



Barndale House School Policy on Drugs, Alcohol & Smoking

Intention

The over-riding intention of this policy is to ensure the well-being of the students. It is vital that all aspects of the policy are equally and effectively delivered and administered and that practices with regard to education, support, deterrence and sanction are offered as one cohesive whole. The school will ensure that the policy is maintained and kept alive and that full processes of consultation are effectively executed. The policy is intended to be inclusive – we want our students to be successful and we will work to ensure positive outcomes, being conscious of the potentially damaging effect that we can have on a young persons' future on the basis of decisions reached.

We recognise a need to provide balanced outcomes whenever a drug related situation occurs, addressing the needs of an individual and balancing those against the broader needs of the whole school community. We recognise that we must reflect the Law in relation to drug related matters and that these should reflect in our whole thinking.

What is a Drug?

What drugs are covered by this policy?

A drug is any substance that affects the way in which the body functions physically, emotionally or mentally.

The policy covers all of the following:

- Medicines
- Tobacco
- Alcohol
- Solvents – glues, gasses, aerosols
- Legal drugs
- Illegal Drugs

What is the purpose of the policy?

As has been stressed in the over-riding intentions of this policy, Barndale House School is committed to the health and safety of its members. It will take necessary action to safeguard the well-being its students, staff and visitors to the premises. The school acknowledges the importance of its pastoral role in the welfare of its pupils and, through the general caring and supportive ethos of the school, will seek to provide quality drug education and guidance both generally and, specifically, for any student identified as having a drug-related problem.

Rationale

Current research indicates that there is some drug usage (both legal and illegal) amongst young people and as part of the school's care and welfare of the pupils we believe we have a duty to inform and educate them about drug use. Drugs are a reality in children's lives and schools share responsibility with parents and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy informed choices. There is a particular 'problem' with the use of alcohol within our own local community and, therefore, this will feature considerably in our thinking.



To Whom Does The Policy Apply?

This policy applies to school pupils, all staff, parents and other visitors on site.

Where Does The Policy Apply?

This policy applies at all times when staff are acting in loco parentis this includes educational visits in line with the Schools Educational Visits Policy/County Guidelines on visits off site. The policy applies to pupils travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours. Organisers of any after school events will be made aware, through the Community Association, of the policy and their responsibility to implement it.

What responsibilities do people have in relation to the policy?

Headteacher – the Headteacher takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation and for liaison with the Governing Body, Parents, Local Authority, media and appropriate outside agencies in the event of a drug related incident. Pupils who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies.

Governors – as part of their general responsibilities for the management of the school the governors play a key role in the implementation of the school's policy for drug education and prevention (as referenced in Drugs: Guidance for Schools 2004). They will continue their involvement through regular evaluation of the policy.

School Nurse – Will assume responsibility for coordinating all drug related matters in school. He/she will liaise closely with the Headteacher, Pastoral Team and support agencies in fulfilling the role.

All Staff – Drug prevention is a whole school issue. All staff, both teaching and support, should be aware of the policy and how it relates to them should they have to deal with a drug related incident. This includes lunchtime supervisors, site managers and cleaning staff.

Site Manager –The school has discussed the disposal of drug paraphernalia with the site manager and every effort will be made to ensure the school grounds are kept free of any such materials. In the case of needles and syringes they will be placed in a secure container, using gloves. The use of bottles or cans for the storage of needles is not appropriate. The school will then contact the local police or environmental health to discuss disposal of the paraphernalia. Any paraphernalia found will be reported to the Headteacher and a written report made.

Parents – Parents are encouraged to support the school's drug education programme and have access to this policy. They are responsible for ensuring that the guidelines relating to medication in schools are followed. The school will play its part in ensuring that parents have up to date information regarding drugs. Parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Headteacher will consider if there are any special circumstances, which may temper this appropriately.



Drug Education

Drug education is a vital part of the whole process. It is essential that students are provided with the necessary facts with which to make informed choices.

