (Purchase/storage of solvents, hazardous chemicals and medicines)
- Child Protection and Confidentiality Policy

- (Drug incidents)
- Pastoral Support Policy
(At risk students, targeted prevention/support and drug incidents)
- Social Inclusion policy

Local and national guidance

Guidance was received from Rotherham L.A. via the Healthy Schools Team. The following local and national documents were consulted:

- Drugs: Guidance for Schools; DfE February 2004
- Drugs: Guidance for Further Education Institutions; Drug Scope/Alcohol Concern.
- School Drug Policy Review Process; Blueprint 2004
- Alcohol: Support and Guidance for Schools; Drug Scope/Alcohol Concern. 2002
- Opportunities for Drug and Alcohol Education in the Schools Curriculum; Drug Scope/Alcohol Concern. 2002
- National Healthy Schools Standard Drug Education (including alcohol and tobacco) 2003, DfE and Department of Health
- Drug, alcohol and tobacco education, curriculum guidance for schools at key stages 1-4; QCA, March 2003

The school plays a crucial role in educating students about drugs: it aims to reduce harm from drugs and help students make informed and healthy decisions about drugs. This policy aims to bring about a whole school approach to drug issues. It will help staff to manage incidents with confidence, consistency and in the best interest of all those involved.

The purpose of this policy is therefore to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of students and others who use the school
- Clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the school in contributing to local and national strategies.

This policy applies to the whole school community – all staff, students, parents and external agencies working with the school. (Agreement may be made with some external agencies to allow them to work under their own confidentiality policy if deemed appropriate e.g. confidential drop-ins) The school boundaries include the actual school site, students' journeys to and from school sessions, and activities which take place organised via the school such as school visits/trips/residential, (including trips abroad and work experience).

Definitions and terminology:

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’ and ‘drug education’ within this document refer to all drugs including medicines (over the counter and prescription), volatile substances, ketamine, khat, alkyl nitrites, alcohol, tobacco and illegal drugs.

The possession, misuse or supply of these drugs within the school boundaries is unacceptable. However, in any incident involving drugs priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. (*see appendix 1*) The major concern for the school in managing drugs is the health and safety of the school community and meeting the pastoral needs of students.

Some students may require medicines that have been prescribed for their medical condition during the day; refer to the Policy on Supporting Children with Medical Needs for further guidance.

If alcohol is authorised at school (e.g. parent/carer/community events) the arrangement for storage or use will be discussed with the Headteacher.

Any solvents or hazardous chemicals legitimately used by school staff or students will be stored securely by appropriate staff responsible for their use and managed to prevent inappropriate access or use. Further detail is available in the Health and Safety Policy.

Staff with key responsibility for drugs:

The Headteacher will have responsibility for drug related incidents and all members of staff will refer incidents to her. In the Headteacher’s absence the Deputy Head should be informed.

The PSHCE Co-ordinator will have overall responsibility for the coordination of the Drug Education Programme in school but individual class teachers will liaise closely with her to ensure that the programme is up to date and meets the needs of the students and that careful monitoring and evaluation of the quality of teaching takes place.

Drug Education

Drug Education is a main component of drug prevention. Drug prevention aims to minimise the number of young people engaging in drug use; delay the onset of first use; reduce the harm caused by drugs; and enable those who have concerns about drugs to seek help.

The aim of Drug Education 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.

Drug Education is taught through PSHCE lessons and our scheme of work reflects the non-statutory frameworks for PSHCE at KS 3&4, the statutory citizenship programme of study at KS3&4.

This is the basis of what will be covered in each key stage:

- KS3 students learn about the effects and risks of drugs and the laws referring to drugs. They learn the skills to recognise and manage risk and to resist pressures. They develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.
- KS4 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.

Links are also made within PSHCE lessons to other common aspects of PSHCE, for example, resisting pressure in relationships education, personal safety, emotional health and wellbeing.

In order to ensure that the work remains credible and relevant to the students their existing knowledge, beliefs, experiences and understanding is established using discussion. This helps to develop aims and learning objectives and provide a baseline against which the programme can be evaluated.

PSHCE is taught for 1 hour a week as a discrete subject. The scheme of work has been coordinated to ensure that the themes run coherently throughout each year and that Drug Education is built upon year after year to develop knowledge, attitudes, skills and understanding appropriate for the age group. Resources, spaces, and external agencies have been timetabled to maximise their potential.

PSHCE teachers meet to discuss the programmes and review how the work has gone to inform what has worked well and suggest possible changes for improvement for next year.

