

**Cumnor House School for Boys
and
Treetops Nursery**



Drug & Alcohol Policy

September 2016

KEY FACTS:

- ✦ **This policy sets out the school's own procedures when dealing with Drug & Alcohol related incidents.**
- ✦ **It ensures the school approaches educating pupils about drugs and alcohol within a framework of good practice. It links to other key policies.**
- ✦ **While promoting pupils' well-being, it sets out how to develop clear procedures for dealing with incidents and supporting pupils and parents.**
- ✦ **This school takes responsibility for developing its own policy, to reflect setting and community needs.**
- ✦ **Final versions are signed off in governance by the Assistant Director of Education.**
- ✦ **The Headmaster oversees incidents with the support of the SLT and staff members where appropriate.**

1 Introduction

- 1.1. The aim of this policy is to provide the school, including early years settings, with a framework to show how incidents are dealt with and how the school educates children in drug and alcohol awareness.
- 1.2. The aim of this drug and alcohol misuse policy is to acknowledge and clarify the school's role in drug prevention and education and ensure it is appropriate to meet pupils' needs. This school policy provides information about drug education as well as procedures to respond to any drug-related incident.
- 1.3. This policy is a model of good practice for developing procedures to manage any substance related incidents for pupils, teachers, support-staff and outside agencies or individuals.
- 1.4. The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. Teachers will be confident and skilled to teach drug education, where appropriate, and pupils needs to receive up to date, relevant and accurate information as well as support.
- 1.5. This policy should be read in conjunction with the PSHCEE/SMSC policies, medicines, health and safety, SEN and Disability as well as the school's statement of behaviour and sanctions.

2 Statutory Duties

- 2.1. The school has a statutory duty to promote pupils' wellbeing and hence has a clear role in preventing drug misuse as part of their pastoral care.
- 2.2. Although there is no statutory requirement to have a drug policy, it is the advice of the DfE, and a requirement for all Cognita schools, that the school should have one as a

clear procedure for managing any incidents. It is essential to protect staff, parent/carer(s) and children and young people.

- 2.3. Alcohol and tobacco education is non-statutory for independent schools in as far as it is included in National Curriculum Science; to which independent schools are not required to adhere. The school, however, includes such matters in its curriculum offer, with the teaching of this information in PSHCEE lessons as well as in the Science curriculum for specific year groups.
- 2.4. The Statutory Framework for the Early Years Foundation Stage (2014) requires the following (3.56): 'Providers must not allow smoking in or on the premises when children are present or about to be present.' While there is no specific requirement to hold a no-smoking policy per se, The school is required to continue to maintain as such. This includes offsite trips and visits. Furthermore, practitioners must not be under the influence of alcohol or other substances.
- 2.5. The ISI Handbook (2014) states as follows: '*..except in relation to the Early Years Foundation Stage requirements, it is not the duty of ISI inspectors to check on the national smoking ban from 1st July 2007 or to include it within health and safety requirements.*'

3 Developing a Drugs Policy

- 3.1. This school has taken responsibility for developing its own policy to ensure it reflects the school's setting and community needs. The policy draws upon and reflects good practice especially in dealing with drug related incidents.
- 3.2. The members of the senior leadership team and governors have personalised the content to reflect the school's position and agreed procedures.
- 3.3. This policy has been circulated to those members of staff who deal with drug education and/or those who have responsibility for managing any potential incidents for comment. The final version has been presented to the Assistant Director of Education for their approval and adoption as school policy.
 - 3.4. The policy is publicised on the school website and disseminated to the whole school community through the website. Pupils, parents/carers, those in a governance role for the school, and all staff have been made aware of, and have access to this policy.

4 A Policy Framework

- 4.1. This policy reflects the whole school ethos and the whole school approach to pupil health and wellbeing.
- 4.2. This policy applies to all visitors, staff, pupils, parents/carers, those in a governance role for the school and partner agencies working with you. It also applies to any contractors working on site and to anyone hiring the school premises or running a club on site.
- 4.3. This policy should be read in conjunction with the school's curriculum policies, behaviour, safeguarding, health and safety, medicines, confidentiality, first aid, pastoral support, school trips and visits (Learning Outside the Classroom) and the staff code of conduct.

