



# King's High School

Policy:	<i>Drugs Education</i>
Applies to:	<i>King's High School Staff and Pupils</i>
Authors:	<i>Deputy Head Pastoral</i>
Approved by:	<i>KHS Committee, June 2017</i>
Reviewed:	<i>1 July 2019; 1 July 2020</i>
Signed:	<i>S Watson, Deputy Head</i>

## **Policy on Drugs Education** Drugs and Substance Abuse Policy

Drug education is an important aspect of the curriculum for all of the Warwick Independent Schools Foundation Schools. We fully recognise our responsibilities for a drug education programme that is supported by a consistent message from the family and community.

In accordance with the DFE guidelines, we aim to:

- Increase pupils' knowledge and understanding and clarify misconceptions about:
  - the short and long-term effects and risks of drugs
  - the rules and laws relating to drugs
  - the impact of drugs on individuals, families and communities
  - the prevalence and acceptability of drug use among peers
  - the complex moral, social, emotional and political issues surrounding drugs
- Develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
  - assessing, avoiding and managing risk
  - communicating effectively
  - resisting pressures
  - finding information, help and advice
  - devising problem-solving and coping strategies
  - developing self-awareness and self-esteem
- Enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences

All schools aim to set realistic aims for their drug education which include the above and which are consistent with the values and ethos of the school and the laws of society, as well as appropriate to the age and maturity of pupils.

In order to ensure the effectiveness of our drugs education programme we aim to ensure that :

- It is addressed by the whole school community
- It is consistent with the school's values and ethos
- Drug education is part of a well-planned PSHCE provision
- Policy and practice for managing incidents are consistent with teaching
- Pupils' needs and views are taken into account when developing programmes and policies
- Staff have access to training and support
- It is supported by consistent messages from the family and community

This policy is supported by the individual Drugs Policy procedures of the three schools within the Foundation.

## **Drugs and Substance Abuse Policy**

The Head and Governors do not condone any infringement of The Misuse of Drugs Act (1971). They require that firm action shall be taken against any individual or group contravening this legislation. This policy is updated and developed yearly and now also refers to the advice given in "DfE and Association of Chief Police Officers (ACPO) Drug Advice for Schools" January 2012 following discussions between staff and other members of the school community.

## Definitions and terminology

The definition of a drug given by the United Nations Office on Drugs and Crime is “a substance people take to change the way they feel, think or behave”

The term “drugs” and “drug education” is used to refer to all drugs ie

- all illegal drugs (those controlled by the *Misuse of Drugs Act 1971*)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and amyl nitrates (known as poppers)
- all over-the-counter and prescription medicines (see Appendix 1).

## To whom and where this policy applies

This policy applies to all staff, pupils, parents/carers, governors and external agencies and individuals working at the school, or visiting the school.

It applies to any possession, use or supply of drugs “in school” defined as: anywhere on the school premises at all times e.g. during extra-curricular activities after school and at weekends, as well as during the school day; off the school premises during the school day e.g. pupils in town at lunch time; travelling to and from school on school buses; on school business such as competitions, day or residential trips and work experience. Any incidences will be regarded with the utmost seriousness.

## Rationale

Drugs are a part of our everyday lives and most young people will, at some stage use drugs for medicinal purposes. However, we now live in a society where young people face growing pressures to become involved in and experiment with controlled drugs and other legal substances such as alcohol and tobacco. King’s High recognises its pastoral responsibilities in the general health and welfare of pupils and aims to reduce these pressures and educate pupils about the risks of involvement with drugs, as well as to try to maintain an environment that is as free as we can make it of illegal or harmful substances.

