



## **Drug and Alcohol Education and Incident Management Policy**

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## 1. Introduction

This policy was written with reference to the following Government initiatives and guidance:

- Tackling Substance Misuse in Wales (2000)
- Circular 17/02 Substance Misuse: Children and Young People

There are links between the drug and alcohol policy and the following policies:

- The Behaviour Management Policy
- Child Protection Policy
- Health & Safety Policy
- PSCE Policy

## 2. The School's Stance on Drugs

**Bassaleg School defines the term 'Drugs' to mean all substances capable of being misused including alcohol, tobacco, medicines and volatile substances, as well as legal drugs.**

- 2.1 All the drugs covered by this policy are not permitted to be brought to, sold, passed on, or obtained on school premises during the school day. This applies equally to school staff and other adults working in and for the school, apart from alcohol at official school social events.
- 2.2 The school takes the issue of substance misuse seriously and seeks to give quality education on drugs to all pupils, which will enable them to make good decisions concerning drug usage both now and later in life. The school seeks to provide accurate, unbiased information about drugs to its pupils in Science and PSCE lessons. Research suggests that the most effective drug education takes place when it is part of a coordinated and progressive approach, which is skills based, dealing with assertiveness and decision-making.
- 2.3 In addition to this the school seeks to support any pupil who has drug related problems through its caring pastoral system and good working relationships with outside agencies.
- 2.4 All aspects of school life at Bassaleg School contribute to the common goal of letting young people know that they are valued as human beings. It is our aim that in doing this we raise self-esteem and minimise risk in the area of drug use.
- 2.5 Support for pupils and their families involved in substance misuse related incidents includes:
  - Pastoral Support programme
  - Police and Youth Service Involvement (Education)
  - Counselling through appropriate agencies such as Fusion and DAFS
  - Family conferences
- 2.6 Sanctions will always be used alongside support and will be in proportion with the offence. The following is a list of sanctions that may be initiated when a pupil is involved in a drug or alcohol incident:
  - School inclusion.
  - Exclusion – any student found to be supplying substances, or believed to be supplying substances will be immediately excluded pending further enquiries.
  - After-school and break time detention
  - Monitoring of progress in class
- 2.7 Incidents will be recorded on the SIMS behaviour management system and logged as a drug related incident. They will be treated as confidential records and only accessible to staff on a need to know basis. Assistant Head, Pastoral Support and Guidance, is to be informed of any drug related incidents. The Headteacher should notify the chairperson of the governing body and the lead governor on drug issues about any significant substance-related incident.

## 3. Aims of the Policy

The aims of the school drug policy are:

- 3.1 To ensure that all members of the school know and understand the rules of the school, how they are expected to behave and the policy regarding drug incidents.
- 3.2 To encourage and enable young people to appreciate the benefits of a healthy lifestyle now, and in the future.
- 3.3 To help parents/carers and young people identify what they need to learn about drugs and how they can take responsibility for their actions.
- 3.4 To enable young people and staff to gain access to support structures, e.g counselling and treatment agencies.

#### **4. Consultation**

The following people were consulted about the development of the policy:

- Teachers
- Other school staff
- Parents
- Governors
- Pupils

#### **5. Location**

A copy of the drug policy will be located in the staff shared area (policies section) and on the school website.

#### **6. Drug Misuse**

Coordinated by the Assistant Head, pastoral Support and Guidance. The Headteacher takes overall responsibility for this policy and its implementation and for liaising with the Governing Body, parents and appropriate outside agencies.

#### **7. Lead Governor Linking Drugs Education Management**

The Governor responsible for drug issues is Mrs M Jennings. Responsibilities include:

- Involvement in the development & review of the school drug policy.
- Representing the Governing body with regard to drug issues within the school.
- Playing a role in ensuring the policy is made known to the whole school community.

#### **8. Drug Education in the School**

Drug education is led by the PSCE Coordinator. In PSCE, Substance Misuse learning is delivered using a spiral curriculum approach so that every year group is given learning opportunities utilising media, individual and peer based learning approaches. A team of teachers who opted to deliver the programme have received training in substance awareness. A planned scheme of work is the basis for lesson delivery which is skills based. Many lessons are in power point format or DVD to ensure quality of delivery and a consistent message to students. Gwent Police Education Liaison Team helps to underpin the PSCE programme of study by delivering Rue the Day and facilitating Kiddo. Students learn about legal and illegal substances, the law which governs use and the potential hazards to health that these substances present.

Drug and alcohol education forms part of the following frameworks/programmes of study:

- PSCE
- RE
- Sociology
- PE
- Science
- ASDAN CoPE

#### **9. Outside Visitors**

Teachers lead on teaching drug education in the classroom and outside visitors are only used for support as part of an integrated programme of work. Visitors will be advised on their integration into the drug education programme and the expectations of their input will be made clear from the beginning. A teacher will always be present in the classroom during any lesson carried out by an outside visitor. However, it is recommended that other members of staff within the school are used to support the provision of drug education, such as school nurses.

#### **10. Starting where the pupils are**

A needs assessment is carried out with pupils prior to any drug education taking place. This will ensure that any drug education is content, age and experience appropriate.

This will take the form of initial discussions with pupils in lessons and their input into the drug and alcohol policy.

#### **11. Monitoring and Evaluation**

It is vital that drug education is continually monitored and evaluated for teaching and quality.

Evaluation will be done in the following way:

- School Council feedback.
- Book scrutinies.
- Student and Staff evaluations.

