

School Policy on Managing Drug Related Incidents

Name of school: The Grange School

Date of Policy: 17th June 2010

**Member(s) of staff
Responsible:** Miss K Samson

Review Date: June 2012

Context

All drugs have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far reaching consequences not only for themselves, but their families, their communities and society in general. For children and young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential. All children and young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Schools play a central role in helping them make such decisions by providing education about the risk and effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support.

DfES Drug Guidance for Schools, Reference 0092/2004

The benefits of a drug related incidents policy for this school

- Less experience of incidents makes the introduction of a policy more desirable, giving staff the opportunity to explore their duties and responsibilities in relation to dealing with drug related incidents of different types and in different circumstances, and a clear basis for responding consistently and fairly in unfamiliar circumstances.
- Pupils will benefit from being involved in the development of the policy, and seeing demonstrated in the school's actions the value of a consistent approach to rules and regulations.
- The UK Anti-Drugs Co-ordinator expects all schools to have policies in place by 2000, as part of the 10 year strategy "Tackling drugs to build a better Britain".

- It is worrying that many schools, have still to get to grips with this issue and understand how drug abuse is spreading in our society.
- Some schools are, in the absence of a clearly defined policy, still moving too quickly to exclude pupils more or less automatically, and are failing to address the needs of those involved. Others may have overly simplistic policies which do not take full account of the complexities of the situation or the effects on pupils.
- By working closely with interested groups and relevant outside agencies, schools should be able to develop a clear strategy for dealing with incidents.

(Protecting Young People: Good practice in drug education in schools, DfEE 1998)

The Grange School condones neither the misuse of drugs and alcohol by members of the school, nor the illegal supply of these substances.

The school is a smoke free site.

The school is committed to the health and safety of its staff and pupils, and will take action to safeguard their well-being.

The school recognises its shared responsibility with parents, seeks to work closely with them and welcomes their co-operation and support in the stand against substance misuse. **In an emergency the school will follow its already established procedures.**

The school recognises that the majority of drug-related incidents in schools are concerned with alcohol and tobacco, and that incidents involving illegal drugs can range from minor or peripheral involvement or possession to serious cases of supplying drugs. We acknowledge that there are a number of young people who use and misuse substances. It is important to recognise that larger numbers are choosing not to use or misuse substances. We will continue to assess each situation carefully, anticipate the consequences of any action and support pupils with differing needs.

The school will take into account the LEA guidance 'Drugs & Schools' when deciding on the most appropriate strategies to support pupils, work with parents/carers and with other agencies. 'Drugs & Schools' is in line with national *DfES Drug Guidance for Schools, Reference 0092/2004* guidance, and was developed by Shropshire and Telford & Wrekin headteachers and principals and Local Education Authorities, West Mercia Constabulary, the Community Substance Misuse Teams, and in consultation with the interagency Shropshire Drug Action Team.

This policy complements other school policies. These include policies on:

- Medications
- Smoking
- Behaviour/discipline and anti-bullying
- PSHE and citizenship
- Equal opportunities
- Child Protection
- Health and Safety
- Educational Visits
- Drug Education

Key points

1. This policy applies to the following:

- the school premises
- supervised school visits
- residential school trips in Britain and abroad, where drug laws may differ

2. The head teacher has overall responsibility for the policy, its implementation, for liaison with the Governing Body, parents, LEA, and appropriate outside agencies. The headteacher will ensure that staff dealing with substance issues are adequately supported and trained.

The Headteacher has responsibility for handling the daily implementation of this policy.

The headteacher will have received training and will keep the contents of the LEA 'Drugs & Schools' guidance updated, 2005, and make this available to staff.

3. The staff

- All staff, including the site manager, supply teachers and visiting professionals who support smoking and/or drug education (**e.g. police officer, school nurse**) and those supporting school visits, are informed about this policy: how to report their concerns, suspicions and how to receive, record and report disclosures, how to handle substances and drug paraphernalia safely and legally:

(tick or delete as appropriate)

- ◆ during their first induction to the school
 - ◆ through a copy of this policy
 - ◆ through the staff handbook
 - ◆ through the induction/supply teachers' booklet
 - ◆ through the school's PSHE/drug education policy
- All staff need to be alert to signs which may indicate that a pupil is involved in substance misuse. Some of the main signs for individuals and groups are listed in 'Drugs & Schools' Section 6: Drug Information. Staff should report concerns or suspicions that day to the headteacher. If in doubt they should talk with the headteacher.
 - 'Drugs & Schools' is available for reference in the staffroom.

