

## LANCASTER GIRLS' GRAMMAR SCHOOL

### DRUGS AND ALCOHOL EDUCATION AND MANAGEMENT POLICY

|                                 |   |
|---------------------------------|---|
| Purpose of the Policy           | The aim of this policy is to acknowledge and clarify Lancaster Girls' Grammar School's role in drug prevention and education and ensure it is appropriate to pupils' needs. This is to ensure that: <ul style="list-style-type: none"><li>• Pupils affected by their own or other's drug misuse have early access to support through the school and other local services;</li><li>• There is a central reference point for all school staff;</li><li>• A senior member of staff is identified as having responsibility for this policy and for liaising with the local police and support services.</li></ul> |
| Teachers responsible for Policy | Headteacher<br>Assistant Headteacher KS4  |
| Date of reviews                 | October 2014, May 2016, Jan 2019  |
| Related Material                | 2012 DfE and ACPO Drug Advice for Schools.<br>Keeping Children Safe in Education 2018   |

#### **Named staff/personnel with specific responsibility for managing drug related incidents**

Assistant Headteacher KS4

#### **B. Review dates for this policy**

| Review Date     | Changes made                      | By whom    |
|-----------------|-----------------------------------|------------|
| <b>May 2016</b> | <b>Update to curriculum</b>       | <b>DG</b>  |
| <b>Jan 2019</b> | <b>Inclusion of e- cigarettes</b> | <b>JSC</b> |

## **1. OPENING STATEMENT**

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

This drugs policy has been drawn up within the context of the school's aims in particular

- to encourage each pupil to take responsibility for her own learning, personal development and physical health throughout life
- to encourage self-esteem, self awareness and self-confidence
- to encourage pupils to practise self discipline and take responsibility for their own actions
- to encourage pupils to act with consideration for the rights and property of others.

The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupils, teachers, support-staff and outside agencies or individuals.

The policy reflects concerns for the health and well-being of all members of school community at a time when there is an increase of availability and range of substances. The policy follows DfE guidance and is linked to other key policies in school including Health Education, Supporting Pupils with Medical Needs and Behaviour policies.

## **2. DEFINITION of SUBSTANCES**

For the purposes of this policy statement the word "Drugs" includes all mood and performance changing substances, both legal and illegal, and includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances ("legal highs") and volatile substances

### ***Medicines***

Many drugs are lawfully carried as medicines. If pupils supply prescription drugs to others in school, they are acting unlawfully and so this policy applies.

## **3. CURRICULUM ISSUES**

The Assistant Headteacher KS4 is responsible for planning, resourcing and maintaining the programme. This includes ensuring that pupils have access to and knowledge of up-to-date information on sources of help (Annex B). This includes local and national helplines (including FRANK for drugs, NHS Smoking Services for tobacco and Drinkline for alcohol), youth and community services and drug services. These sources are used in addition to LGGS's own drug and alcohol education.

A key part of the drugs education programme is ensuring that pupils are able to assess and manage risk appropriately and to keep themselves safe.

LGGS's aims for our drug education programme are as follows:

- To improve pupils' knowledge of drugs and their effects on the human body
- To raise pupils' awareness of the consequences of drug use and misuse to the individual, the family, peers, local communities and society
- To increase awareness of ways of minimising the risks and unwanted consequences of drug use

- To enable pupils to make (or plan to make) informed and sensible decisions about their drug use
- To enable pupils to develop a range of skills and techniques appropriate for handling situations related to drugs and drug use
- To promote pupils' understanding of the reasons why drugs are used and misused
- To encourage children and young people to find satisfaction, challenge, pleasure, emotional variety, and excitement through a range of activities
- To help pupils to explore and develop their own attitudes to drug use
- To enable pupils to identify sources of information and appropriate personal support and be able to make use of these sources if they require them

#### **4. LGGS DRUGS EDUCATION CURRICULUM**

Drug education at LGGS aims to be part of a well-planned programme of health education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary. The content of the LGGS drugs education curriculum is reviewed annually and responds to particular demands and issues. (see annex C )

#### **5. INTERVENTION**

All staff have a key role in identifying pupils at risk of drug misuse. Staff should alert the Heads of Key Stages and follow school safeguarding procedures where they have concerns. The process of identifying needs will distinguish between pupils who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support. See Appendix A for further guidance.

#### **6. LIASION WITH OTHER AGENCIES AND SCHOOLS**

We work with local children and young people's services, health services and voluntary sector organisations to ensure support is available to pupils affected by drug misuse (including parental drug or alcohol problems). When there are concerns, we will work with other schools.

