



Drugs & Alcohol Policy

DRUGS AND ALCOHOL POLICY

1. INTRODUCTION

The college Drugs and Alcohol Education Policy is a non-statutory document, in accordance with Department for Education (DFE) guidelines. The policy follows the guidance given in the DFE and Association of Chief Police Officers (ACPO) Drug Education publication guidance for colleges (2012).

Our college believes that the misuse of Drugs and Alcohol Education endangers not only our pupils but also affects the wider community in which we live. It is the college's responsibility to ensure the child's health and safety while in our care and we also strive to promote their personal and social wellbeing. Drug misuse undermines this and hinders the development of the young person.

The policy provides a focus for the college to consider how drugs and alcohol education should be implemented and developed within the curriculum, and outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity to engage in drug and alcohol issues. The policy forms an integral part of our existing health education and personal and social education programmes, and the drug education programme complements this.

2. STAFF RESPONSIBLE FOR DRUGS ISSUES

The Designated Safeguarding Lead (DSL) is responsible for the development, monitoring and review of the drugs education curriculum; supporting and training staff and liaising with external agencies to strengthen the curriculum delivery.

The DSL has overall responsibility for drugs issues, including:

- Developing, monitoring and reviewing the drugs policy
- Ensuring robust multi-agency Early Help Assessments and plans are in place in order to provide additional support for children and young people at risk of drugs misuse.

There is also a safeguarding governor with a lead on drugs issues who liaises with college about curriculum and policy.

3. LINKS TO OTHER POLICIES The policy should be read in conjunction with the following policies: Staff Code of Conduct, Health and Safety, Behaviour, Safeguarding, Administration of Medicines, Prohibited Items. (College to align with existing policies as appropriate)

4. DEFINITION OF DRUGS

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave."

This refers to all drugs:

- Legal drugs, including alcohol, tobacco, e-cigarettes, volatile substances (solvents), poppers and psychoactive drugs ("Legal highs")
- Misuse of over the counter and prescription medicines
- Illegal drugs (those controlled by the Misuse of Drugs Act, 1971) including ecstasy, cannabis, crack/cocaine, ketamine, khat, heroin and LSD
- And other drugs such as anabolic steroids

Throughout this policy, the term 'drugs' is used to refer to all of the above. Definition of other key words: 'Drug use' describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or college rules, or future health problems. 'Drug misuse' is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumptions and/or dependence.

We recognise that drug misuse can have a serious effect on health, wellbeing and academic progress. It is the responsibility of the college to play a role in drug prevention and education and help reduce the harm from drugs; as well as help those who misuse drugs, or who are at risk of drug misuse.

5. AIMS OF THE POLICY

We take a positive and proactive approach to the issue of safeguarding and promoting the wellbeing of children and young people and this policy aims to:

- Give a clear view on the responsibilities of the college and legal requirements with regard to drugs issues
- Give guidance to teachers, support staff and visitors about drugs education
- Give clear direction regarding safeguarding children and young people at risk from drugs
- Provide information so that everyone is clear about the college's overall approach to drugs and its procedures should an incident occur

6. APPROACH TO TACKLING DRUGS

We take a whole college approach to drugs through:

- A planned drugs education programme within PSHEE
- Clear rules and sanctions related to drugs which are understood by the whole college community
- Training and support for staff
- An Early Help response as soon as we, or the young person or their family, have a worry regarding drug-related issues
- Carefully considered responses to drug-related incidents, both on an individual, and whole college basis
- Access to specialist support and advice when required

7. AIMS OF DRUG EDUCATION

We aim to give young people accurate information about drugs and help them develop the skills and attitudes to make their own healthy, safe and responsible decisions about drug use. This will take place through the PSHEE curriculum and Support Groups for those students who are vulnerable or exhibit risky behaviour. We also aim to reduce the number of young people misusing drugs and to help those concerned about drugs to get help and advice. To achieve this, our drugs education programme will help pupils to:

- Gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misconceptions
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice
- Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness, refusal skills and helping others
- Explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring media and social influences

8. TRAINING AND SUPPORT FOR STAFF

All staff that deliver drugs education have opportunities to participate in training through a range of CPD activities, including INSET, team teaching, observing other teachers, trialing new resources and carrying out action research.

All staff are made aware of the drugs policy at the start of the year and have access to drugs awareness training.

9. MANAGEMENT OF DRUGS IN COLLEGE

This college does not permit the possession, use of or supply of any illegal drug, nor the misuse of any legal drug which takes place within the college boundaries. This covers: on or near the college premises, within the college day, on college visits (supervised or not), residential, work experience and at college social events.

