

# St Bede's Catholic School

*A Specialist Mathematics and Computing College*



## DRUGS AND SMOKING POLICY

We commit ourselves to love, respect and serve one another as disciples of Jesus Christ.

JULY 2009

**This policy has been developed and implemented in consultation with the whole school community including students, parents/carers, staff, governors and partner agencies.**

**Review Date: Summer 2010**

**Students: School Council**

**Staff Co-ordinator of drug policy: Miss Y May**

**Headteacher: Mrs Travers**

**Governors with responsibility for drug policy: Mrs Mary Readhead**

# DRUGS POLICY CONTENTS

Page	
3.	Contents
4.	Aims Policy Statement Moral and values framework
5.	Location Links to policies Local and national guidance Purpose of policy Where and to whom the policy applies
6.	Definition of a drug
7.	Referral and external support
8.	Confidentiality
9-13.	Managing drug related issues Staff responsibilities Detection/Searching Key person/s
14.	Procedure for managing drugs incidents
15-16	Role of governors Drug Education
17.	Smoking Policy
13	School trips/outings
APPENDIX	
i)	Legal requirements
ii)	Confidential Report Sheet
iii)	Warning Signs
vi)	Resources
vii)	Smoking letter

## DRUGS POLICY

### AIMS

This policy defines the school's position in relation to drug related matters. It is for the students, and the whole school community will be involved in implementing the policy.

### **POLICY STATEMENT**

In this school we aim at helping each student reach his or her full potential. We believe that healthy children and children who can manage their lives positively are better able to learn and achieve.

Only those children who require drugs for medical reasons should possess drugs while at school or on school-organised activities. All students who need to use medical drugs whilst at school must bring a note from their parent/carer explaining the situation including details such as dosage.

We do not wish any student in non-school time to take drugs that will be detrimental to their health or reduce their learning and achievement potential. Staff will help students gain an understanding of the world where drugs are used through drugs education programmes and other opportunities when the issues can be discussed.

### **MORAL AND VALUES FRAMEWORK**

The school promotes those values which underpin personal development and a healthy society. These values, which have been agreed by the school are respect, tolerance, caring, justice, hope and responsibility for ourselves and others.

### **Location and dissemination of policy**

Drug Policy located .... Staff room/staff guide. Headteacher, all staff main office, Governors, Child version, parents, LEA, local agencies.

### **Links with other School Policies**

Behaviour.....Health and Safety.....Medicines.....Confidentiality....Pastoral support.....PSHCE....Citizenship.....Healthy Schools.....School visits....child protection.

### **Links with local and national guidance**

Drugs: Guidance for Schools (DCSF/Healthy Schools, Spring 2004)

Drug, Alcohol and tobacco education: curriculum guidance for schools at Key Stages 1 - 4 (QCA, 2002)

National Healthy School Standard

North Lincs. Drug Action Team - Young Peoples Plan

### **Purpose of the Policy**

The purpose of the school drug policy is to:

Clarify the legal requirements and responsibilities of the school

Reinforce and safeguard the health and safety of students and others who use the school

Clarify the school'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 school 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 school

Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs

Reinforce the role of the school in contributing to local and national strategies

### **Where and to whom the policy applies**

School boundaries - school premises and perimeters to also include

Journeys in school time

Work experience

Residential trips

Timing of school day/responsibilities

Those students educated in further education or other provision

The guidance is for all staff. It is particularly relevant for the Head Teacher; Governing bodies; members of staff with lead responsibility for drug and/or PSHCE; teachers of drug education; those responsible for providing guidance and support to students. It will also help LAs/Healthy Schools Co-ordinator in their support to schools and be of interest to school nurses and other health professionals, Connexions personal advisers and all those working with schools.

## DEFINITION OF A DRUG

There are many definitions, each of which depend upon the use of a drug and the context in which it is used. Therefore, drugs can be described as medicines which may have been prescribed or supplied to address a particular health issue. Some prescribed drugs and other legal and illegal substances are also used for non-medical purposes. Sometimes these are referred to as "recreational" drugs. There is no totally safe drug and any drug used, whether medically or non-medically, does have a risk. Therefore, in considering a definition of appropriate or inappropriate drug use, it is useful to examine the extent to which a person is at risk.

### **ST. BEDE'S DEFINITION WILL BE:**

that of the United Nations Office on Drugs and Crime.

**A drug 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

**The possession, use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable.**

Illegal drugs have no place in schools. However, there are instances where other drugs may legitimately be in school.

Medicines - some students may require medicines that have been prescribed for their medical condition during the school day. See Medicines Policy.