Some aspects of this are covered within the science curriculum. There will also be specific events that will place a focus on aspects of this policy e.g. No-Smoking Day Activity, Drugs and Alcohol Awareness day.

Managing A Drug Related Incident

This section of the policy provides the framework of procedures for dealing with an incident if one should occur. The primary concern of the school is the care and welfare of the pupils and as such will seek to balance the safety and security of the school with the needs of pupils.

School Rules In Relation To Drug Related Incidents

Medicines (see Supporting Pupils With Medical Conditions Policy)

All medicines brought into school must be reported to School Nurse

Tobacco

Students are not allowed to smoke in school or within the vicinity of school.

This rule also applies to school visits and trips.

Alcohol

The possession or consumption of alcohol by pupils is banned.

This also applies to all school functions and trips (unless students are 18 and the approval of the parent/guardian has been sought).

Solvents

The school will ensure that potentially harmful substances, including aerosols, are stored safely and pupils supervised carefully in the event of them being used in the course of the school day. The site managers will monitor this.

Illegal Substances

No illegal or illicit substances should be brought to school or used on school premises.

Management of drugs at school

In the event of a drug related incident occurring on school premises the school will follow LA guidelines: 'A Positive Approach – A protocol for managing drug, alcohol, and volatile substance related incidents in school'.

What constitutes a Drug Related Incident?

These may be categorised as follows (see following page):

Summary of Protocols for managing drug, alcohol, volatile substance related incidents in schools:

Student suspected of involvement in drug incident on school premises (including school grounds):

- If required telephone appropriate agency to seek advice: Drug Education Consultant 01670 534441 Sorted 01670 712925.



- The local police may also be consulted if it is considered appropriate.
- Complete Drug Incident Report and return it to the Drug Education Consultant.
- Co-ordinate any in-school follow up, if required, by telephoning appropriate agency to seek further advice, see details above.

Students (identified/not identified) suspected/reported of involvement in drugs incidents off school premises but during the school day:

- If required telephone appropriate agency to seek advice: Drug Education Consultant, Sorted (see details above).
- Complete Drug Incident Report and return to Drug Education Consultant.
- Co-ordinate any in-school follow up, if required, by telephoning appropriate agency to seek further advice.

Student presenting intoxicated on school premises – alcohol/volatile substance/medicines:

- Seek medical advice where necessary.
- Contact parent/carer to remove student on health and safety grounds. If student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report incident.
- Complete Drug Incident Report and return to Drug Education Consultant.
- Take action to offer relevant support e.g. Sorted **01670 712925**

Student presenting intoxicated on school premises – drugs classified in the Misuse of Drugs Act 1971:

- Seek medical advice where necessary.
- Contact parent/carer to remove student on health and safety grounds. If student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report incident.
- Complete Drug Incident Report and return to Drug Education Consultant.
- Take action to offer relevant support e.g. Sorted **01670 712925**.

Student found in possession and/or supplying drugs on school premises:

- Where at all possible take possession of the drugs involved and store securely in a drug evidence bag. (See drug incident report book for guidelines on safe storage). Students should be encouraged to hand over substances in their possession.
- Seek co-operation from student to remain on school premises. If they refuse, update police on **101** using incident number or call 999 in an emergency. Police will attend incident at school and remove drug evidence bag from premises. School must include an automatic referral to Sorted 01670 712925. Any further in-school follow up can be discussed by calling the Drug Education Consultant **01670 534441**.

Staff member or visitor suspected of involvement in drug incident on school premises:

- Drug legislation and school policy applies to all school staff and visitors, including parents/carers.
- In relation to school staff involved in a drug related incident, apply Northumberland County Council Alcohol and Drugs Policy and Guidelines [these guidelines are available on the County Council intranet]. If a visitor presents safeguarding issues, disorder or violent behaviour contact police immediately.

Dealing with parents/carers under the influence of drugs on the school premises:

- When staff are at all concerned they should maintain a calm atmosphere whilst attempting to continue discussion with the parent/carer. If they are there to take the



young person home staff will discuss alternative arrangements to ensure the young person will remain safe. The safety of the young person should be the key focus at all times. Any such incidents must be recorded and if they occur repeatedly or if the parent becomes abusive or violent the school will invoke safeguarding children procedures and may inform the police.