Appropriate external agencies will be used who can add value (expertise we cannot ourselves offer) but these visitors will be carefully planned and integrated into the drug education programme; the teaching of drug education will be the responsibility of the teacher.

If a student is absent for substantial parts of the drug education programme, this will be addressed appropriately on their return to school. 'At risk' students may receive additional targeted drug education sessions when working within small group settings (Know the Score- Rotherham's Young Peoples Drug and Alcohol Service will liaise with staff to come in to school to work with at risk young people 01709 836047)

Methodology and resources

Teachers will build on what the students already know; teaching will be structured so students know what is to be learnt and how. A variety of teaching methods and strategies will be used in the teaching of drug education to cater for the range of attainment levels and learning styles of our Students and their diverse needs. Active participation will be encouraged. Due to the sensitive nature of the subject of drugs, ground rules will be developed with each class to foster mutual respect and a safe environment where Students feel safe to discuss their views; Students will be reminded of the schools confidentiality policy if personal disclosure should take place and where they can access help and advice confidentially.

Staff support and training

Their line manager will make all new staff aware of the Drug Policy and its contents. All school staff will have general drug awareness knowledge (an information leaflet given as a minimum e.g. 'Know the Score – drugs' or 'A parents Guide to drugs') and an understanding of this policy and their part in it.

This policy also helps to address staff need with regards their training and personal development to ensure good standards of delivery and up to date content of drug education. In order that drug education is taught effectively teachers need to have the appropriate confidence and knowledge and need to be able to employ appropriate teaching methods. Opportunity will be given to enable staff to access CPD opportunities in drug education; this could include team teaching, observation, coaching/mentoring, teaching networks, and training courses. CPD learning will be disseminated with other colleagues, in staff meetings as appropriate, in order to maximise the learning opportunity for all staff.

Assessment, monitoring, evaluation and reviewing

The compulsory Science drugs element will be formally assessed and recorded as part of the Science work.

For the other drug education work, assessments will be planned to take place throughout the drug education scheme of work – initial needs assessment; assessment throughout the work and final assessment at the end of the work to enable changes to be made to improve the experience for the next group of students. Assessment will identify knowledge and understanding gained and its relevance to the students, skills which have been developed and put in to practice, how feelings and attitudes have been influenced during the programme. This will be done by students reviewing and reflecting upon their progress and understanding how they can improve their learning. Students can also assess their learning in a summative way measuring what they know, understand or can do.

Methods will include:

- Pupil assessment- students reflecting on what they have learnt, setting their own targets and monitoring their own progress using check lists, displays, portfolios, before and after comparisons (e.g. draw and write technique comparison)
- Peer-group assessment- students reflecting on what they have learnt, providing feedback to each other and reflecting on their roles in the group, using oral feedback, graffiti sheets, video/audio tapes
- Teacher assessment- observing, listening, reviewing written work and students' contribution to drama, role play, discussions and through end of unit tests/tasks

The teaching of Drug Education will be monitored by:

- Looking at teachers' short, medium and long term planning
- Lesson observation and feedback.
- Looking at samples of students' work
- Teachers comments on the scheme of work/lesson plans and feedback about what has been covered
- Pupil feedback on what has been covered

Evaluation will take place to find out how effective the teaching activities and materials have been in achieving the aims of the programme and meeting the needs of the students. The views of teachers, students, teaching assistants, parents and participating external agencies will be sought. Feedback from monitoring and assessment of students' learning

and the achievement of the aims and learning outcomes will all contribute to the evaluation process.

Evaluation activities may include:

- Questionnaires at the end of a unit of work
- Specific feedback from students/teachers on specific aspects of the programme e.g. external speaker
- Comparison with the baseline of the students knowledge, understanding and skills at the start of the programme

The drug education provision will be reviewed regularly as standard agenda items at appropriate meetings.

Management of drugs at school

- Prescribed medicines /Non-prescribed medicines –
Out of date/unused medicines should be collected by parents/carers to be disposed of.
- Volatile substances –
The Headteacher should arrange for their safe disposal given their dangerous nature.
- Alcohol –
Parents/carers can be informed and given the opportunity to come and collect the alcohol, unless this would jeopardise the safety of the pupil
- Tobacco
Parents/carers will be informed and given the opportunity to come and collect the tobacco, unless this would jeopardise the safety of the pupil
- Paraphernalia:

Needles or syringes found on school premises will be placed in a sturdy, secure container (e.g. tin with lid) using sturdy gloves (dirty needles should not be disposed of in domestic waste). Students will be taught to tell a member of staff a.s.a.p. and not to touch. If paraphernalia is found on school site regularly the Headteacher will inform 'Know the Score' Rotherham Young Peoples Drug and Alcohol Project (01709 836047) so that they can try to organise some outreach workers to visit the site out of school hours to make contact with the users.