4. In an emergency, follow its already established procedures.

- Report to the headteacher whose prime consideration is to act in the best interests of the pupil. The behaviour of pupils as a result of substance misuse is varied, the situation needs to be assessed carefully. The school will seek to balance the interests of the pupil(s) involved, the other school members and the local community.
- Action which best supports the pupil will be taken in line with 'Drugs & Schools' Section 2: Managing incidents.
- The situation will be assessed and parents informed as appropriate. Where a pupil is considered to be at risk, the school will comply with the Shropshire Area Child Protection Committee's Procedures.
- Appropriate support will be provided. This might include agreeing a pastoral support programme, providing access to counselling, taking disciplinary action from a range of sanctions in line with the **behaviour** policy and with DfEE Circular 10/99 Social Inclusion: Pupil Support (p. 33 para 6.9).
- Any substances or drug paraphernalia such as discarded syringes will be handled and disposed of safely and with due regard to the Law.
(See Drugs & Schools,).
- Pupils are taught what to do in such circumstances during PSHE/drug education/science (*i.e. they must not touch needles/syringes or broken bottles they find, but should inform a member of staff*)

- The headteacher will usually inform the police when illegal drugs are found on a pupil or on premises although there is no legal obligation to do this, and, with advice from the Council, will handle any media involvement.
- Parents/carers presenting with problems will be dealt with sensitively, with due regard to the pupils', the staff and the parents'/carers' safety. "The use of drugs or other substances by parents or carers does not in itself indicate child neglect or abuse, and there is no assumption that pupils living in such circumstances will automatically be covered under the child protection procedures." (*Shropshire ACPC procedures, June 1996*)

Immediate response to the pupil

- When talking with any pupil(s) about a drug related incident, the member of staff needs to be aware that the purpose of this is to confirm or refute suspicions or allegations sufficient to decide on further action, not to carry out a 'police' investigation. (*Drugs & Schools: Section 2*)
- **Don't promise confidentiality.** It is important that staff don't make promises they cannot keep. If disclosure to the headteacher or parent is considered necessary, staff will work with a pupil as appropriate, to help the pupil see the value of this and to agree to it.

Recording information

- Drug related incidents are recorded by the Headteacher ***on the incident forms photocopied from 'Drugs & Schools', Section 2.*** The school is required, for monitoring purposes, to inform Governors and the LEA of any drug related exclusions. **The school uses the 'Drugs & Schools' collating form to monitor and evaluate the effectiveness of its policy and practice. This is reviewed by the whole school community**
- If a pupil is considered to be at risk, it is important to pass the original notes to the designated teacher for child protection.

5. Training

The training undertaken by staff is usually prior to delivery in PSHE and by outside agencies as and when appropriate.

6. Curriculum

Drug education is taught in Key stages 3 and 4 as part of PSHE/Science. The programmes are planned and taught in line with the National Curriculum 2000 Framework for Secondary Schools. (See separate PSHE / science / drug education policy)

7. Staff policy

Staff should be clear about any controls on their own substance use (e.g. of alcohol, tobacco and medicines, illegal drugs) when on and off duty in school, and on school visits and trips.

The school makes clear the standards of behaviour expected of pupils related to other issues through the behaviour policy and home school agreement

8. Alcohol, Tobacco and Solvents

- Pupils are not permitted to bring to school smoking materials, including matches and lighters, or alcohol or solvents. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated and parents informed. ('Drugs & Schools' Section 5)
- No licence is needed by the school to offer alcohol at school events or to store alcohol on the premises. If alcohol is to be sold on the premises, an occasional licence or special permission will be obtained in accordance with the law. ('Drugs & Schools' Section 5)

9. Policy Development

In development of this policy the following people have been consulted or involved:

Mansel Davies/Larry Thompson RAISE Advisers
Governors
School staff
Headteacher

10. Medicine

No student should bring to school and keep any prescribed or non-prescribed medicine unless this has been agreed with a parent/guardian/carer and a letter giving permission to take the medication is supplied. Students who need to take a daily dose of Ritalin during school time should agree an acceptable behaviour

procedure with the Manager of the Personalised Learning Centre (PLC), so that the medication can be administered safely and appropriately.

Signed.....I Walshaw..... on behalf of the Governing Body

Date.....17.6.10.....

Signed.....J M Thomas..... on behalf of the School

Date.....18.6.10.....