## Statement of policy

- The School recognises its pastoral and educational responsibilities and will provide through the Personal, Social and Health Education (PSHEE) curriculum, a drugs education programme that will make pupils aware of the harmful effects and risks associated with the use of drugs, alcohol abuse and smoking.
- The School will provide support and guidance to pupils through the formal programmes such as PHSEE, as well as through the wider curriculum
- The School will take a consistent approach to drugs education across the whole school community and that both policy and practice for managing incidents are consistent with the teaching and that the drugs education programme is supported by families and the community.
- Drug use is a matter that concerns the whole school community and the possession, use and supply of illegal or unauthorised drugs “in school” (as outlined above) is unacceptable.
- The policy ensures compliance with the criminal law, under which it is an offence for anyone to possess, use, supply or sell controlled drugs or for the school to allow its premises to be used for these purposes.
- The School will take appropriate action to ensure the general well-being of all our pupils and staff, and employ effective communication and co-operation between the school and parents, police and other agencies
- The School take note that “Although there is no statutory requirement to do so, the Secretary of State would expect the Police to be informed when illegal drugs are found on a pupil or on school premises.” (DfEE – *Drug Prevention and Schools*, Circular 4/95.).
- If a member of staff suspects drug use or that drugs are being brought into school, they should inform the Head immediately
- The School recognises the vital home-school partnership that is so essential to effective education. The School aims, through its links with the Parent/Teacher Association, to provide an opportunity for parents to discuss their own particular concerns, gain an understanding of the drugs education programme provided within the PSHEE curriculum at the School and also receive information and guidance from appropriate outside authorities. It will also make available, to any parent on request, all appropriate

resource material held in the Staff Resource Library, on restricted loan. Any parent wishing to take advantage of this opportunity should make a written request to the Head.

- The School adopts a firm disciplinary framework for dealing with pupils who bring drugs into school and use or tempt others to use them.
- Any school pupil who is involved with drugs while “in school” should expect to be dealt with severely.
- Drugs education provision<sup>1</sup> at King's High, in accordance with DfE guidelines, aims to:
  - increase pupils' knowledge and understanding and clarify misconceptions about:
    - the short and long-term effects and risks of drugs
    - the rules and laws relating to drugs
    - the impact of drugs on individuals, families and communities
    - the prevalence and acceptability of drug use among peers
    - the complex moral, social, emotional and political issues surrounding drugs
  - develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
    - assessing, avoiding and managing risk
    - communicating effectively
    - resisting pressures
    - finding information, help and advice
    - devising problem-solving and coping strategies
    - developing self-awareness and self-esteem
  - enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences
  - take pupils' views and needs into account when developing programmes, so that they can for example, engage in discussion, be taught by people who know what they are talking about involving, where possible, true-to-life stories.
  - provide progression in terms of knowledge, understanding, skills, values and attitudes appropriate for different age groups.
  - give our pupils information on where they can seek help and advice
  - be consistent with the values and ethos of the school and the laws of society,
  - the school's drug education programme is carried out in Biology lessons and in PSHEE classes, using the non-statutory guidance for PSHEE, the statutory guidance for Citizenship and the statutory requirements within the National Curriculum Science Order as the basis of developing drug education. PSHEE and Citizenship provide an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

### **Action in the Event of Drug Misuse**

#### **Dealing with drug incidents**

A drug incident may involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs. This could fit into one of the following categories

- drugs or associated paraphernalia are found on school premises
- a pupil is found in possession of drugs or associated paraphernalia
- a pupil is found to be supplying drugs on school premises
- a pupil, parent or staff member is thought to be under the influence of drugs
- a pupil discloses that they or a family member/friend are misusing drugs

When dealing with drug incidents safety should be the first priority: first aid or other appropriate help should be sought before addressing further issues. If in doubt, medical assistance should be sought immediately.

The school will investigate any rumour about involvement with drugs. All drug incidents will be investigated carefully (and the investigation may involve: segregating a pupil but this will be for no longer than necessary;

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<sup>1</sup> This policy should be read in conjunction with the Behaviour policy, PSHE policy, PSHE handbook and Teaching and Learning policy

asking her questions and asking her to give a written account of particular circumstances). The Deputy Head (Pastoral) should be informed, and should inform, consult and involve other staff as necessary, giving due respect to the confidentiality of those involved. A second adult witness (usually the appropriate Head of Key Stage, Year Head or a member of SMT) should be present at all interviews with pupils regarding drug incidents. As the Head will be the arbiter on the pupil's future in school, they should not carry out the initial investigation. There may be many relevant factors to be taken into account when assessing the seriousness of an incident, the needs of those involved and the most appropriate response, for example

- what the pupil has to say
- whether this is a one-off incident or a longer-term situation
- whether the drug is legal or illegal
- what quantity of the drug is involved

(for further advice see DfE - Drugs: Guidance for schools – Responding to a drug incident)

If it is felt during the investigation that the police should be involved, then the investigation should cease and detailed questioning should be left to the police.

