

# NEWLANDS GIRLS' SCHOOL

## POLICY DOCUMENT



# Drugs Education

<b>LAST UPDATED</b>	(by) School & Community	(date) Nov 2011
<b>LAST REVIEWED</b>	(by)	(date)

<b>POLICY TYPE</b>	Statutory / Voluntary
<b>REVIEW FREQUENCY</b>	Annually

<b>RESPONSIBLE</b>	
Management Team	
Governing Committee	

*At Newlands we create confident and responsible young women equipped with the skills they need for the twenty first century. We empower all students to realise their potential as part of a community committed to lifelong learning.*

## ***Newlands Girls' School Drugs Policy***

**UPDATED  
November 2011**

Policy approval date \_\_\_\_\_  
Policy review date (no more than two yearly) \_\_\_\_ November 2011 \_\_\_\_

### **Signed by**

\_\_\_\_\_ Chair of School and Community Governors

### **Definition of 'Drug'**

For the purpose of this policy, the word 'drug' refers to any mood altering substance: all legal drugs, including tobacco and alcohol, all illegal drugs, volatile substances/solvents and gases, anabolic steroids and alkyl nitrites (poppers). It also includes all over the counter and prescription medicines.

### **Location and Dissemination of the Policy**

The policy is available on request  
It has been disseminated to Governors, staff and other stakeholders

### **People Involved in Producing this Policy**

The following people are involved in the consultation process - pupils, parents, governors, teaching and non-teaching staff

### **External Guidance Used**

The following national and local guidance documents have been used to draw up this policy:

'Royal Borough of Windsor and Maidenhead: Drugs and Young People: Guidance for professionals working with young people' (2000) (blue A4 book))

The RBWM borough protocol for managing recording and reporting drug related incidents (2004)

DfES/2004 document 'Drugs: Guidance for Schools' (maroon A4 book)

### **Other Related School Policies**

This policy should be read and implemented in line with school policies on the following:

*Behaviour Policy*

*Health and Safety Policy*

*Child Protection Policy*

*Medicines Policy*

*Educational Visits Policy*

*PSHEE Policy*

### **Monitoring and Evaluation**

The Headteacher, the Lead Governor and the senior staff responsible will **monitor** the drugs education programme. Sources of evidence used in monitoring the policy include:

*Lesson observations*

*Discussion with co-ordinator*

*Sampling pupils' work*

*Feedback from pupils*

*Feedback from parents*

*Feedback from staff*

### *Annual review and discussion*

The policy will be updated and modified as required taking into account views of parents/pupils.

### **Staff Training**

The school aims to meet the training needs of all staff. New staff will be inducted on policies, including the drugs policy

### **Roles and Responsibilities**

- i) **Governing Body** – has a general responsibility for the management of the school. Its role is to ratify the policy and support the school, the headteacher, and the staff in its implementation as a whole school issue.
- ii) **Headteacher** – role is to support the staff in the implementation of policy and to be the ‘public face’ of the school with regard to drugs issues, eg with the media.
- iii) **Staff Responsible** – role/responsibilities are to
  - ❑ Manage, support, monitor, evaluate and review the school’s drug education programme
  - ❑ Ensure the drug education programme is adequately resourced
  - ❑ Keep up to date, informed, trained about local/national developments and relay these to relevant staff
  - ❑ Organise training for staff
  - ❑ Act as a contact for drug related issues for external agencies
  - ❑ Provide confidential support for staff involved with drug education and drug-related incidents
  - ❑ Ensure records of all drug-related incidents are kept and stored centrally
  - ❑ Liaise with feeder schools/partner schools to ensure continuity/progression/consistency with regard to the programme and responses to incidents
  - ❑ Keep the Headteacher informed of developments
- iv) **All staff** – all staff within school will implement the policy and will keep the senior leadership team informed about drug-related issues.
- v) **Parents** – the school is aware that parents have a primary role in the drugs education of their children. Parents are involved by
  - ❑ *Being informed of our policy,*
  - ❑ *Being informed of best practice with regard to drugs education so that they can support the key messages being given to pupils*
  - ❑ *Being able to view materials/resources used in the drugs education programme on request*
  - ❑ *Being able to ask questions and raise issues regarding our policy and practice.*

## **Drug Education at Newlands Girls' School**

### **Aims**

To equip pupils/students with the knowledge, understanding and skills that enable them to make the sort of choices that lead to a healthy lifestyle.

