

Denewood & Unity Learning Centres

Drug and Alcohol Policy

Reviewed May 2014

To be reviewed May 2016

Ratified May 2014

Introduction

Denewood and Unity Learning Centres takes the issue of drugs and drugs misuse very seriously. All staff at the centres aim to help and inform our young people by ensuring that they have an entitlement to drug education within the curriculum and they are supported if they experience drug related problems or concerns. The centres' also offers advice and guidance to parents on drug related issues through our partnerships with external agencies.

Practices and procedures detailed in this policy also refer to out-of-school activities such as day trips, off site visits, provision at other sites managed by Unity and residential activities.

On induction pupils will sign a home/school agreement including to abide by the boundaries of this drug and alcohol policy.

Purposes of This Policy

- To clarify the legal requirements and responsibilities of the centres.
- To reinforce and safeguard the health and safety of our young people and others who use these centres.
- To clarify the centres' approach to drugs for all staff, students, management committee, parents/carers, external agencies and wider community.
- To enable staff to manage drugs within the centres and at other educational provisions and any incidents that occur, with consistency and the best interests of those involved.
- To ensure that the response to incidents involving drugs compliments the overall approach to drug education and the values and ethos of the schools.
- To provide a basis for evaluating the effectiveness of the schools drug education programme and the management of incidents involving illegal and other unauthorised drugs.
- To reinforce the role of the centres in contributing to local and national strategies

Definition of a Drug

Denewood and Unity Learning Centres adopts the definition from the DfES document "DRUGS":

DfE/ACPO Drugs, Advice for schools (Feb 2012) as being:

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

The schools recognise that there are legal and illegal drugs. This policy sets out to establish protocols for both categories.

Legal drugs: The police will not normally be involved in incidents concerning legal drugs but this centre may decide to inform local Trading Standards regarding the inappropriate sale or supply of tobacco, alcohol or volatile substances.

Denewood and Unity Learning Centres are now a designated no smoking site in line with the Nottingham City Council's Smoking Policy. We require students to hand in personal smoking paraphernalia, lighters etc. to staff at the beginning of their session. These will then be returned at the end of the pupils' session. Failure to comply with this rule will result in confiscation. We will support pupils to remain smoke free during school hours with the support of the school nurse, who will ensure they have advice and access to smoking cessation strategies, including support groups, and NRT.

Illegal drugs and drug paraphernalia: Incidents involving illegal drugs in the school may warrant the involvement of the police. As an investigating agency the school may seek advice on incidents and reserve the right to deal with minor incidents internally. If this is the case, the school will keep appropriate records and apply sanctions and support in line with this policy. In any case it will not apply sanctions that are in excess of those that would be applied by the police in the same conditions. A full written report will be filed and kept in the centre for any future reference. Any evidence seized will be securely bagged and labelled and securely stored until prompt collection can be arranged with the police. Parents will be involved unless there is a reason not to do so (such as it affecting an on-going police investigation or compromising the safety of the child). In any case when an incident occurs there will always be a proper assessment carried out (E.G. Ngage) and referral to specialist drug services and target education put in place to address and rectify the issue. We will seek to retain the inclusions of the young person, using proven early intervention techniques to ensure this. We will only use exclusion as a last resort, when all else has failed.

Other Provision associated with Denewood and Unity.

When incidents occur in offsite provision procured by Denewood and Unity for their students we ask that the provision uses the same consistent principles, processes and sanctions tariff used at the base. Wherever students are temporarily excluded or sent home, ensure that the relevant Mentor at Unity is informed immediately. A sample of suggested sanctions tariff is included in appendix 1, the reporting form in appendix 2.

Drugs Education

Drug awareness education is an integral part of the schools programme of PHSE. Every student will receive a basic drugs education programme and provision of additional targeted drug education through ILPs, delivered by their key mentor or teaching staff in one-to-one programmes. We will ensure that those attending other provisions will also receive at least 6 hours of drug education, suitable to their needs and experiences.

The members of staff who is responsible for PHSE will ensure that the Management Committee are aware of up-to-date educational good practice and necessary training needs. The Achievement Mentors, Teaching staff, Designated Safeguarding Officer and the Senior Leadership Team will liaise internally in connection with drug related incidents. The School Nurse and other outside agencies i.e. Compass will make inputs to drug education and will be consulted, where appropriate, concerning drug related incidents.

Any known drug misuse or concerns that a young person may be at risk of substance use will result in a referral to Compass or Vanguard Plus if the issue is dealing. If young people are living with parental drug or alcohol misuse they will be offered the support of a suitable agency.

