

SWANMORE COLLEGE OF TECHNOLOGY

Drugs Policy

Background

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 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 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.

However schools cannot act alone. They are part of a broader prevention picture which includes parents/carers and a range of partner agencies. By working together, we can help young people navigate their way through what is a complex social issue.

All schools are expected to have a policy which sets out the school's role in relation to all drug matters. The policy should be developed, implemented and reviewed in consultation with the whole school community including young people, parents/carers, staff, governors and partner agencies

The majority of young people of school-age have never used an illegal drug. Most will at some stage be occasional users of drugs for medicinal purposes and many will try tobacco or alcohol. Some will continue to use on a regular basis. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and illegal drugs. However, very few of those who experiment with illegal drugs will go on to become problem drug users. All young people, including those in primary schools, are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs.

Parents should be aware that some young people are more vulnerable to drug misuse and other social problems. The table below illustrates the range of risk and protective factors associated with drug misuse.

Vulnerable Groups	Risk Factors	Protective Factors
<ul style="list-style-type: none">◆ Homeless◆ Looked after◆ School truants◆ Pupils excluded from school◆ Sexually abused	<ul style="list-style-type: none">◆ Chaotic home environment◆ Parents who misuse drugs or suffer from mental illness	<ul style="list-style-type: none">◆ Strong family bonds◆ Experiences of strong parental monitoring with clear family rules

Vulnerable Groups	Risk Factors	Protective Factors
<ul style="list-style-type: none"> ◆ Prostitutes ◆ In contact with mental health and criminal justice system ◆ Children of parents with drug problems 	<ul style="list-style-type: none"> ◆ Behavioural disorders ◆ Lack of parental nurturing ◆ Inappropriate and/or aggressive classroom behaviour ◆ School failure ◆ Poor coping skills ◆ Low commitment to school ◆ Friendship with deviant peers ◆ Low socio-economic status ◆ Early age of first drug use ◆ Being labelled as a drug mis-user 	<ul style="list-style-type: none"> ◆ Family involvement in the lives of children ◆ Successful school experiences. ◆ Strong bonds with local community activities ◆ A caring relationship with at least one adult

Swanmore College of Technology Drugs Policy

1. Development process

Policy written:	Summer term 2007
Approval of policy by Governors:	May 2008
Next major review:	2009 / 2010
Student involvement:	Representatives of Years 10 and 11
Parental involvement	Parent Focus Group – see appendix for names
Staff involvement	Policy discussed during staff training
Governors' involvement	Parent governors formed part of the parent focus group

2. Location and dissemination

A copy of the policy can be found in staff handbook, in the college foyer and on the college website.

3. The context of the policy and its relationship to other policies

This policy should be considered in conjunction with other written policies on behaviour, health and safety, healthy schools, school visits and child protection.

Information on medicines is to be found as an appendix to the Health and Safety Policy.

4. Local and national guidance

This policy has been written, taking into account national and local guidance, in particular, guidance from the DFES ref: 0092/2004.

5. The purpose of the college drug policy is to:

- clarify the legal requirements and responsibilities of the college
- reinforce and safeguard the health and safety of pupils and others who use the college
- clarify the college's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- give guidance on developing, implementing and monitoring the drug education programme
- enable staff to manage drugs on college premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the college
- provide a basis for evaluating the effectiveness of the college drug education programme and the management of incidents involving illegal and other unauthorised drugs
- reinforce the role of the college in contributing to local and national strategies.

6. Where and to whom the policy applies

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working in Swanmore College of Technology. It includes journeys to and from college in college uniform, work experience, residential trips and courses at other educational establishments or premises of training providers. Pupils must not bring controlled drugs, cigarettes or alcohol onto the college site at any time. Alcohol may only be brought onto the college site with the Head teacher's permission.

7. The definition of a drug given by the United Nations Office on Drugs and Crime is:

A substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- all over-the-counter and prescription medicines.

8. The college's stance towards drugs, health and the needs of students

Swanmore College of Technology has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the college boundaries which are outlined in (6). The college recognises that each situation needs to be judged individually, but as a general rule, the responses outlined in the procedure section of the policy would apply.

9. Staff with key responsibility for drugs:

Drugs Education Co-ordinator: PSHE Coordinator

Management of drug related issues in school: Headteacher and Assistant Headteacher (PDL)

If any member of staff has concerns about any drug related incident then they should immediately inform a member of the Executive Leadership Team.