Volatile substances - stored securely/management to prevent inappropriate access or use.

Alcohol - storage - licence etc.

Tobacco - smoke free schools - see National Healthy School Standard, Roy Castle Gold Award.

The first concern in managing drugs is the health and safety of the school community and meeting the pastoral needs of the students. In every case of an incident involving drugs, St Bede's School will place the utmost priority on safety, meeting any medical emergencies with first aid and summon appropriate help before addressing further issues.

### **Responding to drug incidents**

Drug incidents may include:

Drugs or associated paraphernalia are found on school premises

A student demonstrates perhaps through actions or play an inappropriate level of knowledge for their age

A student is found in possession of drugs or associated paraphernalia

A student is found to be supplying drugs on school premises (friends sharing drugs/student being coerced to supply drugs, a group of friends taking it in turn to bring drugs in for their own choice)

A student parent/carer or staff member is thought to be under the influence of drugs

A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area

A student discloses that they or a family member/friend are misusing drugs

A careful investigation will take place to judge the nature and seriousness of each incident the needs of those involved and the most appropriate response. For example:

What does the student have to say?

Is this a one-off incident or longer term situation?

Is the drug legal or illegal?

What quantity of the drug was involved?

What was the student's motivation?

Is the student knowledgeable and careful or reckless as to their own and others' safety and how was the drug being used?

What are the student's home circumstances?

Does the student know and understand the school policy and school rules?

Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply for profit'?

If supply of illegal drugs is suspected, how much was supplied, and was the student coerced into the supply role, were they 'the one whose turn it was' to buy for others, or is there evidence of organised or habitual supply?

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

#### Referral and external support

In every case of an incident involving drugs, the school will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues.

#### Referral

Possible agencies include:

The LA, for example, the Welfare Service

The Connexions Service

The school health team

The Youth and Community Service

Youth Offending Team

Agencies providing specialist help, for example, young people's drugs services, family support and child protection teams

### Confidentiality

**Teachers cannot and should not promise total confidentiality.** The boundaries of confidentiality should be made clear to the student. If a student discloses information that is sensitive, not generally known and which the student asks not to be passed on, the request should 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 agencies

Every effort should be made to secure the student's agreement to the way in which the school intends to use any sensitive information. See Confidentiality Policy

### Involvement of parents/carers

The school will ensure that parents/carers are:

**Made aware of the school's approach and rationale for drug education,** for example, through the school prospectus or handbook

**Involved in the planning and review of the drug education programme and policy,** for example, through questionnaires, mail shots or newsletters, focus group sessions, drug awareness evenings

**Given information about their child's drug education and school rules in relation to drugs,** for example, through newsletters, parent/carer notice board. It is essential that all parent/carers understand how the school will respond to drug incidents and allay parental concerns following any serious incidents.

**In any incident involving illegal and other unauthorised drugs the school will involve the parents/carers,** unless this would jeopardise the student's safety.

**Encouraged to support their child's learning at home,** for example through shared-learning activities. (These have most impact when used as preparation for a forthcoming topic at school).

**Able to access information about drugs and local and national sources of help.**

## MANAGING DRUG RELATED ISSUES

### Staff with key responsibilities

All incidents will be recorded (Appendix 1) by the PERSON INVOLVED AND REPORTED to the House Leader who then reports to the designated senior member of staff who has overall responsibility for drug issues in school. Our designated staff are YM/PMW.

1. All staff should be fully aware of the procedures for managing incidents, including who they should inform and who has authority regarding issues such as searching school property and involving the police.

### 2. **Detection**

Always seek consent and ensure that a second adult witness is present. If this is refused, the police may need to be called in.

**Personal Searches - it is not appropriate for a member of staff to carry out a personal search.** Every effort should be made to persuade the person to hand over voluntarily any drugs. Where the student refuses and the drug is believed to be illegal and the school wishes to proceed along formal lines, 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.**

Searches of personal property - **schools must not search personal property without consent.** Where consent is refused consider notifying parents/carers who may persuade their child to give consent or if they wish to proceed along formal lines call the police.

After any search involving students. The school, regardless of whether the result of the search is positive or negative must contact Parents/carers.

### 3. **Management of Drugs at school**

See Definitions

**The law permits school 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.**

- 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 a secure location, such as the school safe or other lockable container accessed limited to two senior members of staff.
- **Without delay** notify the police, who will collect it and then store it 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 student from whom the drugs were taken.**
- Record full details of the incident (including the police incident reference number)
- Inform parents/carers, unless this would jeopardise the safety of the student.