Management of Drug Related Incidents Procedure

Within the centres there exists an ethos which encourages young people to feel confident enough to discuss any problems or concerns with staff. We ensure that they are clear on information sharing protocols and safeguarding with regard to confidentiality before they discuss sensitive issues so trust may be maintained.

Our young people are made aware that the centres has access to outside agencies and that the centres and agencies involved will deal with personal matters on a professional basis and in a caring way.

Responsibility for coordinating any drug issues lies with staff; however, the Head Teacher will assume overall responsibility in conjunction with the designated senior person for safeguarding (DSO).

Lines of action:

1. Staff who become aware of, or suspect that, a young person is or maybe in possession of an illegal drug MUST notify a member of the Senior Leadership Team (SLT) immediately
2. Staff who become aware of, or suspect that a young person is or maybe in possession of alcohol or a drug not mentioned on the self-administration list, should inform a member of the SLT immediately
3. The member of the SLT informed should then inform the other members of the said team
4. All appropriate actions will be decided by the SLT but ultimately the final decision will lie with the Deputy Head Teacher in respect of any investigation to be conducted.
5. In cases of possession or suspicion of possession of an illegal drug the school will either deal with the incident internally (as advised by ACPO) or in the case of dealing or supply being suspected the police will be called to advise and will be invited to the centre if they advise they would like to pursue the incident externally.
6. We will only involve the police in serious or repeated incidents and only when we are advised that they will act to bring a prosecution. This will help us to avoid mixed messages to pupils and an assured escalating tariff of sanctions for the school.
7. If there is strong suspicion or evidence that a young person is under the influence of drugs, alcohol or another substance not mentioned on the self-administration list, the young person will be sent home and parents informed (as long as it is safe to do so). Denewood and Unity Learning Centres upholds it's care of duty to all young people and will take measures

to ensure the young person is fit to travel home or appropriate travel arrangements are made.

8. The young person's Teaching staff or Achievement Mentor will inform their parent/carer of the situation as soon as possible (unless there is a good reason not to).
9. Recording procedures for drug related incidents will be by completing the Serious Incident Report Form which will then be given to Wendy Vincent (for Denewood Learning Centre) or the Achievement Manager ((Behaviour) for Unity Learning Centre) for monitoring purposes, response and information sharing with the SLT.
10. All drug related incidents will be recorded on SIMS (Schools Information Management System)
11. Young people will be aware of the school's role as an investigating agency and of the tariff of sanctions and support in place.

Denewood and Unity Learning Centres will consider each drug related incident individually and recognises that a variety of responses will be necessary when dealing with incidents. The centres will consider carefully the implications of any action it may take and will take into account the protection and wellbeing of all other young people as a paramount objective. The centres will seek to balance the interests of the young people involved, other members of the centre's community and the local community. However, it is important to note that the selling or supplying of an illegal drug WILL lead to police involvement and advice. We will work with the police to secure evidence to ensure a prosecution is brought, and, where this is unlikely put suitable sanctions in place, possibly with input from the police in terms of a school-based warning (this will not be the same as an official police warning and is supplied at the discretion of the linked officer / beat manager for the school).

Searching of Young People and Their Possessions

- All searches will be authorised by the Deputy Head Teacher and/or Head Teacher before they commence.
- The law now allows Head Teachers to search young people if they suspect they hold weapons or substances that pose a threat to others.
- All searches will be undertaken in the presence of a second adult witness
- Parents/carers will be informed of the search and the circumstances leading to the search either before or after it has taken place regardless of a positive or negative outcome
- All searches will be done with the consent of the young person. When an incident arises where consent is not given – the school will notify the young person's parent/carer and the police will be informed and invited to the centre
- Every effort will be made to persuade the young person to hand over, voluntarily, any drugs in their possession
- If a young person refuses to comply and hand over any substance that is suspected to be illegal then the police will be informed immediately

- Any search will be recorded on a Serious Incident Report Form

Searches of school property:

- All staff may search school property and grounds if there is reasonable belief that alcohol, drugs or drugs paraphernalia may be located on the premises.
- Staff will be entitled to 'impound' bags or property, storing them securely until such a time as a proper, witnessed search can be carried out, in most cases this will be the same day.
- Prior to such searches taking place, any affected individual or group of young people will be informed of the decision to mount a search.