#### **7. MONITORING AND REVIEW**

Evaluations are carried out after the Health days through the use of questionnaires. The Students, Parents and Community sub-committee will receive reports on drugs education and management.

#### **8. INFORMATION SHARING**

Staff should never offer absolute confidentiality as they are obliged to share information relating to drug abuse in line with safeguarding procedures.

There can be no guarantee of confidentiality in the classroom.

Visitors contributing to the curriculum work to the school policy on confidentiality.

Professionals holding 'drop-in' clinics (i.e. school nurse) on school premises work to their own policy.

#### **9. LGGS'S STANCE TOWARDS DRUGS, HEALTH AND THE NEEDS OF PUPILS**

Our first concern in managing drugs is the health and safety of the whole school community and meeting the pastoral needs of our pupils. The possession, use or supply of illegal and other unauthorised drugs in school or while taking part in an off site activity such as a visit is unacceptable. Any substance related incidents will be taken seriously. LGGS is a no smoking school. Nobody may smoke on school premises. This includes vaping and the use of e-cigarettes. Pupils must not bring cigarettes and lighters into school or on an educational visit. Alcohol is not to be brought into school by pupils. Any alcohol, cigarettes, e-cigarettes or lighters found in school will be confiscated and parents informed.

## **10. SUBSTANCE – RELATED INCIDENTS**

### **A substance related incident is defined as**

- drugs or associated paraphernalia are found on school premises
- a pupil is found in possession of drugs or associated paraphernalia
- a pupil is found to be supplying drugs on school premises
- a pupil, parent/carer or staff member is thought to be under the influence of drugs
- a pupil discloses that they or a family member/friend are misusing drugs

### **In dealing with a substance related incident LGGS will take into consideration**

- the seriousness of the incident (see appendix A for examples of instances when immediate action is needed)
- the identified needs of the pupil and the wider school community
- consistency with published school rules, codes and expectations
- consistency with disciplinary action for breaches of other school rules

The management of drug-related situations should be co-ordinated through a senior member of staff who is the Assistant Headteacher KS4

If a pupil is suspected of taking any drug on school premises or is under the influence of a drug, the Headteacher or Assistant Headteacher KS4 should be informed. The Headteacher or Assistant Headteacher should normally contact parents and medical attention arranged. In every case of an incident involving drugs, staff should place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If staff are in doubt, they should seek medical assistance immediately.

After immediate medical needs have been addressed, the nature and circumstances of any incident should be established and an assessment made of the needs of the pupils involved. The student should be interviewed by the Headteacher or Assistant Headteacher KS4 in front of a witness. Accurate notes should be kept.

If during the course of its investigation the school decides that the police should be involved they are advised to cease detailed questioning and leave this to the latter.

Cases involving substance misuse or supply are considered very serious infringements of the school's code of conduct. The Headteacher will discuss the matter with the Chairman of Governors. Each incident will be considered individually based on the

particular set of circumstances. LGGS will balance sanctions, support and education to ensure the well being of the school community. A range of responses / sanctions may be used including the involvement of outside agencies. A fixed term exclusion or permanent exclusion may be considered as an appropriate response although the school will seek to balance the interests of the pupils involved, the other school members and the local community. Parents will be informed of any case where a child is involved in an incident of substance misuse.

## **11. SEARCHES AND CONFISCATION**

Illegal drugs, cigarettes and alcohol are on the list of prohibited items that staff are allowed to search for, without consent if necessary. Schools' general power to discipline means that members of staff can confiscate, retain or dispose of a pupil's property as a sanction, when it is reasonable to do so.

Other substances that are not believed to be controlled drugs, but that might be harmful or detrimental to good discipline, can also be confiscated, for example 'legal highs'. If staff are unsure, they should treat the substance as a controlled drug.

Schools are not required to inform parents or keep a record of a search taking place. However, the DfE guidance points out that it is good practice to do so. Where schools find alcohol, illegal drugs or potentially harmful substances, the individual pupil's parents would normally be informed.

The Assistant Headteacher KS4 will liaise with the police, and there should be a shared approach to dealing with incidents. The police will not normally be involved with incidents involving legal drugs, but staff must deliver controlled drugs to them.

A member of staff having good reason for believing that a pupil may be in possession of a substance may ask that pupil to empty her bag or locker. If the pupil refuses the matter should be referred to the Headteacher /Assistant Headteacher KS4.

In the event of another refusal, the parents should be contacted and the police may be called.

In carrying out a search, staff should have a witness present. Any substances found should be confiscated.

In taking temporary possession and disposing of suspected illegal drugs, staff are advised to:

- 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 the school safe in the school office
- without delay notify the police, who will collect it and then store or dispose of it in line with locally agreed protocols.
- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this would jeopardise the safety of the pupil.