- Illegal drugs:

The law permits staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug. As soon as possible the Headteacher will be notified of any drug related incident so that they can lead the decision making process.

It is advised that:

1. A second adult witness be present throughout
2. The sample is sealed in a plastic bag with date, time, and witness names on it.
3. The sample is stored in a secure location which has limited access (e.g. the safe)
4. Guidance suggests that the police are informed but it is not statutory and you are not breaking the law if police are not informed - unless you want the pupil to be charged then it will probably not be worth the while of the police to come out. Have

informal discussions with a police contact of the school to work out what would normally be the most suitable course of action for the school and the local police. If the school decides to dispose of the drug themselves always have 2 adult witnesses as a minimum and add bleach/household chemical to the substance and flush it down the toilet

5. Details of the incident will be recorded
6. Parents are informed (unless to do so would jeopardise the safety of the pupil)
7. If formal action is to be taken by the police the pupil should be interviewed at the police station with their parent/guardian/adult present (e.g. duty social worker). Only in exceptional circumstances should arrest or interviews take place in school
8. If this occurs on a school trip attempts will be made to consult with the Headteacher. (Parental letters giving permission for students to go on trips could include a clause that if the pupil breaches the rules and is returned home the parents/carers should meet the cost of these arrangements)

Searches

Staff should not personally search students e.g. pockets, bag, and clothing. Instead they will try to persuade the pupil to hand over any drugs/paraphernalia in front of another adult witness. Permission should be sought to search lockers, desks etc but the search can go ahead if permission is not given; however personal property within the locker/desk (e.g. bag/pencil case) should not be searched. If permission is refused then parents/guardians can be asked to come in to school (to try to persuade) or if school wishes to proceed along formal lines the police can be called. After any search parents should be informed that it has taken place even if drugs are not found.

Sniffer dogs and drug testing will not generally be used as a method of detection by this school as it is not consistent with the ethos of the school and it is not an effective use of school resources.

Care will be taken to investigate drug incidents fully using open-ended questions in order to establish the nature of incidents and to use a range of responses as appropriate. A second adult witness will be present – the Headteacher should have been involved a.s.a.p. in the process.

Possible incidents could include:

- Paraphernalia on school site
- Inappropriate knowledge of drugs
- Possession
- Supply
- Under the influence
- Disclosure
- Information

To determine the seriousness of the incident the following could be investigated:

- One-off or long term?
- Legal or illegal drug?
- Quantity?
- Motivation?
- Careful or reckless?
- Home circumstances?
- Does the pupil know and understand policy and rules?
- Coerced or ringleader?

In response to the incident the school will try to balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. As drug problems rarely occur in isolation our response will try to take a holistic approach rather than focus solely on drugs.

Possible responses could be:

- Early intervention and targeted prevention
- Referral
- Counselling
- Behaviour support plans
- Inter-agency programmes
- Fixed period exclusion
- Pastoral support programmes
- A managed move
- Permanent exclusion

Responses should be justifiable in terms of:

- Seriousness of incident
- Needs of pupil and community
- Consistency with published school rules, codes and expectations
- Consistency with disciplinary action for breaches of other school rules (such as theft/violence/bullying)

Parents/carers under the influence of drugs on school premises

The Headteacher should be called a.s.a.p. Staff will try to maintain a calm atmosphere. The focus will be on the welfare of the pupil not the moderation of the parent/carers behaviour. If staff are concerned about releasing the child into the care of a parent/carer under the influence school might choose to discuss with parent/carer if alternative arrangements can be made (e.g. another parent/carer to accompany the child home) If this happens repeatedly the school may look at invoking child protection procedures; if the parent/carer becomes abusive/violent the school may wish to involve the police.

Police involvement

We will involve the police for either a serious single incident or in response to repeated offences.

We would expect the police to attend and advise.

The School police liaison officer is PC Craig White; he can be contacted on 07827258218

The needs of students including referral and external support

When teaching Drug Education the school will be sensitive towards:

Those members of the school community, who need regular medication in order to remain healthy.

Students who may have siblings, parents/carers or family members who use drugs e.g. cigarettes

We will endeavour to enable students to access support ensuring vulnerable students are identified and receive appropriate support through the curriculum, the pastoral system, or referral to other services e.g. school nurse, learning mentor, youth worker, KTS drop-ins and small group work/ individual work with at risk students, connexions, smoking cessation service.