10. The college delivers a balanced curriculum which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the college and of society
- prepares pupils at the college for the opportunities, responsibilities and experiences of adult life.

Drug education is a major component of drug prevention and is an important aspect of the college curriculum. Its aim is to provide opportunities for pupils to develop their **knowledge, skills, attitudes** and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

It aims to:

- i. increase pupils' **knowledge** and understanding and clarify misconceptions about:
 - the short- and long-term effects and risks of drugs
 - the rules and laws relating to drugs
 - the impact of drugs on individuals, families and communities
 - the prevalence and acceptability of drug use among peers
 - the complex moral, social, emotional and political issues surrounding drugs
- ii. develop pupils' personal and social **skills** to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem

- iii. enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Drug education is delivered through a well-planned cross-curricular programme, including assemblies and special event days, drama and science lessons.

There are also opportunities for **parents** to attend information evenings around these issues and information and leaflets will be available at Parent/Teacher Consultations.

At **Key Stage 3** pupils learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

At **Key Stage 4** pupils build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.

Teachers may need to focus more on developing pupils' confidence and skills to manage situations, which require making decisions about drugs. This may include developing competence to manage medicines responsibly, staying safe and understanding and managing feelings. Teachers should pay particular attention to enabling pupils to seek help and support when they need it.

11. Methodology and resources

Drug education is delivered within a safe, secure and supportive learning environment.

Ground rules are set out, and teachers' and students' rights to privacy are respected. Boundaries of discussions are made clear.

Group agreements are made to help to foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions.

Distancing techniques can be adopted through role play/anonymous question boxes.

Staff are advised to sometimes answer difficult questions on an individual basis.

A variety of teaching resources are available.

External contributors include the Police, Alpha House, Alcoholics Anonymous, Quitters and the Samaritans.

12. Staff support and training

The launch of this policy is to involve whole staff professional development training and subsequent new staff will be provided with training as part of the New Staff Induction Programme. This will include introducing staff to websites containing up to date information regarding drugs.

13. Monitoring and reviewing

The teaching of drug education will be monitored and reviewed via the subjects within which it is taught and via evaluations from special event days.

PROCEDURE

RECOMMENDED RESPONSES FOR MANAGING DRUG RELATED INCIDENTS

Incident	First Occasion	Second Occasion	Third occasion
Possession of Cannabis and Class C Drugs	5 day fixed term exclusion. Referral to DAT and mental health support as appropriate, assessment and student commitment to help. Behaviour assessment; further risk assessment for college (e.g. to ensure curriculum/pastoral programmes address issues raised). Incident logged. Parents and pupil understand legal position from Headteacher. Consequences of 2 nd offence made clear.	Permanent Exclusion.	
Possession of Alcohol. We are conscious of pupils suffering the effects of excessive alcohol consumption the previous day and reserve the right to call in parents to discuss the situation. These incidents	Substance confiscated. Parents phoned and letter home. Incident logged. 5 day fixed term exclusion on the understanding that medical or other help is sought. Referral to DAT if appropriate.	Substance confiscated. Parents called to collect pupil; 5 day fixed term exclusion. Full risk assessment for pupil and college. Possible behaviour/ health intervention. Contractual agreement with parents. Governors' Disciplinary.	Permanent exclusion.

to be logged centrally by CPO.			
Possession of cigarettes	<p>Items confiscated.</p> <p>Parents sent a warning letter and a selection of leaflets to help giving up smoking. Invitation to parents to meet with Welfare Assistant to discuss how to get help.</p>	<p>Items confiscated.</p> <p>5 day fixed term exclusion.</p> <p>Reintegration meeting to include a contract with the parents where they guarantee to get help for their child's addiction.</p>	<p>Items confiscated.</p> <p>Permanent exclusion due to flagrant disregard for college rules.</p>
Possession of suspected Class A or B Drug	<p>Substance confiscated. Parents and Police contacted. Fixed term exclusion whilst substance verified / pastoral intervention negotiated. Risk assessment for pupil and college. DAT assessments.</p> <p>Substance verified: fixed term or permanent exclusion.</p>	Permanent exclusion.	
<p>Social Supply Illegal Drug</p> <p>+</p> <p>Dealing for profit</p>	<p>Substance confiscated. Parents and Police contacted.</p> <p>Permanent exclusion. Investigations carried out.</p>		

The college recognises that there are instances where other non-controlled drugs may legitimately be in college. The college also will consider all aspects of every individual situation.