Medicines in School

- All medicines will be administered by qualified First Aiders on the staff and in accordance with the prescriber's instructions as displayed on the packaging. The administering of any medicines will be recorded by the First Aider administering
- The school recognises that some students require ready access to essential medicines, such as inhalers, and will allow pupils to carry and administer their own such medicines to themselves. Any medicine which does not need to be readily available to young people will be stored in a locked cabinet in the room designated for medical purposes
- Young people should never give any prescribed or non-prescribed medication to any other person
- A written record will be kept of any young person that is required to bring medication to school for the short or long term. Confirmation should be sought from the parent/carer if there is any uncertainty
- Centres staff will NOT administer non-prescribed medicines to young people
- Young people must not administer medication to one another (this includes supplying analgesics) Parents have responsibility for medications their children may require and are asked to provide only the dosage required during the school day to minimise the risk of improper use.

Denewood and Unity Learning Centres are both DrugAware Schools; we operate our policy and practice in line with best practice for early intervention as set out in the DrugAware Standard. Denewood Learning Centre became a DrugAware School in April 2011 and Unity Learning centre in April 2012 and, in line with the reaccreditation schedule for that standard will review this policy and school practice every 2 years to ensure we remain up to date with effective practice.

Appendix 1: Suggested tariff of sanctions for substance issues

1. Medical needs:
Ensure medical needs have been addressed and any immediate safeguarding or child protection issues covered. Make referral to the Compass School Drugs Worker by phoning and sending incident form to contact worker at Unity – Lisa Barlow Achievement Manager (Behaviour).
2. Support: Denewood and Unity will identify a core programme of drug education activities to be delivered to individual young people as part of their personal education plan, resources will be supplied and you will be required to return evidence of delivery to the Achievement Mentors. If incidents occur you may liaise with Unity to deliver additional target intervention work to address the issues.
3. Referral: **All young people involved in drug/alcohol related incidents will automatically be referred to the Compass School Drug Worker. Complete and email the form in appendix 3 to Lisa.Barlow@nottinghamcity.gov.uk or Wendy Vincent to wendy.vincent@nottinghamcity.gov.uk**
4. Suggested Tariff of Sanctions
 - Isolation
 - Send home (as FT exclusions) – Unity must be informed
 - Keep in at breaks
 - Random searches of property and pockets
 - Loss of privileges (trips / activities / PSP / phone etc.)
 - Confiscation of personal items
 - Intervention with linked police officer (informal warning)
 - Longer exclusion and focused intervention (EG Vanguard Plus)
 - Restorative justice conference
 - Arrest and prosecution

Appendix 2:

Record of incident or concern involving drugs / alcohol

Nottingham Children's Services / Compass Young People's Drug and Alcohol Service

1. For help, support and advice re incident, telephone early intervention team 0115 8764797
2. Complete this form (this information will remain confidential to you and the Compass School Drug Worker – it will only be shared in consultation with the school and for the purposes of referral onto other services).
3. Copy this form or email to Lisa.Barlow@nottinghamcity.gov.uk or wendy.vincent@nottinghamcity.gov.uk send the copy within 24 hours of the incident to Denewood or Unity
4. KEEP the original, adding the pupil's name and form - store securely.

Tick to indicate category (click in box)

Drug or paraphernalia found ON school premises	Disclosure of parental/carer drug misuse
Emergency Intoxication	Parent/carer expresses concern
Pupil in possession of unauthorised drug	Incident occurring OFF school premises
Pupil supplying unauthorised drug on school premises	Pupil has requested help for self
Intelligence / information shared	

Name of pupil		Name of school			
Pupil's form		Age of pupil			
Male/Female	M F	Date of incident	Time of incident		
Ethnicity of pupil					
Tick box if second or subsequent incident involving same pupil			Ngage assessment done? Y N		
Report form completed by					
First Aid given?	Y N	Ambulance/Doctor called?	Y N	Details:	
First aid given by		Time			
Drug involved (if known):					
Drug/s found/removed?	Y N				
Was a personal search conducted?	Y N	Details:			
Where found/seized					
Name and signature of witness:* * if emailing – sign paper copy and store					
Senior staff involved:					
Disposal arranged with					
If police, incident – reference/crime number					
Name of parent/carer informed?					
Informed by					
At (time)					
Brief description of incident / information (including any physical symptoms):					

Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed. LEA/GP/Police

Now...

Email to Education Link Worker ypnotts@compass-uk.org

(you will need to copy the address into your email programme and attach this form – or select file>send to > mail recipient as attachment in WORD Or Fax to: 924 8233

The Compass School Drug and Alcohol Worker will contact you within 48 hours to advise / arrange assessment and referral as appropriate. Child protection concerns will be dealt with immediately

Your contact details (referrer):

Email:		Phone		Mobile	
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