The role of the policeLegal drugs

The police will not be normally involved in incidents involving legal drugs but the school will inform the police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Illegal drugs

School has **no legal obligation to report an incident involving drugs to the police.** Nevertheless, not informing the police may prove to be counter-productive for the school and wider community. **The police should, however, be involved in the disposal of suspected illegal drugs.**

Local officer: Ian Hayes

Contact Number: 01724 282282

The needs of students

The school will ensure that students have access to up-to-date information on sources of help. Local and national help lines (including FRANK, NHS Smoking Helpline and Drinkline), youth and community services and drug/health services will be prominently displayed so that those in need of help and who are reluctant to approach school staff can easily access it. Drug education programmes will also include details of services and helplines, explain how they work and develop student confidence in using them. Local services are listed in the appendix.

	<b>COURSE OF ACTION</b>	
	<b>INTERNAL</b>	<b>EXTERNAL</b>
All students using medication on a regular basis	<ul style="list-style-type: none"> <li>Students to register with <b>FIRST AIDER</b></li> <li>Update regularly</li> </ul>	At year 6 Induction Evening for parents Possible contact with parents

## MANAGEMENT OF DRUG RELATED INCIDENTS

	Confiscation	Named Person - PMW/YM	First Aiders/SLO	House Leader	Recorded in file	1 <sup>st</sup> Offence - PARENTS INFORMED	2 <sup>nd</sup> Offence - POSSIBLE SUSPENSION	3 <sup>rd</sup> Offence - POSSIBLE EXCLUSION	Police informed	Policy in Place
Non Registration of Drugs			Medicine/tablets to SLO need letter from guardian	✓						✓
<b>TOBACCO</b>										
<i>Possession</i>	✓	✓		✓	✓	✓	Parents invited into school	✓		✓
<i>Using</i>	✓	✓	School Nurse	✓	✓	✓	Parents invited into school	✓		✓
<i>Selling</i>	✓	✓		✓	✓	✓	Parents invited into school	✓		✓
<b>ALCOHOL</b>										
<i>Possession</i>	✓	✓		✓	✓	✓	Parents invited into school	✓		✓
<i>Using</i>	✓	✓	✓	✓	✓	✓	Parents invited into school	✓		✓
<i>Selling</i>	✓	✓		✓	✓	✓	Parents invited into school	✓		✓
<b>ILLEGAL</b>										
<i>Possession</i>	✓	✓		✓	✓	✓	Parents invited into school	✓	✓	DCSF Recommendations
<i>Using</i>	✓	✓	✓	✓	✓	✓	Parents invited into school	✓	✓	✓
<i>Selling</i>	✓	✓		✓	✓	✓	Parents invited into school	✓	✓	✓
<b>SOLVENTS</b>										
<i>Possession</i>	✓	✓		✓	✓	✓	Parents invited into school	✓	✓	✓
<i>Using</i>	✓	✓	✓	✓	✓	✓	Parents invited into school	✓	✓	✓
<i>Selling</i>	✓	✓		✓	✓	✓	Parents invited into school	✓	✓	✓

### Protocol for school trips?

Confiscation of other unauthorised drugs - the presence of a second adult witness is advisable.

- Alcohol and tobacco - parents/carers to be informed who should then collect the alcohol or tobacco
  - Volatile substances - schools may arrange for their safe disposal
  - Medicines - see medicine police. Parents/carers should collect and dispose of unused or date - expired medicines.

Disposal of drug paraphernalia - place in a sturdy, secure container, using gloves. (Sharps Container). Liaise with LA or Local Authority Environmental Health Department for disposal of the contents of a sharps container.

### A Range of Responses

Any response will balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

Possible responses include:

- Early intervention and targeted prevention (DCSF - Drugs: Guidance for schools section 5.4.1)
- Referral (section 5.4.2)
- Counselling (section 5.4.3)
- Behaviour support plans (section 5.4.4)
- Inter-agency programmes (section 5.4.5)
- Fixed period exclusion (section 5.4.6)
- Pastoral support programmes (section 5.4.7)
- A managed move (section 5.4.8)
- Permanent exclusion (section 5.4.9)

Some responses may serve to enforce and reinforce school rules. Any sanctions will always be justifiable in terms of:

- The seriousness of the incident
- The identified needs of the student and the wider school community
- Consistency with published school rules, codes and expectations
- Consistency with disciplinary action for breaches of other school rules (such as theft, violence, bullying)

## **MANAGING DRUG RELATED ISSUES**

### **Discipline**

Any drug related incident will be managed within the disciplinary procedures used by the school.

The Headteacher must be informed of any drug related incidents.

