

## **Part 1**

Name of policy	<b>P8 Drugs and Alcohol policy</b>
Status of policy	This is a statutory policy
Consultation	This policy has been adopted following consultation with the Senior Leadership Team, staff, parents, Pastoral Governors and DfE guidelines.
Relationship with other policies	This policy should be read in conjunction with <b>B3 Managing Medicines Policy</b> <b>C1 Curriculum Policy</b> <b>P4 Safeguarding and Child Protection Policy</b> <b>P6 Student Behaviour Policy</b>
Date policy was agreed	12 <sup>th</sup> June 2017
Date for full implementation	Immediate
Date for review	Every three years

## Part 2

### Policy

1. The Governing Body believes that the overall aim of drug and alcohol education in the school is to equip students with the necessary knowledge, skills and attitudes to enable them to be in a position to make informed, healthy choices and decisions and to prevent or reduce the harmful consequences of drug and alcohol misuse.
2. The Headteacher will ensure students are provided with accurate information about drugs and alcohol and the laws relating to them:
  - to increase understanding about the implications and possible consequences of use and misuse of drugs and alcohol
  - to provide opportunities to examine attitudes and values with regard to drug and alcohol use
  - to promote the development of personal and social skills relating to healthy behaviour and the opportunity to practise them
  - to enable young people to identify sources of appropriate personal support
3. The Headteacher will ensure drug and alcohol education will be delivered within a broader framework/programme of Personal Social Health & Economic Education (PSHEE) where wider issues of promoting health, positive behaviour and social responsibility can be addressed and where drug and alcohol misuse prevention is one component.
4. The Governing Body takes the following position regarding legally available substances on the school site:
  - Tobacco and other tobacco substitutes  
Smoking is unhealthy, anti-social and dangerous. The school operates a non smoking policy at all times throughout the school's buildings and grounds. (Please refer to the school smoking policy in Annex 1)
  - Alcohol  
The possession and use of alcohol on school premises is prohibited for all students. Any student considered to be under the influence of alcohol will be dealt with as set out in the procedures in Part 3 of this policy and appropriate sanctions will be put into place. (Please refer to the school alcohol policy in Annex 2)
  - Medication: over the counter and prescribed drugs  
Please refer to the school policy B3 Managing of Medicines
  - Misuse  
The misuse of any legally available substance (eg solvents) which results or may result in intoxication is prohibited for all students. Students found to have misused any such substance or considered to be intoxicated due to misuse of

any such substance will be dealt with as set out in the procedures in Part 3 of this policy and appropriate sanctions will be put in place.

5. The Governing Body takes the following position regarding illegal drugs. The possession or use of illegal drugs or substances on the school site is absolutely forbidden. **Any student found in possession or under the influence of illegal drugs or making use of them, or inviting another student to do so, faces immediate consideration of serious consequences including the option of permanent exclusion from the school.** This approach applies to any situation on school premises, during school visits, and off site events. Any drug related incidents will usually be reported to the police. The management of drug related incidents is co-ordinated through the Headteacher. The school acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies. The school will consider each drug incident individually and will consider a variety of responses that will be necessary to deal with incidents. It will consider very carefully the implications of any action it may take. The school seeks to balance the interests of the students involved, the other school members and the local community.

### **Monitoring and evaluation**

6. The Headteacher will report annually to the Governing Body's Pastoral Committee on any drug related incidents including fixed term or permanent exclusions.

### **Part 3**

#### **Procedures**

## **7. TEACHING AND LEARNING METHODS USED IN DRUG AND ALCOHOL EDUCATION**

### **Methods of approach:**

In keeping with the school's approach to PSHEE a variety of teaching and learning methods are used as appropriate to the topic and needs of the students, e.g. brainstorming, role-play, group discussion. The school is committed to the professional development of staff and encourages staff to attend relevant In Service Training (INSET) to support PSHEE.

These strategies enable students to:

- place new learning in the context of previous experience
- explore currently held personal and cultural beliefs and values in the context of new learning
- apply new learning to other situations
- relate new knowledge to current behaviour, so as to be able to make and act on informed choices
- actively consider the implications of the learning for themselves, society and the environment

## **8. SOURCES OF SUPPORT**

Tier 2 level drugs and alcohol support is offered in school, tier 3 support from DAAT. Drug and Alcohol education begins in Year 7 and continues throughout the years. Visiting speakers from the community and health promotion specialists make a valuable contribution to the programme; their input is carefully planned so as to fit into and complement the programme. In addition the school holds a health drop-in every Friday lunchtime for Years 9 – 13 where primary care professionals and youth workers are available to discuss a range of health issues. A variety of leaflets are always available. The school has a Student Support team who support students. Students also get key messages from the Headteacher in assemblies throughout the year about the use and abuse of drugs and alcohol.

## **9. PARENTAL INVOLVEMENT**

The school believes that it is important to have the support of parents and the wider community for the drug education programme. Newsletters are sent home and the school's Drugs and Alcohol policy is available on the school website.

## **10. WORKING WITH THE MEDIA**

Drugs create an emotive response and the media may be interested if there is a story involving schools, young people and drugs. When an incident has taken place advice should be sought from the school drug adviser and the LA press office.

Only designated members of the Senior Leadership Team (SLT) should engage with the media. It is important that any response should be in the best interests of the young people, staff, parents/carers or others who are involved.