4.4. The definition of the term 'drugs' includes reference to medicines, volatile substances, alcohol, tobacco, illegal drugs, other unauthorised substances and New Psychoactive Substances (NPS) often referred to as 'Legal Highs'. 'Drugs here are taken to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine and LSD.

4.5. The school's stance on drugs, health and the needs of pupils

- The school believes that it is inappropriate and unacceptable for young people to bring substances into school, have them on their person, consume them before, during and after school and on the way to or from school, including on school visits etc. Cognita Schools has a strict no smoking policy. ***'The school believes that the possession and/or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.'***
- Our first concern in managing drugs is meeting the health and pastoral needs of individual pupils in the context of the health and safety of the school community.
- Illegal drugs and substances and New Psychoactive Substances breaches the rules and will be dealt with (see behaviour policy).
- With regard to authorised drugs the school also deems this inappropriate and against school rules.

4.6. Staff with a key responsibility for drugs are the Headmaster and SLT.

4.7. Drug Education Policy

- The school has a planned drug education programme delivered by teachers who teach PSHCEE and Science and supported where appropriate by other agencies with an expertise in the field.
- The school actively cooperates with agencies such as the Local Authority, Police, health and drug agencies, including any named projects or voluntary & independent sector providers who are commissioned by the LA with partners to work with schools.
- The school is committed to providing staff with access to on-going advice, support and training as part of their own professional development.

4.8. Staff support and training

- Drug awareness training is available for those who request it. There are continuing professional development opportunities for teachers who teach drug education in the PSHCEE curriculum. There is also a commitment that all First Aiders are up to date on drug-related First Aid.

4.9. Management of an incident

- The school's policy on dealing with drug paraphernalia and suspected illegal and unauthorised drugs including storage, disposal and safety guidance for staff is at the discretion of the Headmaster and SLT, each incident is dealt with on an individual level and follows the guidance outlined in this policy.

- The Headmaster and SLT reserve the right to search and pupils' property if they believe that they are carrying drugs.
- Where parents/carers are under the influence of drugs on school premises the Headmaster/SLT will ask them to leave the premises and if there is a significant risk to a pupil in their care social services/police or other relevant external agencies will be notified.

4.10. Police involvement

- Police should be informed where there is a danger of a person or pupil at risk of harm, police will be consulted or actively involved in an incident when this occurs, and if police involvement is requested it is expected that support will be provided to the school in this situation.

The needs of pupils

- The school will assess the needs of pupils and pupils will be made aware of the support available to them including support in school and the family support process.

4.11. Information sharing

- Safeguarding procedures to be followed if a pupil's safety is considered under threat, including incidences of parental drug or alcohol misuse, are the procedures which are outlined in the Safeguarding Policy.
- The school's approach to sharing information includes the agreement of the pupils, where appropriate, and where necessary, parent/carers will be secured whilst ensuring that pupils' rights and needs are protected and safeguarding procedures adhered to.

4.12. Involvement of parent/carer(s)

- Parents and carers will always be notified immediately about incidents involving illegal and other unauthorised drugs.

4.13. Staff conduct and drug use

- Staff are not permitted to drink, smoke and use other drugs in line with the Cognita HR policy. The staff code of conduct policy outlines this.

4.14. The role of the Head teacher

- The Head teacher takes overall responsibility for the policy and its implementation, for liaison with the Assistant Director of Education and any governance meetings, parent/carer(s), and appropriate outside agencies and bodies such as the LA. The Headmaster will ensure that all staff dealing with substance issues are adequately trained and supported. Cognita schools cannot knowingly allow premises to be used for the production or supply of any controlled drug (eg; the preparation of, or smoking of cannabis). Where it is suspected that substances are sold on the

premises, details of those involved, as well as much information as possible, will be automatically passed to the police.

4.15. The role of the Assistant Director of Education

- Those in a governance role are responsible for supporting the Headmaster **for the development and oversight of the drug education programme, and any contribution to any case conferences called, or formal reviews against the application of the school's exclusion procedure.**
- The Assistant Director of Education is well informed on drug issues as they affect the school.