Medicines

Some pupils may require medicines that have been prescribed for their medical condition during the college day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid procedures.

The medicines procedure also sets out the circumstances in which a pupil may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. College staff do not give non-prescribed medication to pupils unless supplied with written authorisation by parent/carer.

Volatile substances

Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the college's health and safety policy.

Alcohol

Use and consumption of alcohol at the college can only be authorised by the Headteacher.

In keeping with our duty of care, employees are not permitted to consume alcohol during the college day, or at any time when they will be subsequently supervising children. Staff accompanying trips are not authorised to consume alcohol at any time. To do so would be professional misconduct.

The college recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of work. Staff are encouraged to discuss this with line managers so that support can be put in place, or to seek help from various support agencies.

Tobacco

In keeping with legislation to be enforced from July 2007 banning smoking in public buildings, our National Healthy Schools Standard, and Hampshire County Council policy, Swanmore College of Technology is a non-smoking site.

Management of drugs in college

The first concern in dealing with a medical emergency involving drugs is the health and safety of the college community and meeting the needs of the pupils. Appropriate help/first aid should be summoned before further issues are addressed.

Searches

The college will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

◆ Personal Searches

When a person is suspected of concealing illegal or other unauthorised drugs staff will **not** carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the college wishes to proceed along formal lines, then the police will be called.

◆ Searches of college property

Staff may search college property, for example, pupils' lockers if they believe drugs to be stored there. Prior consent will be sought. However, individuals will be made aware that if consent is refused the college may proceed with a search. Where consent is refused, the college will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause. Sniffer dogs may be used as part of the education process, ie pupils can be shown a sniffer dog and be told about its work. Sniffer dogs should not be used routinely for searches of pupils or property.

◆ Searches of personal property

The college will not search personal property without consent. If the college wishes to search personal property, including pupils' property stored within college property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of pupils, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police. After any search involving pupils, parents/carers will normally be contacted by the school, regardless of whether the result of the search is positive or negative.

The law permits college staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected illegal drugs, staff will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- store it in college safe
- **without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a school to divulge to the police the name of the pupil from**

whom the drugs were taken but in the case of an illegal drug a school will normally do so. Liaison will take place to ensure the safe disposal of any substances. Where a pupil is identified the police will be required to follow set internal procedures

- record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a pupil, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place in college. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the college will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.

Alcohol and tobacco

Parents/carers will be informed and informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Volatile substances

Given the level of danger posed by volatile substances, the college will arrange for their safe disposal.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy.

Disposal of drug paraphernalia

Needles or syringes found on college premises will be placed in a sturdy, secure container, using gloves. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

Police contact:

First point of contact: Local police station – Bishops Waltham or Fareham
Contact details are available from the college office. If they are unavailable, a message should be left to contact the college and in the case of controlled drugs, Fareham Police Station should then be telephoned.

Referral and external support

Key Stage Directors, SENCO and Executive Leadership Team are responsible for referral to agencies. A list of local support services and national help lines/websites is available for pupils and parents on the college website and in pupil planners.

Pupils are made aware of the various internal and external support structures via lessons and special event days. Local support services and national helplines/websites are publicised in the Library. Information is available from Assistant Headteacher (PDL) for individual pupils or parents as and when required.

Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it should be discussed with a member of the Executive Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.
- Every effort will be made to secure the pupil's agreement to the way in which the college intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a pupil's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a pupil's wishes, and even then the college will inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger.

Involvement of parents/carers/visitors

In any incident involving illegal and other unauthorised drugs, the college will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the pupil's needs. Where the college suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the college will exercise caution when considering involving parents/carers. In any situation where a pupil may need protection from the possibility of abuse, the college's child protection officer should be consulted and local child protection procedures followed. Parents/carers are encouraged to approach the college if they are concerned about any issue related to drugs and their child and the college will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required. If parents/carers are suspected of being under the influence of drugs or alcohol on college premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a pupil into the

care of a parent/carer. In such instances, the college will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

The role of governors

The college governors will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.

Policy Reviewed: Spring 2009

Next review: 2011