## **11. EMERGENCY SITUATIONS**

If a student is deemed to be in danger as a result of drug or alcohol misuse, e.g. collapsed or unconscious, the following course of action should be taken:

- notify reception by the fastest possible means to call an ambulance and briefly outline the cause of the emergency.
- summon help immediately from a member of staff and send for a first aider.
- provide emergency aid to the student as appropriate.
- notify the Headteacher or another member of the SLT
- notify the student's parents/carers
- remove, in the presence of an adult witness, any suspicious substances/equipment and retain in case they are required by ambulance staff.
- record the incident in the school's medical book/complete an incident form.
- a written report will be given to key staff

## **12. INTOXICATION**

- the student will be removed to a quiet room and accompanied by a member of staff at all times.
- a school first aider will be called and further medical help summoned if necessary.
- parents will be informed as soon as possible and called to the school to collect the student and advised to visit their GP.
- the incident will be recorded in the school medical book/incident form completed.
- A written report will be provided for key staff.

## **13. DISCOVERY/OBSERVATION**

- if a student is discovered possessing, using, sharing or dealing in any substance not permitted in school or misusing any legally available substance otherwise permitted in school (eg solvents), (s)he will be escorted to/approached by a senior member of staff.
- the senior member of staff will seek to remove any suspicious substances from the student (in the presence of an adult witness) or to secure the voluntary production of any substances believed to be concealed on the student's person. (intimate physical searches should not be made by any member of staff). Any

substances taken will be sealed in a labelled plastic bag, signed by the witness present with the date and time added.

- the situation will be investigated promptly and thoroughly and a written record made.
- the student will be kept out of class/away from peers. The student will be informed that the situation is a serious one (particularly if the substance in question is believed to be an illegal one) and the parents will be informed and asked to come into school.
- the Headteacher will be notified and in turn will agree appropriate pastoral and disciplinary measures and notify the student's parents.
- if the substance is illegal, the Headteacher will notify the police who will collect and then store or dispose of it in line with locally agreed protocols.
- the Governing Body of the school will subsequently be informed.

#### **14. DISCLOSURE**

A student may disclose to a member of staff that (s)he has been using drugs or is concerned about someone else's drug use. Concern for the student's welfare will be paramount but members of staff will not be able to promise complete confidentiality and should make this known to any student seeking such an assurance. Information about a student in relation to drugs will follow the same procedure as for other sensitive information. The Head of Year (HOY) and SLT must be informed immediately and further help sought if appropriate. The Governing Body of the school will subsequently be informed.

#### **15. SUSPICION/HEARSAY**

Any hearsay/rumour about student drug/alcohol use will be carefully evaluated in the light of the school's own knowledge about the student and sensitively investigated before any possible action is taken. If staff believe the rumour to be unfounded, steps will be taken to challenge the rumour and its effects, e.g.

- challenging the behaviour that might have led to the rumour
- challenging those responsible for circulating ill-founded information
- challenging the environment in which rumours breed

If the rumour is found to be true, steps will be taken dependent upon whether drug use has contravened school regulations.

**SMOKING POLICY**

The smoking of tobacco and other substitutes e.g. vapes, e pens are prohibited on the school site. In addition, smoking is prohibited in the vicinity of the school, on the journey to or from school while in school uniform, and on school visits. Students gain a knowledge and understanding of the law, school rules and the health risks associated with smoking during PSHEE.

The following sanctions can apply to any student found smoking or in possession of equipment for smoking. In addition, these sanctions can apply to students who associate themselves with a group of students where smoking is observed although they may not be smoking themselves. The level of sanction applied in each case, however, will depend on individual circumstances. Students found to be smoking should be sent immediately to reception and their names passed to the relevant HOY and SLT link manager. Each misdemeanour will be recorded on the SIMS database in Behaviour Management by the member of staff taking the action.

Offence	Sanction	Action: Referral, support & communication
First	1 hour community detention set by HOY	Letter sent home by HOY.
Second	2 hour community detention set by HOY	Second letter sent home by HOY plus a phone call that underlines the serious nature of the misdemeanour and ascertains if support is required.
Third	2 hour community detention, plus 5 days isolation at break and lunchtimes set by SLT year group line manager	Third letter send home by SLT plus a phone call as above.
Fourth	1 or 2 day internal exclusion, plus 2 hour community detention and 5 days isolation at break and lunchtimes set by SLT year group line manager	Meeting arranged with HOY / SLT, parent / carer and student. Referral to support services e.g Smoking cessation
Fifth	Fixed term external exclusion, plus removal of privileges e.g attending school Prom	Re-admittance meeting arranged with HOY / SLT and parent / carer. Referral to support services

A fixed term external exclusion will be applied to students for persistent disobedience of the school's policy regarding smoking. Alternative arrangements, however, will be applied to students who are clearly seeking help in dealing with their addiction to tobacco.

**ALCOHOL POLICY**

The possession and use of alcohol on school premises is prohibited for all students. In addition alcohol is prohibited on the journey to and from school. Students understand and gain knowledge of the law, school rules and health risks associated with alcohol during the PSHEE course in Years 7-13. Professional support and help will be provided for students who have difficulties with alcohol.

The following sanctions can apply.

Offence	Sanctions	Action
Possessing alcohol in school.	Fixed term exclusion	Parent(s)/carer(s) contacted. Seek professional support if appropriate.
Consuming alcohol when travelling to or from school.	Fixed term exclusion	Parent(s)/carer(s) contacted and asked to take student home. Seek professional support if appropriate.
Consuming alcohol on the premises.	Fixed term exclusion	Parent(s)/carer(s) contacted and asked to take student home. Seek professional support if appropriate.
Supplying alcohol to others.	Fixed term exclusion	Parent(s)/carer(s) contacted and asked to take student home. Seek professional support if appropriate.
Repeated incidences of any of the above.	Fixed term exclusion and further discussions with parent(s)/carer(s). This will be at discretion of the Headteacher with governor involvement and final warning given.	Parent(s)/carer(s) contacted. Seek professional support if appropriate.
Alcohol use on trips and visits	Fixed term exclusion	Parent(s)/carer(s) contacted from trip or visit. Seek professional support if appropriate.