5 Implementation of the Policy

- 5.1. This school adopts the procedures set out in DfE and ACPO Drug Advice for Schools (DFE-00001-2012) when dealing with incidents involving substance misuse or supply on the premises/during the school day or during school trips and visits etc.
- 5.2. The school ensures that all staff, parents/carers and pupils are reminded of these procedures on an annual basis.
- 5.3. Situations requiring first aid will be dealt with immediately as per the school's agreed policies and procedures. Information about emergency help for people who have had a bad reaction to drugs can be found at <http://www.talktofrank.com/emergency-help>.
- 5.4. In cases of substance misuse or supply on the premises during the school day or during school visits, the case will be discussed with the young person and a written record taken (see Appendix A). Parents/carers will be informed by the Headmaster as soon as possible. The support of outside agencies will be sought if appropriate.
- 5.5. While there is no legal obligation to inform the police, they may be involved at the discretion of the Headmaster in consultation with the Assistant Director of Education and staff who know the young person well. The school will consider each incident individually and will employ a range of responses to deal with individual incidents. The Assistant Director of Education will be involved in all drug-related incidents as they are concerning other matters relating to the school.
- 5.6. The school has an agreed sanctions procedure that recognises different types of incidents (including any repeat incidents) whereby all drug related incidents are dealt with by the Headmaster this is applied consistently in all cases.
- 5.7. The Headmaster should take responsibility for any liaison with the media following the requirements of the Cognita Communications Officer.
- 5.8. If there is a significant seizure of a suspected illegal substance schools should:
 - Inform the police at an early stage; and
 - Take steps to minimise handling the substance to aid future forensic investigation.

6 Specific Procedures

- 6.1. Schools are an important source of support for pupils experiencing problems with drugs and must ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young

person with the duty to safeguard and promote the welfare of the young person and others.

- 6.2. **Local Safeguarding Children Board (LSCB) policies and procedures must be followed.**
- 6.3. **Staff cannot and should not promise total confidentiality.** There are important reasons why personal and sensitive information needs to be shared in relation to Child Protection (e.g when working with the police, referral to external agencies etc). The Data Protection Act and Crime and Disorder Act all allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent. **If a decision is taken to share confidential information, a written record of any concerns including the reasons for breaching a pupil's confidentiality should be made.**
- 6.4. The following questions should also be considered:
 - How serious is the situation?
 - What immediate and significant risk does the young person face?
 - What implications (both positive and negative) could keeping a confidence have?
 - Could significant harm result from keeping the young person's disclosure confidential?
 - Young people must, whenever possible, be made aware of the limitations of confidentiality before they disclose a confidence. If a confidence needs to be broken, the school should explain to the young person (and parents/carers as appropriate);
 - why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected and information;
 - why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected and information
- 6.5. Parental substance misuse has the potential to impact negatively on outcomes for children and young people. Hidden Harm: Responding to the Needs of Children of Problem Drug Users (ACMD: 2003) estimated that 2-3 per cent of children are affected by problematic parental substance use. This estimate only covers parents with serious dependencies on heroin and crack cocaine, and does not account for children affected by alcohol or other drug use in the household.
- 6.6. **Substance use in itself is not a reason for considering a child to be suffering or at risk of suffering significant harm although it may be a contributing factor.**
- 6.7. The school does not have a designated drug and alcohol officer, the Headmaster **will liaise with the police to agree a shared approach to dealing with any drug-related incidents.**
- 6.8. Legal drugs - the police will not normally need to be involved in incidents involving legal drugs, but the school will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the area.
- 6.9. Controlled drugs (including New Psychoactive Substances) - in taking temporary possession of suspected controlled drugs, the school adopts the following procedures and ensure these are outlined in their school policy:
 - **Ensure that a second adult witness is present throughout.**

- Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present.
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff. Do NOT dispose of the substance since disposal can now only be done by the constabulary.
- Notify the police without delay who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the drugs were taken but the police advise that this is disclosed. The school should determine their position on this in advance to ensure consistency of approach.
- Record full details of the incident, including the police incident reference number if they are involved.
- Inform parents/carers, unless this is not in the best interests of the pupil.
- Identify any safeguarding concerns and respond appropriately.
- If there is a significant seizure of a suspected illegal substance, schools should inform the police at an early stage; and take steps to minimise handling to aid future forensic investigations

6.10. Searching, Screening and Confiscations

- (DfE: 2014) states that ‘school staff can search a pupil for any item if the pupil agrees’ noting that the ability to give consent may be influenced by the child’s age or other factors. **The Headmaster and SLT have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items include alcohol and illegal drugs. The law says that the person conducting the search may not require the pupil to remove any clothing other than outer clothing.** The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises.