The main aim will be to maintain each student's education with as little interruption or disturbance as possible. There may be incidents when this is necessary. However, the need to exclude may be appropriate if continued abuse of a substance occurs, but this may exacerbate the problem and not support the students needs.

The principle the school adopts is information on a need to know basis. The main concern in making such decisions will be the need of the students involved and the rights of the

parents/carers. The school seeks to work in partnership with parents on the best course of action.

### KEY PERSON

This person will be responsible for

- Being well informed about drugs and drugs services in the community.
- Developing a site-based library of resources on drugs information and packages.
- Linking with key people in other services and agencies who can support the school on drug-related matters.
- Liaising with other members of staff to ensure those members of staff are well informed when providing drugs education or when managing drug-related incidents.

### Staff Support and Training

- Initial Teacher Training - NQTs should be familiar with the programme of study for citizenship and the framework for PSHE relevant to the age range they teach. Also prepares teachers for pastoral responsibilities.
- In-school induction - all school staff should have general drug awareness and a good understanding of the school drug and other related policies. This should include first steps in managing drug related incidents and identifying and responding to students' needs.
- CPD - do staff have necessary subject knowledge/have appropriate teaching methodology? CPD to be supported by SMT. Support of LEAs and Healthy Schools. Dissemination/impact on teaching and learning?

### The role of governors

As part of their general responsibilities for the strategic direction of the school governors have a key role to play in the development of their school's policy on drugs. In accordance with the recommendations of the National Healthy School Standard a governor will be appointed with specific responsibilities relating to the provision of drug education and policy development, although this is not a statutory requirement. The designated governors will also contribute to any case conferences called, or appeals against drug-related exclusions.

St. Bede's governor with responsibility for drugs education is Mrs M Readhead.

### **DRUGS EDUCATION**

**Drugs education in our school will:**

- help students to gain an understanding of drugs and appropriate drug use.
- dispel myths.

- provide accurate information.
- clarify attitudes and values.

#### Our aims are:

- to promote a consistent approach to drugs education and related issues.
- to enable students to make informed choices.
- to help students manage personal, social and emotional development and change and to promote and encourage self esteem.
- to explore strategies for healthy life styles.
- to develop personal and social skills. See PSHE and citizenship at Key Stages 3 and 4. Statutory citizenship programme of study at Key Stage 4.
- to protect students and maintain a safe environment.

#### Drug Education

The aim of drug education is to provide opportunities for students 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. Drug education is a major component of drug prevention.

Drug education is an important aspect of the curriculum and includes:

#### Key learning objectives

Drug Education is delivered through PSHE and Citizenship provision

See Framework for PSHE and Citizenship at Key Stages 1 and 2

See Framework for PSHE at Key Stages 3 and 4, Statutory Citizenship Programme of Study at Key Stages 3 and 4

See statutory requirements within the National Curriculum Science Order for all phases.

Time tabling of drug education? Staff? Teaching?

How are needs of students identified - drug education should reflect the views of students so that it is relevant and appropriate. How is that done? How do the students determine the relevant content of the programme?

Drug Education of vulnerable students-

Drug Education of students with special educational needs - their entitlement to drug education/specific focus?

#### Methodology

- Creating a safe, secure and supportive learning environment
- Ground rules
- Active learning approaches - action research/mind-mapping/case studies/circle time/creative writing literature/discussion/external contributors/drama visits/formal debate/group work/interactive ICT/local surveys/media analysis/peer education/questionnaires/role-play/simulations/structured games/theatre-in-education/video supported by follow-up discussion etc

- Resources and storage details
- External contributors - input and management

## **SMOKING POLICY**

In accordance with NLC regarding smoking, St. Bede's believe that all individuals should have the right to breathe smoke free air.

### **Aims**

To promote non smoking in St. Bede's.

To encourage our students to chose to be smoke free.

To protect students, parents, Governors, employees, visitors and contractors from passive smoking.

### **School Environment**

- Buildings and grounds around St. Bede's will be designated as non-smoking areas (defined as entrances and within the fenced area).
- Smoking will not be permitted in any room within the school building or the playground.
- Persons wishing to smoke must leave the school building and grounds.
- The Policy applies at all times including, weekends, holidays and lettings to other groups.
- Staff are encouraged to politely remind anyone smoking that our school environment is smoke free.
- Information on the policy will be included in the staff handbook.
- All advertisements for vacancies will inform potential applicants that our school operates a non smoking policy.

Notices around school will reinforce the above.

### **Curriculum**

Smoking education is incorporated in the curriculum through PSHCE and Science. Disciplinary procedures for students who smoke are found in the school Drugs Policy.