There are circumstances when some legal drugs are authorised for a specific pupil's use in college and these are covered elsewhere in the Administration of Medicines policy. These rules apply equally to staff, pupils, parents and carers, governors and those working in or visiting the college

Alcohol is not an authorised drug for any pupil. This includes 6th form pupils who are not permitted to drink alcohol at college social events or on college journeys.

Part Two of the Teacher Standards or professional conduct states "staff are expected to demonstrate consistently high standards of personal and professional conduct."

Staff have a duty of care towards students on trips and visits. They are acting in loco parentis and as such are in charge of students throughout the trip and this must not be compromised.

Staff must:

- Act in accordance with their duty of care to students, which is in force during the entire time of the trip or residential;
- Be aware that consumption of alcohol by staff on visits and residential is:
 - Inconsistent with the standard of professional conduct necessary to maintain community confidence in these activities
 - Is considered unwise
 - Could lead to allegations of negligence.

To ensure that staff are supported and protected during visits and residential trips, leaders need to ensure that:

1. There are designated staff on duty each day and specifically each evening/night. This needs to be planned and recorded on Evolve.
2. A ratio of 1:20 in terms of staff/ students are 'on duty' each evening/night
3. 'On duty'- means adhering to all College policies

MANAGEMENT OF DRUG-RELATED INCIDENTS

In this college, a drug-related incident refers to any possession, usage or supply of an unauthorised drug, as defined within this policy. Incidents can include emergencies, observations and discovery, disclosure, and concerns that need to be investigated further.

COLLEGE RESPONSES TO DRUG-RELATED INCIDENTS

In all drug-related incidents the following principles will apply:

- The Principal and Designated Safeguarding Lead (DSL) will be informed immediately
- All situations will be carefully considered before deciding a response
- The health and safety needs of the pupil will always come first, whilst also taking account of the health and safety needs of the college as a whole
- Parents/carers will be involved at an early stage and throughout any investigation (unless this would not be in the pupil's best interest)
- When appropriate, a referral will be made for the pupil to Harbour Drugs and Alcohol Service after completing a DUST screening questionnaire
- Decisions about the sanction will depend on whether the offence is one of a series, or a first time, and whether the pupil was in possession or supplying
- The Principal in consultation with DSL will decide whether a disciplinary and/or counselling consequence should follow possible responses might be:

(i) Support

Support is provided for pupils who have concerns about their own or their family's drug use. We will assess the needs of the pupil and the agencies required to meet these by undertaking an Early Help Assessment. This form of support will also be provided to those who have been involved in a drug related incident which is in breach of college rules. Pupils who have been involved in the incident will participate in a specific drug education programme and may be referred to Harbour if needed.

(ii) Sanctions

Where a college rule related to drug use is broken, sanctions will be given. Decisions about sanctions will be made by the Principal and be consistent with the behaviour policy. The college has a zero tolerance to the possession, use and supply of drugs within the college boundaries (as defined in point 9) and will warrant a serious sanction.

- In case of permanent exclusion, multi agency support will be offered and advice will be sought from the appropriate professionals.

10. PROCEDURES FOR MANAGING INCIDENTS

Reporting a drug-related incident. All drug-related incidents are reported, in the first instance, to the Principal and DSL. Although there is no legal obligation to report an incident involving drugs to the police, we will inform police immediately about any incident involving a suspected illegal drug.

Recording the drug-related incident

In all drug-related incidents, the Principal and DSL will record the responses, including the use of sanctions and/or counselling and support.

Medical emergencies when a student is unconscious as a result of drugs use the pupil will include being placed in the recovery position and an ambulance called. Staff with first aid qualifications should be called immediately but the pupil must not be left alone. Parents/carers will be informed and called to the college. An assessment of the incident will be started, including finding out whether a substance has been taken.

11. INTOXICATION, when a student is under the influence of a drug or alcohol

The pupil will be removed to a quiet room and not left alone. The first aider and DSL will be called. The pupil will be helped to calm down and medical assistance sought if necessary. Parents/carers will be informed and called to the college. In most cases, the pupil will then be taken home with the absence coded C as a special circumstance.

Discovery/observation

This refers to situations when a pupil is discovered using, supplying or holding a substance that is not permitted on college premises and which is described in this policy (suspected or confirmed) If the substance is suspected to be illegal, staff can take temporary possession of it

- if a student is suspected to be in possession of drugs or alcohol and in a lesson. Two members of staff one from SLT will collect the student and take them to the safeguarding office to investigate. One member of staff will walk in front of the student so that any evidence is not lost or disposed of in transit
- the substance will be confiscated, in the presence of a second member of staff as witness
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present, and stored in a secure location (e.g. a safe or lockable container) with access limited to the Principal and DSL

- the pupil(s) will be supervised within a safe space in college and an investigation undertaken, pending advice from the police
- details of the incident will be recorded, including the police incident reference number
- the pupil's parents/carers will be asked to come into college, unless it is not in the best interests of the child to inform them if the substance is legal (but unauthorised in college) it will be disposed of or handed to the parent/carer.

