

THE FRIARY SCHOOL

DRUGS, ALCOHOL AND SUBSTANCE ABUSE POLICY

Issue No 3
September 2007
Review 2010

This policy is designed to support School Aims Number 4 and 5 and Objectives 1, 5, 8, 9, 12 and 18 of the Strategic Plan. It should be read in conjunction with the school's Discipline and Health Education policies.

Statement of Policy

The school will not condone the misuse of drugs or alcohol by members of the school nor the illegal supply of these substances.

The school is committed to the health and safety of its members and will take action to safeguard their well being.

The school acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the school, will seek to persuade pupils in need of support to come forward.

Policy Aims

The school believes and supports the following educational aims in respect of substance use and misuse.

- ◆ to provide accurate information about substances;
- ◆ to increase understanding about the implications and possible consequences of use and misuse;
- ◆ to encourage an understanding for those experiencing or likely to experience substance use;
- ◆ to widen understanding about related health and social issues eg. sex and sexuality, crime, HIV and AIDS;
- ◆ to seek to minimise the risks that users and potential users face;
- ◆ to enable young people to identify sources of appropriate personal support.

How these aims will be fulfilled

Through aspects of the pupils' experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. We deliver these in the taught curriculum mainly through PSHE, Science and English areas, but other opportunities to reinforce learning will occur in other parts of the teaching programme.

The Role of Outside Agencies

The school actively co-operates with other agencies such as the Police, Social Services, LEA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse. Visitors who support the School will be informed of this policy where appropriate.

How Parents and Governors are involved

- (i) The Headteacher and Head of Pupil Support take principal responsibility for the policy and its implementation, for liaison with the Governing Body, parents, LEA and appropriate outside agencies.

The PDC will endeavour to ensure that all staff dealing with substance abuse issues are adequately supported and trained. (See Appendix)

- (ii) The school encourages parental involvement and we share with parents the philosophy and aims of the drugs and substance policy in our communications with them.

Action to be taken over incidents of substance abuse

In instances involving substance abuse or supply on the premises, and following discussion between staff members who know the pupil well:

- (i) Parents will be informed at the earliest opportunity by the appropriate member of staff. The school and the parents can then work together to support the young person involved.
- (ii) If a young person admits to using or supplying substances off the premises, parents will also normally be informed.
- (iii) There is no legal obligation to inform the Police, though they may be able to give relevant support and advice. However, the school cannot knowingly allow its premises to be used for the production or supply of any illegal drug. Where it is suspected that dangerous substances are being sold on the premises, details regarding those involved with as much supporting information as possible, will be passed to the Police.
- (iv) The school will consider each substance individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupils involved, the other school members and the local community. Permanent exclusion is seen as a last resort as it may only transfer the problem. Additionally a distinction will be made between those supplying the drugs and those partaking.
- (v) Regarding the welfare of staff, the school will follow the County Council Policy on Drug and Alcohol Misuse as part of its Health and Safety Policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.
- (vi) The Head will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school may take appropriate advice and guidance from the LEA Press Office and Legal department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school.

GUIDANCE FOR STAFF

Appendix

Dealing with pupils under the influence or thought to be under the influence of drugs or other substances:

- (i) Remove the pupil from a group or class situation if at all possible. Do not allow a conflict situation to develop if the pupil refuses to be compliant.
- (ii) Refer immediately to the appropriate Head of Year or a member of the Leadership Group. They will then initiate action in accordance with school policy.
- (iii) Where a young person discloses misuse on the premises, staff will inform the Head of Year and where appropriate, implement subsequent action as described above. Where a young person discloses substance misuse off the premises, the staff member will use his or her discretion to decide on the appropriate action, but will normally involve the Head of Year.
- (iv) Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed:

From either a *place or person*

(a) *place*

If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance there while you enlist the support of a colleague or pupil as a witness. Continue with the procedure below.

(b) *person*

When receiving or retrieving substances from a pupil, do so, if possible in the presence of a witness. In the absence of a witness, do not put off receiving substances, or, within the bounds of your professional discretion, removing a suspicious substance from a pupil's possession.

The following guidelines should be observed at all times.

- 1. Remove the substance and record the time, place and circumstances when the substance came into your possession.
- 2. Do not investigate the nature of substance, but do record its approximate size and appearance.
- 3. When possible, have the recordings countersigned by a witness.
- 4. Take the substance immediately to the Head of Year, who should take it to the Head or a Deputy. Do not keep the substance on your person or in a place of safe keeping; to do so may place you at risk.

5. In the presence of the Head of Year or senior member of staff, place the substance in a suitable sealed container. The Head of Year, senior member of staff, yourself and when possible, the witness, should sign and date the package. An official report should be completed, recording the time, date and circumstances of the findings.
6. The Headteacher or a senior member of staff may then arrange for the Police to remove the substance from the premises, as stipulated in the LEA guidelines.
7. In the event of a discovery of any equipment associated with substance use, especially needles and syringes, pupils should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The Head or senior member of staff must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.