



**Safeguarding:
Drug & Alcohol Abuse Policy**

November 2016

Introduction

Charterhouse Square School is committed to the health and safety of its members and will take action to safeguard their well-being. We will actively discourage the use of illegal substances, alcohol or tobacco and the misuse of glue, solvents, prescribed and over-the-counter medicines. We acknowledge the importance of our pastoral role in the welfare of young people and through the general ethos of the school, will seek to enable pupils needing support to come forward and strive to promote an individual's personal and social wellbeing.

Purpose of the policy

- To support the school's endeavor to maintain the safety and well-being of all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of an enriched school curriculum

Key roles and responsibilities

Head teacher: Caroline Lloyd

DSL: Julia Maxwell

Inclusive definition of drugs

We define a drug as a substance that, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances as well as legal substances including alcohol, tobacco, solvents and medicines.

Rationale/key principles

It is our aim to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has the inherent potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social status and their uses and effect.

DRUG EDUCATION

Context

We will provide all pupils with drug education as an integral part of our Personal, Social and Health Education (PSHE).

Ethos

Drug education in our school aims to enable pupils to make healthy, informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow is based on statutory national and local guidelines for good practice and is appropriate to the age and experience of all our pupils.

Content

It is agreed that drug education should start two to three years before the likely age of experimentation. Drug issues will be reinforced throughout the child's education, matching their increasing understanding and maturity.

Key Stage 1

Children should be introduced to ideas about how to keep healthy and the role of drugs as medicines.

Key Stage 2

Children should be introduced to the fact that whilst all medicines are drugs, not all drugs are medicines. They should also begin to be aware of the harmful effects on health of abuse of tobacco, alcohol and other common recreational drugs.

In line with these proposals, comprehensive drug education will be taught to the Star Room children via the DARE programme (Drugs, alcohol and resistance education).

The DARE programme will provide opportunities for pupils to:

- Explore attitudes and values around drug misuse.
- Practice decision making skills.
- Become aware of peer pressure.
- Develop assertiveness skills.
- Consider the consequences of risk taking.
- Learn how to access sources of help and information.
- Emphasise the benefits of a healthy lifestyle.
- Evaluate media messages on drug use.

Use of visitors and outside speakers

Outside agencies may be involved in the planning and teaching of the drug education programme and will be asked to adhere to our school policy. We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. The class teacher is always present when visitors are working with our pupils.

Routine arrangements

Medicines

The school has a procedure for the administration of medicines that must be followed for everyone's safety. *Please refer to the Administration of Medications Policy for further information.*

Alcohol

No alcohol will be consumed during the course of a normal school day. Any adult under the effects of alcohol will be asked to leave the premises for the safety of the whole school.

Tobacco

The school is a strictly no smoking area at all times. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated.

Illegal drugs

No illegal drugs are allowed to be brought on to, or used on school premises.

Incidents

A drug related incident may include any of the following:

- Finding drugs, or related items on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours or reports of drug possession supply or drug use

See Appendices B & C.

Guiding principles

Charterhouse Square School is aware of its legal responsibilities in regard to drug related incidents and in responding to them. The School's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole. The Headteacher and DSL are responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies. Charterhouse Square School acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of its pupils. The implementation of this policy works in conjunction with the schools rewards and sanctions policy as well as the whole school Behaviour Policy.

PROCEDURES

Medical emergencies

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will always be the pupil's safety.

Hearsay/Rumour

Drug use is often discovered by hearsay. This should be passed on to the Headteacher and DSL who should record the matter as hearsay evidence, thus enabling a record of teacher's concerns to be compiled. Where the hearsay evidence is not supported through further reports or incidents for one school year, the evidence will be removed from the records.

Suspicious Behaviour

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

Finding substances

If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be informed. If a substance is found on a pupil the above procedure should be followed and the incident recorded including:

- **Ensure that a second adult witness is present throughout.**
- **Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present.**
- **Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff. Do NOT dispose of the substance since disposal can now only be done by the constabulary.**
- **Notify the police without delay who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the drugs were taken but the police advise that this is disclosed. The school should determine their position on this in advance to ensure consistency of approach.**
- **Record full details of the incident, including the police incident reference number if they are involved.**
- **Inform parents/carers, unless this is not in the best interests of the pupil.**
- **Identify any safeguarding concerns and respond appropriately.**
- **If there is a significant seizure of a suspected illegal substance, schools should inform the police at an early stage; and take steps to minimise handling to aid future forensic investigations.**

Any equipment associated with drug misuse should be handled with care, recorded and in the case of such items as needles and syringes; they should be placed in a secure and rigid container for collection by the appropriate person. If these are found on a pupil, the pupil's parents should be informed.

Searching

Staff should not search a pupil's property or person unless strictly necessary but should try to persuade the pupil to voluntarily produce the substance by asking to turn out pockets, or bags. If it is absolutely necessary to search a pupil a police officer will be required, and parents informed as soon as possible. The police officer will only be able to carry out a search if there are reasonable grounds to suspect the pupil is in possession of an illegal substance.

Finding Drugs

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over-the-counter medicines, parents will be informed and appropriate steps taken. In an emergency arising from an incident involving abuse, the well-being of the pupil is paramount.

In all instances:

- separate the child involved from the rest of the group.
- decide and implement the next best step in terms of the child's welfare.
- inform parents.

Supply of illegal substances

It is an offence to produce or supply any controlled drug on school premises. The police will be involved in such circumstances.

Returning articles which have been confiscated

Articles confiscated and not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation given as to why it is inappropriate to return the article to the child.

Recording

All incidents will be recorded within 24 hours.

Confidentiality

Complete secrecy can never be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else. If a pupil chooses to disclose that they are using a drug without medical authorisation, particularly when seeking support, this information will not be used against them notwithstanding any illegal / controlled substances. However, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their information may implicate others.

Staff Training and Support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The Head teacher, or other appropriate member of staff, will organise training related to the identified needs of staff as required.

All staff need to understand and support the rationale and aims of drug education and be aware of the legal implications and their responsibilities.

Policy Dissemination, Monitoring and Evaluation

A copy of the policy is available on request from the school office and available on our school website.

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| Last reviewed by | C Lloyd |
| Position | Head teacher |
| Date | November 2016 |