Notice boards will continue to be available for students, staff and parents identifying where support and advice on drug issues can be found locally and nationally. Appropriate information will be included in newsletters and pupil materials (e.g. student planners)

Confidentiality

Teachers cannot and should not promise total confidentiality. Boundaries of the schools confidentiality policy will be made clear to students before the pupil has the chance to disclose information that they would rather not be passed on. If a pupil requests that a member of staff does not disclose some sensitive information the request should be honoured unless it is unavoidable in relation to:

- Child protection (students' safety is under threat or a life is in danger)
- Co-operating with a police investigation
- Referral to external services

If sensitive information needs to be passed on we will try to secure the students' permission or at least inform the pupil, if at all possible, before the information has to be shared with others and try to explain why it has to be shared.

The member of staff responsible for Child Protection is Mrs L Kelly. If members of staff are in any doubt regarding whether an issue needs to be passed on they will speak with the child protection officer.

Involvement of parents/carers

As research has shown that parents/carers have a crucial role in preventing problem drug use, we will involve parents in drug education by providing homework for students; this will give opportunity for an opening for the discussion of drugs to take place in the home; drugs will not then be a 'taboo' subject. We will offer parents the opportunity of attending an event where consultation can take place regarding the content of the drug policy and awareness of the content of drug education throughout the school. Drug education resources will be available for parents to look at and we will plan to raise their drug awareness in order to increase parents' knowledge about drugs. We will also provide information in newsletters and parents information board about access to information about drugs and local and national sources of help e.g. South Yorkshire Parents Drugs Helpline (01709 371222); the leaflet 'A parents Guide to Drugs and Alcohol' will be made available to all parents.

The role of the Governing Body

The Governing Body will play a key role in the development of the drug policy as part of their general responsibilities for the strategic direction of the school.

Major review undertaken May 2006

Reviewed September 2008

Reviewed September 2010

Reviewed September 2011

Date of next review: September 2012

APPENDIX 1

DEALING WITH DRUG RELATED INCIDENTS

(A) Medical Help Required

1. Student is in a state of ill-health.....is medical help required?

YES - follow normal school procedures, this may include first aider who may decide to contact the ambulance service.

2. Suspected drug use has resulted in ill-health.....is medical help required?

YES - follow above procedure. The main priority has to be the health and welfare of the student.

- Give the ambulance crew as much information as possible. Go with the student.
- Inform the Headteacher of the incident.
- *Parents/Guardians should be contacted by the Headteacher. They should be informed that their child had required medical attention as a result of suspected drug use.

NO - Move to section (B) or (C)

Q. *Do you know the nature of the substance used?

YES - Give this information to those providing medical attention.

NO - Try to find out the nature of the substance and pass information to those giving medical attention.

Q. Is the substance still available?

YES - Pass to those giving medical attention.

NO - See above.

*DO NOT ATTEMPT TO TEST THE SUBSTANCE

*If there are any doubts about the Child Protection issues the Headteacher is advised to contact Social Services First.

Q. Was the medical problem managed by the school?

YES - Any available substance should be given to the Headteacher

NO - Refer to previous page.

- In all cases an appointment date should be set for Parents/Guardians to come into school to see the Headteacher.
*If there are Child Protection issues this may include Social Services.

Suspect substance should now be with the Headteacher. The Headteacher should contact the Police Youth Service Officer or the Divisional Drug Team and ask for support and advice.

Q. Has the Student used a legal substance purchased from a known source?

YES - Headteacher should inform the police.

NO - It is possible to find out the source?

It is suspected that a student has used some type of substance but no firm evidence.

YES - The student must be monitored.
Headteacher must decide if
there is a need to contact Parents/Guardians.

(B) Students supplying Drugs to Others

1. Is the student taking the drug?

YES - Is medical help required?

YES - Refer to section (A).

NO - Monitor the Student.

2. Students must be asked to give the substance to a member of staff.

- Refer to section (C).

3. Headteacher will assess the need to contact outside agencies.

4. Headteacher should contact Parents/Guardians and ask them to come into school.

Student Found in Possession

1. Is medical help required?

YES - Refer to Section (A).

NO - Monitor the student

2. The student must be asked to give the substance to a member of staff.

- Student gives the substance to a member of staff.

YES - Substance must be given to the Headteacher.

NO - Student refuses to hand over the substance ► normal discipline procedures for the school should be followed.

- Suspected substances possible illegal.
 - The Headteacher should contact the police for support and advice.
- Legal substance purchased from know source.
 - The Headteacher should contact the police for support and advice
 - Headteacher should inform Parents/Guardians and ask them to come into school. The Headteacher will have to decide if there are Child Protection issues.