



DRUGS AND DRUG EDUCATION POLICY

Swakeleys School for Girls

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Control Sheet

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DRUGS AND DRUG EDUCATION POLICY EDUCATION POLICY

Rationale

The school does not condone the misuse of alcohol, tobacco, solvents and any other drugs 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 wellbeing.

The School acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the school, and implementation of this policy, will seek to create an environment where students feel able to seek advice and help.

The school is committed to Drugs Education. The School recognises that drug use and misuse is a fact of life and that the number of young people who will be exposed to drugs is increasing. It will therefore educate students about the consequences of the use and misuse of drugs in order to enable them to make informed decisions about their own lives and those of others.

The school recognises that some students may require medicines that have been prescribed for their medical condition during the school day and has clear procedures for managing and administering medicines.

Objectives

- To provide accurate information about all drug use and related issues, including the law
- To enable students to make healthy, informed choices by increasing knowledge, building self-esteem and developing and practising skills which will help them cope in situations where drugs are available
- To increase understanding about the implications and possible consequences of use and misuse for related health and social issues
- To encourage a compassionate understanding for those experiencing or likely to experience substance use or misuse
- To enable young people to identify sources of appropriate personal support
- To seek to minimise the risks that users and potential users face.

Methodology

These aims are fulfilled through aspects of the students' experience in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. We deliver the taught curriculum mainly through PSHCE, Science and English, but other opportunities to reinforce learning will occur in other parts of the teaching programme. The School actively co-operates with external agencies such as 'SORTED' – Young People's Drug and Alcohol Team; the Safer Schools Partnership and Social Services to deliver its commitment to drugs education and to deal with incidents of substance use and misuse. Those people who support the school in any capacity will be expected to uphold the values stated within this policy.

The Governors of Swakeleys School For Girls agree to support staff in the delivery of this policy. They will:

- ensure necessary training and resources are available
- endorse the policy of the school and support the Headteacher and staff
- work with parents/carers and the community to promote a positive image of the school policy
- keep themselves informed of trends and current legislation
- monitor the implementation of the policy.

The Headteacher will;

- Implement the policy and ensure staff framework that provides guidance about approaches to;
 - a) systems for pastoral support
 - b) drug education in the curriculum
 - c) dealing with drug related incidents.
- support the School Drugs Co-ordinator and provide help with policy development
- ensure that appropriate resources are available
- oversee training for staff, governors and parents
- deal with the media
- be informed of any drug related incidents and take the appropriate action.

The School Drugs Co-ordinator (Deputy Headteacher) will:

- work alongside the Headteacher in ensuring that drugs education has a high profile within the school
- work alongside Year Learning Coordinators to develop schemes of work in PSHCE
- liaise with the appropriate Heads of Departments to ensure the full drugs education programme is delivered
- liaise with external agencies re counselling and other services available within the Borough
- liaise with members of the Safer School Partnership with regard to drug related incidents and the disposal of illegal substances
- support staff, governors and parents in incidents involving drug misuse
- keep up to date with national developments
- monitor and evaluate the effectiveness of the policy and schemes of work.

The School Drugs Co-ordinator is Mrs Gilly Hare

Swakeleys School for Girls

All Staff

It is important that drugs education should be seen as a whole school issue and that each staff member has a part to play. Teachers are role models and as such can have significant impact on the readiness of students to adopt responsible attitudes and behaviour in relation to drugs.

Students

It is expected that all students will adhere to the school's drug policy and refrain from bringing illegal and unauthorised substances into school and on school trips.

Parents

It is expected that parents will support the School's policy and its aims.

DEALING WITH DRUGS RELATED INCIDENTS IN SCHOOL

In any drugs related incident the safety and welfare of the student is paramount. Staff should inform the Drugs Co-ordinator of any incident or disclosure relating to the use of drugs. She will decide the appropriate course of action and arrange for the disposal of any illegal substance.

WHAT TO DO IF.....

Drugs or associated paraphernalia are found on the school premises

If a substance is found which is believed to be a drug (including alcohol and cigarettes) it should be taken immediately to the Drugs Co-ordinator. In the case of a suspected illegal substance the Drugs Co-ordinator will inform the Headteacher and the item will be packaged and labelled with the time, date and location found. The label should be signed by the finder and witnessed by the Drugs Co-ordinator who will then, without delay, contact the Safer Schools Partnership to arrange for its collection and disposal. An investigation will be undertaken to try to establish the source of the substance.

What to do if a student is found in possession or drugs or associated paraphernalia (the law does not require a school to divulge the name of the student from whom the drugs were taken to the police):

The student should be escorted immediately to the Drugs Co-ordinator by the member of staff, who should then remain with the student as a witness.

Staff are not obliged to search a student but may ask her to empty her pockets and her bag or surrender the substance, (see following section on searches). As staff are in *loco parentis*, they have the same rights as parents. If a member of staff believes it to be in the interests of the pupil to search them, their bag, their locker or possessions, they may do so under common law. If drugs are found the Drugs Co-ordinator will inform the Headteacher and contact the Safer Schools Partnership to arrange for the collection and disposal of the drugs. If a student refuses to co-operate the Drugs Co-ordinator will contact the Safer Schools Partnership of the Police and

the student will be supervised until an officer arrives. As with all drug related incidents parents will be contacted. The student will be dealt with according to the school policy (see section entitled 'Discipline and Sanctions').

After the incident consideration should be given as to whether

- The issue should be discussed with the peer group
- Individuals should be spoken to
- Monitoring be put in place to look for further signs.