6.11. Children and young people often find visitors to school a useful and informative part of their learning, but equally research suggests that for visits to be successful there should be a shared understanding about the nature and content of the session/s. Government guidance is that schools should exercise caution with the use of visitors as there is some evidence that particular messages can have a detrimental impact on young people’s intentions to resist using drugs including alcohol. Particular caution should be used when visitors have had firsthand experience of problematic drug use.

6.12. The school will ensure that visitors are appropriately qualified and trained to deliver work with children and young people in a school setting. The school is also aware of good practice that recommends the avoidance of shocking images and inappropriate descriptions of drug use and have a clear understanding of the aims and objectives of the session and have seen, and understood the school’s drug education policy. Visitors will be briefed on any particular sensitivities that there may be in the student group – these may include identified drug issues by particular students or their families – as well as any broader needs within the group. Teachers will negotiate the content of the session which is linked to the broader drug education and PSHCEE delivered by the

school and relevant to the identified needs of the pupils. Visitors will also be made aware by the teacher that they are aware of the school's protocols for dealing with any disclosures or distress shown by pupils during the session.

- 6.13. Teachers will be present at all times when such a visitor is in the class, and be ready to be an active participant in these sessions. They will ensure that they reflect on the learning from particular sessions with pupils and visitors, assessing the learning, and building skills to support and enable pupils to make healthy choices and to avoid risk-taking behaviour. Teachers will follow-up any unresolved issues or concerns and extend the learning begun by the visitor.

7 National Support & Advice from Organisations

- Drinkline: a free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 08009178282.
- 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: telephone 0800 800 222.
- FRANK: national drugs awareness campaign to raise awareness among young people, their parents/carers www.talktofrank.com. Schools can receive free resources, updates, newsletters etc.
- Smokefree: NHS Smoking Helpline www.nhs.uk/smokefree.
- For advice on First Aid/What to do in an emergency, FRANK: Advice on what to do to help someone who's having a bad reaction to drugs www.talktofrank.com/emergency-help.
- Resuscitation Council (UK): Guidelines for resuscitation procedures www.resus.org.uk/pages/GL2010.pdf.

8 Related Policies, Guidelines, Templates and Forms

- Special Educational Needs
- Safeguarding: Child Protection Procedures
- Safeguarding: Dealing with Allegations of Abuse against Teachers & Other Staff
- Compliments & Complaints Procedure
- Learning outside the Classroom: Educational Visits
- Accidents & Incidents Recording & Reporting
- Health & Safety
- Equality & Diversity
- Data Protection
- PHSE Policy
- School Exclusion Procedures
- Supervision
- Social, Moral, Spiritual & Cultural Development
- Staff code of conduct
- School disciplinary procedures
- Anti-bullying

- Use of reasonable force

Appendix A : Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. *If in any doubt, call medical help.*

Always:

- assess the situation
- if a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick(sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When medical help arrives