We aim to help pupils to become more confident and responsible as young people.

We aim to equip the pupils with the social skills that enable them to make informed moral and social decisions in relation to drugs in society.

**Objectives** of our Drug Education programme are:

- ❑ *To help pupils respect their own bodies and in doing so reduce the likelihood that they will become involved in drug abuse*
- ❑ *To emphasise personal safety, personal health and responsibility*
- ❑ *To develop self confidence and a high self esteem so that they can make sensible and informed decisions about their lives*
- ❑ *To provide opportunities for pupils to practise and develop skills needed to cope in a society where there are drugs (assertiveness, critical thinking skills, decision-making skills, maintaining healthy relationships)*
- ❑ *To recognise personal qualities in themselves and in others and develop the motivation to succeed*
- ❑ *To provide access to reliable up-to-date information about drugs including medicines and legal drugs*
- ❑ *To ensure pupils know about local specialist support services*
- ❑ *To provide pupils with the knowledge and information about illegal drugs and the harmful effects they can have on peoples' lives*
- ❑ *To let pupils know what to do if they come across drugs or are aware of other people misusing drugs*
- ❑ *To enable pupils to discuss moral questions relating to drug taking and so provide a safe environment for them to share thoughts and ideas and to explore attitudes to drug taking.*

### **Implementation**

We offer a continuous Drug Education programme both as part of the PSHEE and Citizenship programme and through other subjects. The delivery occurs in subjects such as Science, tutorial time, assemblies, presentations by visitors and workshops etc

The programme is based upon the DCSF guidance, the National Curriculum Science requirements and the PSHEE framework.

The following **principles** are applied to each unit/session of Drug Education:

- ❑ *At the start of the programme or sessions ground rules are made clear to the pupils*
- ❑ *An assessment of where the pupils are at (knowledge, interest, anxieties) takes place before a unit is taught*
- ❑ *A range of teaching methods is used all of which encourage active participation by the pupils. These include the use of group discussion, paired discussion, role-play, hot seating, fish bowl technique, circle time ...*
- ❑ *Information about drugs is up-to-date, accurate and unbiased.*
- ❑ *Opportunities for reflection/self assessment are built into the programme.*

## **Confidentiality Issues**

The issues of confidentiality, disclosure, and child protection may need to be addressed when the ground rules are made clear. The current advice from the DCSF is that teachers can 'offer no guarantee of confidentiality'. Staff should refer to the Leadership Team if concerned about issues raised.

## **Use of External Agencies/Visiting Speakers**

The following principles apply to the use of outside speakers/external agencies

- *Visitors and the pupils are briefed about their input.*
- *Pupils and staff review their contribution after a session.*
- *A member of staff is present for all visitors' presentations.*

**Evaluation** of the drugs education programme is carried out with pupils and staff, at appropriate points during the programme, and at the end of each year.

Pupils are asked for feedback on what they have learned, how useful they have found it and what they still need to know/understand/explore/develop.

## **Managing Drug-Related Incidents**

### **Defining an Incident**

Following staff in-service training/discussion we have defined a drug related incident as:

- *Drugs or associated paraphernalia found on the school premises*
- *A pupil found in possession of drugs or associated paraphernalia*
- *A pupil thought to be under the influence of drugs*
- *A pupil discloses that they (or a family member/friend) are misusing drugs*
- *A pupil is found to be supplying drugs on the school premises*
- *A parent/carer or staff member is thought to be under the influence of drugs on the school premises*
- *A staff member has information that the illegitimate sale/supply of drugs is taking place in the local area*

The main concerns in the management of all incidents are the preservation of the health and safety of all pupils as well as to ensure that learning is optimised.