12. SEARCHES

Staff are allowed to confiscate pupil's property where reasonable to do so, including substances, whether controlled or not.

- If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.
- When a search is required, any staff involved must be authorised by the Principal to undertake it and, the staff member conducting the search should be the same sex as the pupil and should carry out the search in the presence of another member of staff, who should also be of the same sex as the pupil being searched if at all possible.
- An authorised member of staff may carry out a search of a pupil of opposite sex and without a witness only where he/she believes there is a risk of serious harm to another person if the search is not carried out immediately and it is not reasonably practicable to summon another member of staff.
- The power to search on suspicion and without consent enables a personal search, involving removal of outer clothing only and searching pockets, but not an intimate search, which only a person with more extensive powers such as a police officer may carry out. Outer clothing means clothing that is not worn next to the skin or worn immediately over underwear, but would also include hats, shoes, boots, gloves and scarves.
- If, during the search an object is observed in e.g. a trouser pocket, the pupil can be asked to bring it out and show it. If the pupil refuses, or alleges assault, the search should stop and the police be called (Screening, Searching and Confiscation, DfE, 2014)

The search will take place in college or where staff have lawful control of pupils. We will keep a record of the search and inform parent/carers if a substance is found, although there is no legal requirement to do this or to inform parents/carers before or after a search. Teachers can search pupils' lockers or possessions without consent where they have reasonable grounds to suspect that drugs have been stored there. The decision to search must be authorised by the Principal. The search should be witnessed by another member of staff; unless there is risk of serious harm to another person if the search isn't carried out immediately and it is not reasonably practicable to call another member of

staff. The searcher and/or the witness need not be the same sex as the pupil. The pupil must be present.

13. DEALING WITH DRUG-TAKING MATERIALS

College site staff make regular checks of the college grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice. Pupils are taught what to do if they come across needles on the college premises and know not to touch needles and to inform a member of staff immediately.

14. DISCLOSURE

Disclosure refers to when a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use. In these situations, staff will be non-judgemental and caring and will show concern for the student's welfare. An Early Help Assessment will be undertaken. Pupils know that teachers cannot promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service. Information about the pupil will only be given to key staff and no one else, unless the pupil gives their consent. The DSL will coordinate the most appropriate support including referral to specialist services and log actions on CPOMs

14.1.SUSPICION/RUMOUR

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

15. INTOXICATED PARENTS/CARERS

Our college's rules for drugs apply to all people who are on the college premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to college and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to collect. If we are concerned that a pupil is in imminent danger, we will contact emergency services on 999. We will also follow our Safeguarding procedures if we are concerned about risk of harm.

16. NEEDS OF PUPILS

We are sensitive to the needs of pupils whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs, and if needed, involve external support for the child and, where appropriate, for the family. This will be done via an Early Help Assessment.

17. CONFIDENTIALITY

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of young people will be central to our policy and practice, however, teachers cannot promise total confidentiality and this is made clear to pupils through the PSHE programme. If a pupil discloses to a member of staff he/she is taking drugs or is concerned about drugs, they will refer the student to the DSL and appropriate support will be offered, e.g. referral to a specialist agency. This information is given only to the DSL and the Principal. If staff are concerned that a child's safety is at risk, they will follow the college's safeguarding procedures. The college displays information about local drug and alcohol services that offer confidential information, advice and treatment.

18. WORKING WITH PARENTS/CARERS

We believe that parents/carers have an important role in supporting their child's drug education. We involve parents/carers through a range of activities, such as:

- Giving information about what is taught through our webpage
- Giving them the opportunity to review the drugs policy
- Giving information about drugs and local sources of help
- Providing parent information about drug education and talking to their child about drugs

A copy of this policy is on the college website with hard copies available on request. Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However, there may be some exceptional situations where involving the parents may put the young person at risk of abuse and in these exceptional cases, the college will exercise some caution. The decision will be taken by the Principal, in liaison with the DSL, with the child's welfare a priority.

19. INVOLVING POLICE

In most cases a drug-related incident will be a college, rather than a police matter. However we work closely with community police and will contact them immediately if an illegal (or suspected illegal) drug has been found or illegal drug dealing is taking place on 101. We will only call 999 in an emergency.

20. REVIEWING THE POLICY

This policy is reviewed every two years in line with college protocols. If an exceptional incident should occur, the policy is reviewed in the light of that incident.

21. DISSEMINATING THE POLICY

The policy is on the college's website and drawn to the attention of all pupils, parents/carers and staff on an annual basis. New pupils and their families are familiarised with it as part of their induction. Copies of the full policy are in the staff handbook, as well as on the college website.

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