It is not appropriate for a member of staff to carry out a personal search.

## **12. INFORMATION SHARING**

Parents will normally be contacted and other agencies may be involved where appropriate

### **13. RECORDS**

It is vital that a proper record is kept of all situations, whether they are emergencies or not. All situations should be accurately recorded, including the school responses and monitoring of pupil progress

### **14. TRAINING**

The Assistant Headteacher KS4 has received appropriate training. Details of relevant courses will be made available to staff and relevant INSET provided. The Headteacher will ensure that all staff are adequately supported and trained.

### **15. HEADTEACHER and GOVERNING BODY**

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, LEA, parents and agencies.

The Headteacher is responsible for the appointment of the teacher with responsibility for drugs education.

As with other matters concerning the direction of the school, the Governing Body has been involved in the development of this policy and is actively involved in responses to this issue.

### **16. PARENTS**

The school considers support of parents essential and will endeavour to ensure that parents are informed of this policy through publicising it on the website.

### **17. PROCEDURE FOR DEALING WITH INCIDENTS INVOLVING STAFF ON SCHOOL PREMISES OR EDUCATIONAL VISITS**

Substance misuse related incidents involving staff is subject to LGGS's Employment and Disciplinary Policy and procedures.

Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student, pupil or staff safety is at risk, the member of staff can be suspended pending disciplinary action. This may include dismissal.

Staff are obliged to cooperate with testing procedures, including giving biological specimens for analysis, when there is reasonable suspicion of substance abuse. Refusal to cooperate is a disciplinary offence that could result in disciplinary action including dismissal.

Supply of illegal drugs or alcohol to school students in school or on school visits is potentially gross professional misconduct and the school's disciplinary policy would be used.

## **Annex A**

Immediate action is needed when there is a clear risk to safety. For example:

An adult collecting a child or young person appears to be under the influence of drink or drugs;

*Action: apply school safeguarding procedures, involve the police if adult is aggressive.*

A child or young person/adult appears ill or unsafe as a result of substance misuse;

*Action: apply first aid or seek medical advice, apply safeguarding procedures and usually inform parent/carer.*

Substances are being supplied on, or near premises;

*Action: contact police.*

There is ready access to controlled drugs;

*Action: contact police.*

The premise has potentially hazardous substance misuse related litter e.g. needles, syringes;

*Action: arrange safe removal of litter according to Health and Safety policy, involve police if related to illegal substance misuse.*

Substance misusers behaving aggressively;

*Action: seek urgent police assistance to remove.*

A child / young person discloses that they are misusing drugs or their parent or other family members are misusing drugs;

*Action: Contact childrens' services or specialist substance misuse service for advice on how to respond.*

## **Annex B – Useful Organisations**

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)

Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems

Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk)

Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk)

Website: [www.ash.org.uk](http://www.ash.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org)

Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)**

A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785817885 Informationline:01785810762

Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Strawberry Fields** Based in Lancaster, Strawberry Fields believes that everyone can make a positive contribution towards rebuilding their lives, and that everyone should have new opportunities and prospects regardless of their background.  
<http://www.strawberryfieldstraining.org.uk/index.html>

**Annex C****Programme 2018-8**

| Year group | Topics covered  | Delivered by   |
|------------|---|--|
| 7          | Classification of drugs<br>Consequences of breaking the law   | Community Police   |
| 8          | Peer pressure around drugs and alcohol<br>The effects of smoking and alcohol  | Addaction – Attend school on several days throughout the year to deliver sessions<br>Science   |
| 9          | Effects of recreational drugs and some social issues associated.<br>Cannabis and arguments for and against legalisation.<br>How drugs are trialled and use of drugs in sport.<br>Information on Legal Highs and common illegal drugs. | Science (Biology)<br><br>Y9 Health Day - Young Addaction   |
| 10         | Binge Drinking<br>Drug addiction<br>Religious attitudes to drugs and alcohol  | Addaction – Health day<br>Choose Life project<br>GCSE RS   |
| 11         |   |  |
| 12         | Performance enhancing drugs<br>Dangers of Caffeinated products<br>Dangers of alcohol<br>Health and wellbeing fair   | PE<br>Assembly by Assistant Head Sixth Form<br>Assembly by local CAP project worker<br>Addaction/CAP both present                    |
| 13         | Dangers of Caffeinated products<br>Dangers of alcohol and drugs<br>Consequences of risk taking behaviour<br>Health and wellbeing fair   | Assembly by Assistant headteacher Sixth Form<br>Addaction tutorial session<br>Amy Winehouse Foundation<br>Addaction/CAP both present |