Disclosure of a drug-related incident to a member of staff.

Confidentiality

Pupils disclosing information about their own drug use or drug use by people they know should be reminded that a teacher cannot offer absolute confidentiality. Any disclosures will be dealt with in line with the schools confidentiality and Child Protection policies. If, however, young people are to be encouraged to trust their teachers, confidentiality should be respected as far as possible. To ensure this the following should be considered.

- a) Before talking with a young person, staff should make clear to them what confidentiality can be expected (see child protection guidelines).
- b) When a member of staff receives information about a young person concerning drug use, they should think carefully before deciding who they might pass this information to and for what purpose. It is important that we avoid situations where personal information and rumours about young people are passed around staff rooms or inadvertently given to other students

In most instances the student will be happy for you to make an appointment for them to speak with the school nurse who can then decide on whether further referral is needed. It is possible to do this without informing parents (though we may suggest that a child should talk with an adult relative if they are able).

If a young person does approach you to discuss his or her drug use, be positive and open in your initial response. Assess whether or not this is an appropriate moment to deal with the issues raised.

Consider what further support you may need. Consult the DEC if the student is unwilling to see that named person. Clarify the ground rules for confidentiality before you begin.

To enable the young person to talk:

- a) Listen carefully
- b) Ask open rather than closed questions
- c) Be non-judgemental in your response
- d) Be positive
- e) Keep a focus on the person rather than the drug
- f) Use a comfortable and relaxed setting if you can
- g) Establish the facts without being threatening and by accepting what the young person has to say – if there are inconsistencies in the young persons' story pick them up and feed them back for further explanation
- h) Make information about drugs and support agencies available – see DEC for this

Detailed records of all of your conversations must be kept. You must make the DEC aware of what is happening and inform the student that you are doing this. It is vital that you have professional support if you are dealing with a student in this capacity.

Sanctions

Sanctions are on an individual case basis.



The school acknowledges that any response taken to deal with drug related issues must balance the needs of the individual with those of the wider school community.

Information regarding young people's needs, in relation to drug use, will come from a variety of sources not just as a response to an incident. The school will carefully examine all evidence before proceeding with any action and will use a wide range of responses take into consideration

The LA has produced Exclusion protocols and these should be considered if and when exclusion becomes an option.

In every case, it is likely that parents(s)/carers will be involved and in cases involving Class A drugs the police will automatically be consulted.

Searches

Personal searches:

When a person is suspected of concealing illegal or other unauthorised drugs IT IS NOT APPROPRIATE FOR A MEMBER OF STAFF TO CARRY OUT a personal search; this includes the searching of outer clothing and inside pockets. Every effort should 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, then the police must be called. The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest. Schools are not permitted to detain a person without their consent unless a citizen's arrest is made.

Searches of school property:

Staff may search school property if they believe drugs to be stored there. Prior consent should always be sought. Individuals should be made aware that if they refused the school may process without a search.

Searches of personal property:

Schools must not search personal property (School bag, pencil case) without consent. If a student refuses parents/carers can be notified – they may persuade the student to give consent. Alternatively, the school can proceed along formal lines and call the police. After any search (whatever the outcome) parents/carers should normally be contacted by the school.

Support:

Students involved in any form of drug related activity will always have an entitlement to an appropriate level of support and guidance.

If there are wider implications, for which the drug use simply represents the tip of an iceberg it is vital that the 'whole person' is considered. A detailed Pastoral Support Plan may emerge as a means of supporting a young person through a complex/difficult period of their lives.

All of the activity in relation to possession and supply must be well documented in school.

Substances found on the school premises:

Where a member of staff comes into possession of a controlled drug as "found property" (i.e. this has not been taken from a person) they are only allowed to hand it to the police. This must be done immediately. They are not allowed to dispose of it without reference to the police.

Colin Bradshaw, Headteacher