**CONFIDENTIAL RECORD    Appendix 1**

By whom

staff / adult                      date: .....  
student                              time: .....

gender                              M F                      Year Group: ..... Initials of user: .....

**SUBSTANCE REPORTED TO BE USED**

Name of substance: .....  
How used: .....  
Amounts: .....  
How often .....  
Where found using: .....  
Used: by self/with others: .....

**ACTION**

Name of contact    Tel. No.    Time/date

Contact/Parent/Guardian  
Leaflet/information provided  
Report to named person

Referred to other agency  
Governors  
Monitoring  
Contact agency  
Police  
LEA  
Continue to provide support

**ADVICE/SUPPORT OFFERED TO YOUNG PERSON**

.....  
.....

**DESCRIPTION OF INCIDENT AND ACTIONS**

Area of concern/s .....  
Evidence/indicators of use .....

Referral (to whom) .....

Agency .....

Others .....

Signed: .....Date: .....

**APPENDIX II**

**LEGAL REQUIREMENTS**

Although there is no statutory obligation on schools to have a policy it is clear that a policy can be invaluable in raising staff, Governors, students and parents' awareness of drug misuse and a commitment to effective measures against drugs.

**THE LAW ON DRUGS**

It is an offence under the Misuse of Drugs Act 1971:

- i) to supply or offer to supply a controlled drug to another in contravention of the Act:
- ii) to be in possession of, or to possess with intent to supply to another a controlled drug in contravention of the Act; it is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to destroy the drug or to deliver it into the custody of person lawfully entitled to take custody of it;
- iii) for the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.

## APPENDIX III

**Drug or Solvent Misuse: Recognising the signs (Reproduced from DFE/Welsh Office Booklet, "Drug Misuse and the Young - A guide for the Education Service", 1992)**

### WARNING SIGNS

1. Early detection of drugs misuse is extremely important. If a young person's drug misuse is identified at an early stage, it is easier for action to be taken to prevent his or her future misuse of drugs. Therefore teachers need to be vigilant, particularly when they are in charge of activities which take groups of young people away from the school premises. Research has shown that first experiments with drugs by young people almost always involve a substance provided by a friend.
2. The signs listed in Tables 1 and 2 may indicate that individuals or groups of young people are misusing drugs. **Their presence alone is not conclusive proof of drug or solvent misuse: many of them are a normal part of adolescence**, but the presence of several signs together may point to a need for greater vigilance. Table 3 lists equipment which, if found in certain circumstances, might also give grounds for concern.

#### Table 1 - Warning Signs in Individuals

- Changes in attendance, and being unwilling to take part in school activities.
- Decline in performance in school work.
- Unusual outbreaks of temper, marked swings of mood, restlessness or irritability.
- Reports from parents that more time is being spent away from home, possibly with new friends or with friends in older age groups.
- Excessive spending or borrowing of money.
- Stealing money or goods.
- Excessive tiredness without obvious cause.
- No interest in physical appearance.
- Sores or rashes especially on the mouth or nose.
- Lack of appetite.
- Heavy use of scents, colognes etc. to disguise the smell of drugs.
- Wearing sunglasses in inappropriate times (to hide dilated or constricted pupils).

#### Table 2 - Warning Signs in Groups

- Regular absence on certain days.

- Keeping at a distance from other students, away from supervision points (e.g. groups who frequently gather near the gate of a school playground or sports field).
  - Being the subject of rumours about drug taking.
  - Talking to strangers on or near the premises.
- 
- Stealing which appears to be the work of several individuals rather than one person (e.g. perhaps to shoplift solvents).
  - Use of drugtakers' slang.
  - Exchanging money or other objects in unusual circumstances.
  - Associating briefly with one person who is much older and not normally part of the peer group.

### **Table 3 - Objects that may indicate Drug Misuse**

- Foil containers or cup shapes made from silver foil, perhaps discoloured by heat.
- Metal tins
- Spoons discoloured by heat
- Pill boxes
- Plastic, cellophane or metal foil wrappers
- Small plastic or glass phials or bottles
- Twists of paper
- Straws
- Sugar lumps
- Syringes and needles
- Cigarette papers and lights
- Spent matches
- Plastic bags or butane gas containers (solvent abuse)
- Cardboard or other tubes (heroin)
- Stamps, stickers, transfers or similar items
- Shredded cigarettes, home-rolled cigarettes and pipes (cannabis)
- Paper (about 2 inches square) folded to form an envelope (heroin)

**(Tables 1, 2 and 3 are adapted from Liverpool Education Authority and TACADE materials).**