



BORDEN GRAMMAR SCHOOL

Drugs Education & Management of Incidents Policy

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Borden Grammar School Drugs Education & Management of Incidents Policy

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DRUGS EDUCATION AND DRUG MISUSE

POLICY STATEMENT OF INTENT

- The school is committed to the health and safety of all its members and will take whatever action is deemed to be appropriate to safeguard their individual and collective well-being.
- The school is a “drugs-free zone”, where the possession, use of, and being under the influence of drugs are not tolerated.
- The school will not tolerate the supply of illegal substances, or their (mis)use, by members of the school community.
- The school recognises the importance of its pastoral responsibilities in enhancing the welfare of its students and, through the provision of a caring and supportive ethos, will encourage students to seek appropriate help.
- The school boundaries are defined as any area where a student is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the student is in the charge of the school and its staff, whether this is within or outside school hours.

DRUGS EDUCATION

The school provides a Personal Development programme (PSHE) which has due regard to pupils’ maturity and includes all relevant factual information but, in so doing, ensures that there is no danger of the issues involved becoming glamorised. It recognises that pupils need to not only be made aware of the consequences of substance (mis)use but also to be apprised of strategies which will enable them to avoid such (mis)use.

DRUG MISUSE

When a member of staff suspects that an individual pupil has become involved in the use/abuse of an illegal or inappropriate substance, the following action will be taken:

The relevant information will be immediately communicated to both the Headteacher and to the school’s Designated Safeguarding Lead (DSL), even where the information has been communicated to that member of staff “in confidence”; unlike priests and doctors, there is no obligation of silence required of educational professionals.

- The pupil will be interviewed by the DSL and/or the Deputy Headteacher or another senior member of staff.
- If the circumstances are such that unlawful activity has taken place away from the school site and at a time when the pupil was not recognisable as a member of the school, then the pupil’s parents/guardians will be informed and relevant information recorded on the pupil’s personal school record. Although the pupil will normally be allowed up to three days from the date of the interview to personally inform his parents/guardians of his unacceptable behaviour before the school establishes contact with his home, the school reserves the right to make immediate contact.
- Where there is evidence of substance abuse within the school site, or out of school at a time when the pupil was recognisable as a member of the school, then the pupil’s parents/guardians will be contacted without delay and the pupil will serve a fixed term external exclusion of for a period of up to fifteen school days, as determined by the Headteacher or, in his absence, by the Deputy Headteacher. Should the pupil re-offend, then the school reserves the right to permanently exclude the child from the school.
- Where there is evidence of a pupil supplying drugs to others, whether in the school environment or in the wider community, regardless of whether or not he was recognisable as a member of the school at the time, then his parents/guardians and our external support services will be informed without delay. The school reserves the right to permanently exclude the child from school with immediate effect. In such cases, the school will pass to the Police all available evidence related to the incident/s.

Except in the case of a permanent exclusion, where the pupil ceases to be a member of the school, pupils involved in substance (mis)use (and their parents/guardians) will be offered the school's pastoral support, both directly and in accessing the external support services best able to assist, including the drugs education and/or programme organized by the Kent police.

DRUGS AND ILL HEALTH

At any one time, there will be pupils receiving treatment for a variety of medical conditions which do not prevent them from attending school. The school will co-operate in ensuring that such pupils receive the appropriate medication in prescribed doses at relevant times and that any drugs (with the exception of inhalers for asthma) are securely stored during the school day. The following arrangements will apply:

- Drugs supplied by a medical practitioner as part of a short-term course of treatment (such as antibiotics) or longer-term programme (such as "Ritalin") must be deposited by the pupil at the School Office immediately on his arrival at school and the School Office visited at appropriate times throughout the school day (usually breaks and lunch-time) so that the medication can be taken as prescribed. The role of the members of the administrative staff in this matter will be to provide the medication on request and not to routinely administer the same. Where parents/carers consider that adult assistance with medication is required, formal consent must be provided to the school office who will provide a form for parents/carers to complete.
- Where medication is required to provide immediate relief, as with inhalers in the case of asthma sufferers, the pupil will be allowed to carry the treatment with him at all times except in the case of lessons in Physical Education and Sport where changing out of normal clothing is necessary. In these circumstances, inhalers must be handed to the member of staff responsible for the activity and, in order to avoid confusion, it is necessary that all such inhalers are marked with their owners' names.

CONCLUSION

The school's over-riding aim, in respect of potential substance abuse as in all other things, is to ensure a safe environment for all its members and to seek to provide such guidance and the appropriate level of support for its pupils as will be necessary to make them both responsible members of the school community and mature future citizens. Every attempt will be made to equip pupils with the knowledge and skills which are necessary if they are to cope effectively with all the demands and pressures, including peer pressures, which will inevitably come their way.