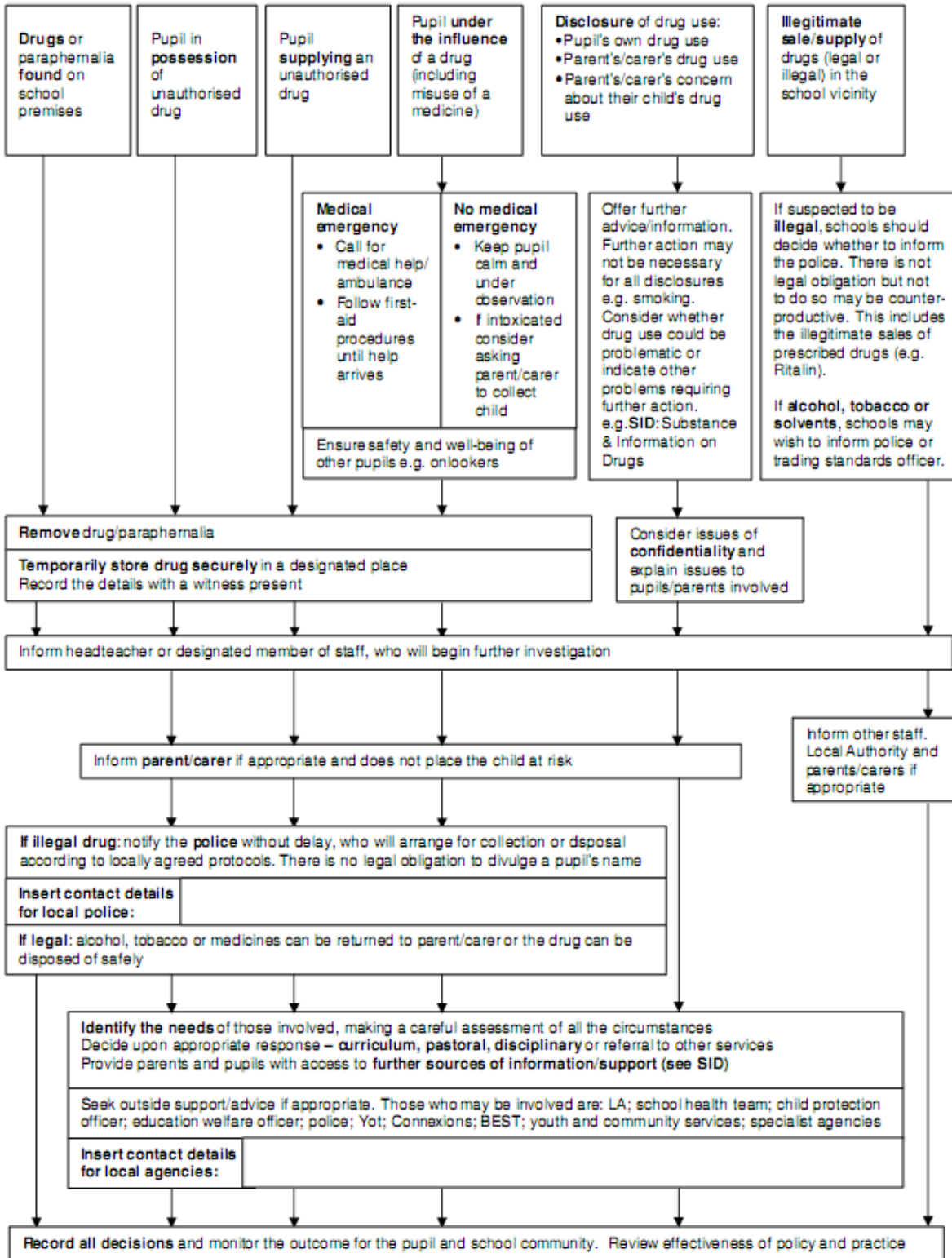
- pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools*.

"Drugs" refers to all drugs including medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs

APPENDIX B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the pupil involved
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

- | | | | |
|--|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON school premises | <input type="checkbox"/> | Pupil disclosure of drug use | <input type="checkbox"/> |
| Emergency/intoxication | <input type="checkbox"/> | Disclosure of parent/carer drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug | <input type="checkbox"/> | Parent/care expresses concern | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | Incident occurring OFF school premises | <input type="checkbox"/> |

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

Ambulance/Doctor called? YES NO
(Delete as necessary)

First Aid given by:

Called by: Time:

Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)	Drug found/removed? YES / NO Where found/seized: Name and signature of witness: Disposal arranged with (police/parents/other): At time: If police, incident reference number:
Senior staff involved:	

Name of parent/carer informed * :	(* for school records only)
Informed by:	At time:

Brief description of incident (including any physical symptoms):
--

Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)
--