## 12. Staff Training

Any staff training needs should be referred to the CPD Coordinator for incorporation into the ongoing continuing professional development plans for the whole staff team.

## 13. Incident Management

There is a range of potential drug-related incidents that may arise within the school involving pupils, parents and staff. It is important that the school community is aware of these and has guidelines for response.

## 14. Disposing of Needles and other Drug Paraphernalia

Students should not be allowed to handle drug paraphernalia. Extreme caution should be taken when drug paraphernalia such as a syringe or needle is found, due to the risk of a needle-stick injury. The blood residue in a used needle could be infected with viruses such as HIV or Hepatitis B or C.

- 14.1 Assess the area and the risk involved. Do not put yourself in any danger.
- 14.2 Do not run your hands over or under surfaces that you cannot clearly see.
- 14.3 Check that the equipment and the container you are using to remove the paraphernalia are not defective.
- 14.4 Always wear pierce-proof gloves and use a pair of tongs. Make sure the container you are disposing the item(s) into is securable.
- 14.5 Use a disinfectant to clean contaminated surfaces. Always use papers towels, and dispose of these safely.
- 14.6 If your organisation has a contract with an agency to remove drug paraphernalia, they should be contacted.

## 15. Informing Governors

Headteachers should notify the chairperson of the governing body and the lead governor on drug issues about any significant substance-related incident. This should be done in advance of any information being generally known. Details should be provided in such a way that the identities of young people are not disclosed. This will ensure:

- that confidentiality is preserved; and
- that the chairperson is not compromised or precluded from considering any subsequent decision of the Headteacher to exclude the young person from school.

If individual Governors enquire about an incident the Headteacher should refer them to the chairperson and the lead governor on drug issues.

## 16. Confidentiality

Students at this school need to feel able to talk in confidence to a member of staff about substance related problems without the fear of being judged or told off. However, staff will not be able to promise complete confidentiality in order to seek specialist help/advice if necessary.

## 17. Searching for Substances

For all searches, a senior member of staff must be present with an additional member of staff. Staff should always seek consent from the young person to conduct a search. The safety of the member of staff performing the search is of paramount importance.

- Personal searches: It is not appropriate for a member of staff to carry out a personal body search; however young people can be asked to turn out their pockets and bag. If the young person refuses and it is believed that a crime has taken place, the police should be contacted to conduct a personal search.
- Searches of premises: Staff can search school property e.g. lockers for drugs. However, the prior consent of the young person should be obtained. If the young person refuses, they should be made aware that staff can still continue with the search. The school will need to balance the likelihood that an offence has been committed, against the risk of intruding on the young person's privacy without just cause.
- Searches of personal property: Staff cannot search personal property without the consent of the young person. Consent can be sought from the young person, but if this is refused staff will need to either notify the parents/carers of the young person, who may persuade the young person to give consent or call the police.

## 18. Confiscation of Substances

It is legal (and recommended) that a suspected illegal drug be confiscated by staff immediately to prevent any further offence from being committed. The safety of the member of staff performing the search is of paramount importance.

When taking possession of an illegal drug, staff should:

- always have a second adult witness present; in the absence of a witness do not put off receiving substances or within bounds of your professional discretion removing a suspicious substance from a student's possession.
- place the drug in a sealed bag and include details of the date and time of the confiscation and the witness present. Enter the details on SIMS.
- take the substance to the Assistant Head, Pastoral Support and Guidance, or a member of the SLT. They will notify the police, who will dispose of the drug (the law does not require the name of the person from whom the drugs were taken to be provided to the police); do not keep the substance on your person or in a place of safekeeping – this may place you at risk.
- record full details of the incident, including the size and appearance of confiscated material, the police reference number.
- inform the young persons' parents/carers, unless this would place the young person in danger.

### **19. Medical Assistance**

If there is a medical emergency, the qualified first aiders in the school are:

- Mrs T Jarman (School Nurse).
- An updated list is compiled annually and is held in the main school office.

### **20. Medical Procedures**

Any student who is suspected of ingesting an illegal substance will remain with a member of the senior leadership team until a parent or carer can collect them from school.

20.1 At the beginning of each academic year, Mrs T Jarman (School Nurse) organises the updating of pupils' medical information. Where appropriate, some pupils access medication on site. Mrs Jarman coordinates this and ensures all medication is used appropriately and kept in a secure environment. Some pupils carry their own medication, e.g. epipens and asthma pumps.

### **21. Local and National Guidance**

A directory of local and national agencies and services is available at school. Copies of this list can also be obtained from Newport Substance Misuse Education Coordinator (Tel: 01633 261448).

### **22. Dealing with the Media**

The Headteacher will liaise with the LEA press office and legal department to ensure that any reporting of incidents remains in the best interest of the student, their family and the school.

### **23. Vulnerable, At-Risk Pupils**

The following methods are used to identify those pupils who are vulnerable to drug misuse:

- Child Protection register.
- Educational social worker.
- Social Services involvement.
- Behaviour Management Policy.

Any monitoring carried out will be done in the following way:

- Behaviour Management Policy.
- Child Protection register.
- Interviews with Educational Social Workers.

Support offered to these pupils includes:

- Behaviour team involvement (LDI and Police staff).
- Educational Psychologist involvement.
- Educational Social Worker involvement.
- Social Services support.
- Information and support to access local non-statutory substance misuse organisations.

### **24. Review**

- This policy was agreed by the Governing Body on 10 December 2009.
- The School Council was consulted on 23 October 2009.

This policy statement will be reviewed every 3 years.