A member of staff suspects a student of being under the influence of drugs

Safety of the student is paramount and prompt medical advice and assistance should be sought from the Welfare Officer who will try to ascertain what has been taken and take the appropriate action. An ambulance should be called if there is any doubt about the student's health.

Having ensured the student's safety the member of staff should inform the Drugs Co-ordinator who will inform the parents and carry out a full investigation.

The student will be dealt with according to school policy. (see section entitled 'Discipline and Sanctions')

The labelled and packaged drug should be stored in a secure location, such as the School Safe or another lockable container with access limited to two senior members of staff.

A student discloses drug use during a discussion (e.g. in PSHCE)

Before any discussion it is important to define the limits of confidentiality and what may be openly discussed and what may not. This gives the student a choice of whether or not to disclose. If a disclosure is made the Drugs Co-ordinator should be informed.

A teacher overhears a conversation involving drug use

In this instance the teacher should speak to the student individually if appropriate and use his/her judgement as to whether further action is necessary. In all cases the Drugs Co-ordinator should be informed and he/she will then log the conversation.

A student discloses on a one-to-one basis

This will need sensitive handling. If the student is talking about herself she will be asking for help and support. You cannot promise confidentiality but should tell the student that you will inform someone who can help her. Listen to what she has to say and then inform the Drugs Co-ordinator who will take the appropriate action. Parents will be contacted. If the student needs assessment the Drugs Education team will be called upon to do this and to provide counselling for both student and parents. If the child is at risk Social Services will be contacted. Staff will have an important role in supporting and monitoring the student in school.

If the student is disclosing about another student, do not promise confidentiality; listen to what she has to say and then inform the Drugs Co-ordinator who will take the appropriate action.

Staff become aware of the availability of drugs in the vicinity of the school.

If drugs are being sold on or near the school premises the Drugs Co-ordinator and Headteacher must be informed. Verification will be sought from the Police and the matter handed over to them for investigation.

If staff are aware that students are buying cigarettes, alcohol or solvents from local shops the Drugs Co-ordinator should be informed. She will pass the information to the Safer Schools Officer for action.

Personal Searches

If a student is suspected of concealing illegal or other unauthorised drugs, every effort should be made to persuade the student to hand over voluntarily any drugs, in the presence of a second adult witness. If this does not happen the student should be escorted immediately to the Drugs Co-ordinator by the member of staff, who should then remain with the student as a witness.

Staff are not obliged to search a student but may ask her to empty her pockets and her bag or surrender the substance, (see following section on searches). As staff are in *loco parentis*, they have the same rights as parents. If a member of staff believes it to be in the interests of the pupil to search them, their bag, their locker or possessions, they may do so under common law. If drugs are found the Drugs Co-ordinator will inform the Headteacher and contact the Safer Schools Partnership to arrange for the collection and disposal of the drugs.

If a student refuses to co-operate the Drugs Co-ordinator will contact the Safer Schools Partnership of the Police and the student will be supervised until an officer arrives. As with all drug related incidents parents will be contacted. The student will be dealt with according to the school policy (see section entitled 'Discipline and Sanctions').

Any member of staff may refuse to carry out a search and the police should be called in this instance.

Searches of School property

The Drugs Co-ordinator/a member of the Leadership Group or the Pastoral team (with another member of staff) may carry out a search of student's lockers or desks if he/she believes that drugs are stored there and it is in the best interest of the student.

Prior consent should always be sought. The student will be informed that if consent is refused the member of staff may proceed with the search. (The searcher will balance the likelihood that an offence has been committed against the risk of infringing the students' privacy without just cause, before proceeding with the search).

After any search involving students, the parents/carers should be contacted regardless of whether the result of the search is positive or negative.

DISCIPLINE AND SANCTIONS

The Governors will permanently exclude any person found in possession of any Class A drug. (see Appendix Two for classifications)

The Governors will permanently exclude any student found supplying, or in possession of such a quantity of any Class B or Class C drug as to be too great for personal use and therefore suggest intent to supply. Where there is any doubt about the quantity the advice of the Safer Schools Partnership of the Police will be sought.

The Governors reserve the right to permanently exclude any person in possession of a small amount of any Class B or Class C drug for personal use. Such cases would normally, however, be dealt with by the Drugs Co-ordinator and the Headteacher, who would inform the Governors of the incident and the action taken. In such a case sanctions would be a five day exclusion.

Students who voluntarily disclose drug abuse should be referred directly to the Drugs Co-ordinator. They will be offered counselling by the Drug Education Team. Parents will be contacted and offered advice and support.

Students found in possession or under the influence of alcohol or solvents should be referred directly to the Drugs Co-ordinator who will inform the Headteacher. Parents will be contacted and the student sent home if unfit to remain in school. A short-term exclusion will be given. (3-5 days).

Students found in possession of cigarettes will have them confiscated. They should be reported to their Year Learning Coordinator who will send a letter home and place the student on Leadership Detention and Break and Lunchtime report for 2 weeks.

In the event that students are in possession of or under the influence of so called “legal highs” a decision will be made by the Headteacher on appropriate action. Students supplying these substances to others will also be sanctioned. This could result in the issue of an exclusion.

Monitoring

We will know whether this policy has been successful through our monitoring and evaluation programme and logging of drug related incidents.

Evaluation

This policy will be evaluated every two years by the Pastoral and Curriculum Committee.

Review

The policy is due for review in September 2025

