

DRUG & SUBSTANCE MISUSE POLICY

Role	<i>Designated Teacher for Drug & Substance Misuse</i>	<i>Deputy Designated Teacher</i>
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Our 'Named Governor' with special responsibility for Drug & Substance Misuse is Karen Nathan

Policy Reviewed & Approved by Governors:

Date: _____ June 2017

Signed by Headteacher: _____

Signed on behalf of the
Governors Committee: _____

Date of next review _____ June 2020

Description of Policy Formation/Consultation Process

The policy has been written in consultation with Governors, Student Services Manager, teachers and community police. The issues considered were: aims, content, teaching methods, Governors/parents' role, use of outside agencies, including the Police and drug support services, school nurse, resources and system of dealing with drugs in school.

Discussion was either on an individual basis or in groups, led by the Designated Teacher.

The Designated Teacher undertakes a review and evaluation annually.

Drug education is an entitlement for every pupil and should be taught within the statutory requirements of the National Curriculum Science and Character and Wellbeing (CWB) programme within the school. CWB education provides an effective context for drug education because it focuses on exploring values and attitudes, learning about healthy and safe lifestyles, and about the rights and responsibilities of citizens. By providing drug education and pastoral support to all pupils and identifying those vulnerable to drug misuse, pupils who need extra help either receive it in school or through referrals to other services.

Drug Education should cover all drugs and, when appropriate, should focus on drugs of particular significance to pupils such as alcohol, tobacco, cannabis, volatile substances and Class A drugs. The programme should be based on pupils' views and build on their existing knowledge and understanding.

Aims

- To provide pupils with a knowledge and awareness of drugs - substance use and misuse (both positive and negative)
- To provide accurate and up-to-date coverage of the effects, risks and legal aspects of drug taking and an awareness of myths, misconceptions and stereotypes.
- To provide strategies for coping with a variety of drug-related situations.
- To provide a wider understanding of risk taking activities.
- To develop awareness of personal responsibility for decision-making and choices.
- To be aware of health agencies/organisations and personal support.
- To be aware of the role of the media in relation to drugs.

Teaching Methods

Drug education is delivered as part of CWB and the school approach is co-ordinated by the person responsible for CWB and has clearly defined aims and content of lessons.

Form tutors deliver the CWB curriculum. The content and methodology are appropriate to the needs and age of pupils. Regular review, evaluation and revision of the Programme is carried out to reflect pupils' knowledge and the current situation. Outside speakers, including the police, are also involved.

All drugs education delivered in CWB is in addition to the National Curriculum Science content.

Dealing with Drugs in School

In instances involving substance misuse or supply **on** the premises, the school will consider each substance individually and recognises that a variety of responses will be necessary to deal with incidents.

The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of pupils involved, the other school members and the local community.

The school and the parents can work together to take action and support the young person involved.

If a young person admits to using or supplying substances **off** the premises, the school will act on the advice or/and information given by the informant.

There is no legal obligation to inform the Police, though they may be able to give relevant support and advice if the situation arises **off** the premises. However, where it is suspected that dangerous substances are in school, the information will be passed to the Police Officer linked to the Safer Schools team.

Guidance for Staff

Where a young person discloses substance misuse on the premises, staff will inform the Head Teacher and where appropriate, participate in the planning of subsequent action as described above.

Where a young person discloses substance misuse off the premises, the staff member should report immediately to the DSG (Designated safeguarding lead).

Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed:

from either a place or a person

(a) **place**

If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance there while you enlist the support of a colleague or pupil as a witness. Continue with the procedure below.

(b) **person**

When receiving or retrieving substances from a pupil, if possible do so in the presence of a witness. In the absence of a witness, do not put off receiving substances or, within the boundaries of your professional discretion, removing a suspicious substance from a pupil's possession.

The following guidelines should be observed at all times.

1. Remove the substance and record the time, place and circumstance when the substance came into your possession.

2. Do not investigate the nature of the substance but do record its approximate size and appearance.
3. When possible, have the recordings countersigned by a witness.
4. Take the substance immediately to Designated Safeguarding Lead (DSGL) or the Head Teacher. Do not keep the substance on your person or in a place of safekeeping; to do so may place you at risk.
5. In the presence of the DSGL or the Head Teacher, place the substance in a suitable sealed container. The DSGL or Head Teacher, yourself and, when possible, the witness should sign and date the package. An official report should be completed, recording the time, date and circumstances of the findings.
6. The DSGL or Head Teacher can choose to arrange for the Police to remove the substance from the premises or may choose to dispose of it in an appropriate way.
7. In the event of a discovery of any equipment associated with substance use, especially needles and syringes, pupils should not be allowed to handle such items. All equipment found must be handled by adults with the utmost care. The DSGL or Head Teacher must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

Schemes of Work and Resources

Schemes of Work and the range of resources used in teaching drug education are available from the Co-ordinator of CWB and kept in a central file in the house tutor folder in staff admin on the school T-drive.

Role of the Governors

The Governing Body is responsible for ensuring that this policy remains current and is reviewed every three years and that any changes in statutory responsibilities are incorporated in to the policy in a timely manner. Staff should be made aware of any changes to their individual responsibility when dealing with any issue related to any inappropriate use of drugs or illegal substances in school.

Role of parent/carer

To work with the school and inform the student services manager immediately if they become aware that their daughter/son has been involved in any misuse of drugs or illegal substances inside or outside the school premises. If the school has to contact the parent/carer regarding an incident with drugs or illegal substances being brought into school they will be expected to support any sanction that may be given in response but also to follow the advice and guidance in addressing the concern.

Outside agencies

The school will continue to work closely with the Bexley Safer Schools Team. At renewal date the policy will be checked with the team to check they agree with procedures and update any aspect that may require alteration. The school will also work with the drug support services and offer support and advice to students who may have used or be using drugs or illegal substances in consultation with parents/carers. Further information and support will be offered through the school nurse.