Appendix A:

Procedures for Managing Student Suspected or Found in Possession of Unauthorised Drugs

- 1.1 All teachers have a duty of care and the students' safety and care is of paramount importance.
- 1.2 If a student appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary the young person goes to the local Accident & Emergency Unit. The DSL (or deputy DSL) will determine who contacts the pupil's parents or carers and request that they collect him/her from school. If they are unavailable the student will be supervised in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual and circumstances has been taken.
- 1.3 If a student brings drink or drugs to school or the school has good reason to believe they have done so, or if a student is found with a substance or a drug thought to be unauthorized, the following procedures should be followed (All unknown tablets, powders and substances should be regarded as unauthorized):
 - There are health and safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through KCC's Children, Families and Education Health and Safety Unit. (03000 413927).
 - The Police Youth Engagement Officer (PYEO), Tel: 01795 419392, should be the first point of contact with regard to confiscation of suspected illegal drugs in schools.
 - In "emergency" situations where the PYEO is unlikely to be able to attend immediately, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999 or local police station)
 - Substances should **NOT** be destroyed or flushed down the toilets.
 - If a student has taken a drug, or there is reasonable evidence to assume so, a trained first-aider will be called immediately, and professional medical help sought where appropriate. If not, then another member of staff will be called for help and as a witness.
 - Staff will inform the head teacher and DSL as soon as possible after they have ensured the safety of the student and any other students involved.
 - The school will encourage co-operation from student when asked to empty their pockets/bags and hand over the suspected drugs.
 - It is legal for an authorized member of staff to confiscate substances thought to be illegal. Confiscated drugs should be sealed in a clear plastic bag, with the completed incident form attached, and locked away until the police arrive or, if agreed by the police, taken to the police station.
 - Where it is considered that the student has been at risk, or it is thought that the drug or substance is unauthorized, the student's parent or carer should immediately be contacted at the earliest opportunity unless this is not considered to be in the best interests of the student in which case Safeguarding Guidelines should be followed.
 - Teachers cannot guarantee confidentiality, and where a student discloses information that indicates he or she is at risk, the information will be passed immediately to the DSL. A teacher should sensitively indicate to a student that confidentiality cannot be maintained, preferably before any disclosure takes place.
 - Staff should record what has happened and all actions taken as soon as possible and the witness should countersign your statement.

2. Alcohol and Tobacco

- 2.1 Alcohol and Tobacco (AT) misuse by students is a serious issue for schools. Research shows that the younger students enter into experimental AT use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school will take action to safeguard the students and inform parents/carers as soon as possible.
- 2.2 The school is a smoke free site. The school adheres to the Licensing Act 1964 and other alcohol legislation and circumstances in which alcohol use is permitted, are clear.
- 2.3 The police are not normally called to deal with students involved with alcohol or tobacco issue except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to students or where there is a risk of violence or Safeguarding concerns.

3 Residential and Off Site Visits

- a. Residential and off site visits must comply with school's Educational Visits Policy full risk assessment practice. Students and parents/carers are clearly informed of the school's expectations and repatriation policy and sign the code of conduct/consent form. Expectations of staff are set out in the Staff Behaviour Code and agreed before the trip with the trip leader.

4 Confidentiality, Safeguarding and Child Protection

- a. Clear guidance regarding confidentiality and disclosures is contained in the school's Safeguarding Policy.

5 Staff

- a. Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the pupils, therefore the head teacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.
- b. This school is a smoke free school, in line with national legislation effective from 1 July 2007. Staff smoking on school premises or who bring illegal drugs on to school premises will be deemed to be in breach of their contract. All staff are expected to adhere to the school's smoking policy.
- c. The school will make every effort to support any member of staff in these circumstances and encourage them to seek appropriate professional help.

6 Parents/Carers and Drug Incidents

- 6.1 The school informs parents about all aspects of its policies via the website. A proactive approach is used. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and students' safety issues are paramount. The school is not able to divulge any information about individual pupils. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school. The school informs parents/carers of any local concerns/issues.
- 6.2 Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child. School can refer parents/carers to other sources of help, for example, drug or alcohol specialist agencies or family support groups.
- 6.3 This school aims to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.
- 6.4 Where the help of external services might be needed, and the child's safety is not considered at risk, we will liaise with Early Help about referral to other agencies.
- 6.5 When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a student into the care of a parent/carer. The focus for staff will always be the maintenance of the student's welfare, as opposed to the moderation of the parent's/carer's behaviour.
- 6.6 Where the behaviour of an intoxicated parent/carer repeatedly places a student at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke Safeguarding & Child protection procedures, and the involvement of the police, if necessary.

It is important to gain support from other colleagues to act as a witness and/or give additional guidance when addressing parent/carers whom are intoxicated.