The policy **applies** to:

- *All legal and illegal drugs and medicines*
- *All pupils, staff and visitors to the school*
- *The school premises, including at the school gates*
- *Educational visits, residential courses, work experience and extra-curricular activities*
- *At the times when the school is considered to be 'in loco parentis'*

### **The School Rules Regarding Drugs**

Pupils are made aware that all drugs and medicines must be managed by the School (see Medicines Policy) and that they must only be brought onto the school premises after gaining approval and with the appropriately signed form.

The possession, use or supply of any drug is regarded as a breach of the school rules. The exceptions to this are:

- The use of medicines by pupils with parental consent and knowledge by the school nurse (or equivalent)
- The appropriate use of medicines by staff
- The consumption of alcohol by staff and visitors during social occasions on the premises outside normal school hours.

Any information about illegal drugs or the illicit sale of legal drugs outside the scope of this policy as listed above will be passed onto the police. This includes the sale of tobacco, solvents or alcohol to under age people and information about the use, possession or supply of illegal drugs.

### **Procedure for Managing a Drug Related Incident**

If illegal drugs are found or suspected at school, or if a pupil is possibly under the influence of an unknown drug the procedure is as follows:

1. If medical help is needed, seek or provide it at once.
2. Confiscate any drug (ensuring that you have a witness), ask what it is, in case a doctor needs to know.
  - a) Give sample to ambulance crew/hospital if required or
  - b) Store substance, record carefully.
3. Inform Headteacher/Senior Staff.
4. Determine how serious the incident is.  
Is it an accident? A mistake? Deliberate?  
Does it involve possession? Taking a drug? Other pupils?
5. Assess the pupil's need in terms of education, support, sanctions.  
What can be learned from the incident?  
What support is needed and what is an appropriate sanction?
6. Consider the needs of any other pupils involved or implicated.
7. Inform the parents (**unless** child's safety is put at risk by doing so).
8. Consider informing other agencies eg police, LA.

### **Responses following assessment**

At Newlands Girls' School we have applied the behaviour policy to drug-related incidents and the following responses are likely to occur:

- *Early intervention*
- *Referral*
- *Counselling of individual*
- *Behaviour contract*
- *PSP*
- *Permanent exclusion*
- *Fixed-period exclusion*

### **Further Guidance**

#### **Searching a Pupil**

Staff can ask pupils to voluntarily empty their bags or locker. If they refuse then the police may be called.

Encourage the pupil to voluntarily hand over any drugs. If a personal search is needed and the drug suspected is illegal the police must be called.  
Staff may search lockers.

### **Confiscation and Storage of Drugs (or paraphernalia) Found**

Staff can take temporary possession of a substance suspected of being illegal for the purposes of protection.

Confiscated drugs will be placed securely in a designated area and disposed of with police advice.

### **Assessment of the substance**

- i) At the assessment stage a decision will be made whether the sample will be destroyed or handed to the police. If it is destroyed, a signed witnessed statement must be made to this effect.
- ii) If legal action is expected or if a sanction such as permanent exclusion is likely to be imposed, forensic testing by the police may be requested by the school
- iii) If the sample proves to be a legal/authorised drug it may be returned to the parents.

### **Police Involvement**

The school liaises closely with the local police. If an incident involving illegal drugs arises the school may contact the designated officer to discuss the case and seek advice without naming the pupil.

### **Intoxicated Parents/Carers on the School Premises**

Maintain a calm atmosphere

Focus on the child's welfare rather than the parent/carers behaviour

Stall for time, if appropriate, to allow other children to leave the premises

Discuss alternative arrangements for the child/parent to get home (eg if driving)

Threatening or very abusive behaviour should lead to the police being called.