### **Management of drugs searches at school**

The investigation may also involve searching the pupil's locker or personal belongings with her permission; taking possession of property with her knowledge. Any search of a pupil's person or possessions needs her consent and the presence of a second adult. If she does not give consent this will be viewed seriously. If consent is not given, then parents should be informed<sup>2</sup>, and they may persuade the pupil to give their consent. In any of these situations, if there is sufficient concern, it may be decided to inform the police in which case they will take over the case, and follow formal procedures.

Staff may search school property, for example, pupils' lockers or desks if they believe drugs to be stored there. However, prior consent should always be sought and if it is not received then the school may proceed with a search but will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

If drugs are found in school the Head should be notified immediately.

If **legal drugs** are found in school, the police do not need to be involved. The School nevertheless recognises its responsibility in safeguarding the health and safety of young people in the area and may also pass on information to the police: for example, that a local shopkeeper was selling alcohol or solvents to pupils in contravention of the law. The drugs should be removed and parents/carers should normally be informed and given the opportunity to collect the drug - alcohol, tobacco, medicine, unless this would jeopardise the safety of the pupil(s)<sup>3</sup>.

If **illegal drugs** are found, the law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug. **The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken, but the school reserves the right to do so.**

If staff take temporary possession of a suspected illegal drug they should:

- ensure a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of seizure and witness present
- store it in a secure lockable container with access limited to two senior members of staff
- without delay notify the police who will then collect it or give instructions about its disposal.
- record full details of the incident
- inform parents, unless this would jeopardise the safety of the pupil
- identify any safeguarding concerns and develop a support and disciplinary response

### **Disciplinary Action**

In disciplining pupils, our main concerns will be:

- To ensure the welfare and safety of the pupil and others in the school community
- To provide appropriate support for those who may have been involved in occasional drug abuse.
- To provide appropriate disincentives so that pupils may be discouraged from experimenting with drugs.
- To deal severely with those who may be supplying drugs to others and/or encouraging others in drug abuse.
- To maintain the integrity of the school community.

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<sup>2</sup> See Informing Parents

Any sanctions, including exclusion, will take into account the appropriateness of the response; proportionality with the offence; the needs of all concerned - the young person, other pupils, the school and the community; and consistency with existing school rules, codes and expectations.

The School will do its best to ensure that offenders against this policy receive suitable counselling, advice (participation in a drug's education programme) and rehabilitation. It also recognises that the pupil's parents have a role and duty and the School will endeavour to support them in this respect.

### **Illegal drugs:**

Pupils contravening "The Misuse of Drugs Act" (1971) will be subject to such disciplinary action as the Head and Governors choose to employ. Where the illegal use of drugs is suspected the principle of a temporary 'fixed-term' suspension will apply. Dependent upon and subject to serious investigation of the facts further appropriate disciplinary action may be taken. Such action will always consider the full circumstances. The ultimate sanction available is permanent exclusion.

### **Legal drugs:**

Any incidences relating to any drug misuse will be subject to investigation and such disciplinary action as the Head chooses to employ.

### **Smoking**

"Smoking remains the largest preventable cause of death, with smoking-related diseases accounting for some 100,000 deaths a year in England. There is some evidence that smoking can be a "gateway" into illegal drug misuse."<sup>3</sup> King's High recognises that it has an important role to play in raising pupils' awareness of the health risks associated with smoking. The emphasis in the PSHEE programme is on providing information and developing attitudes and skills which will help pupils not to take up smoking and supporting those who want to stop. The school is a smoke-free site and notices are posted accordingly.

### **Responses to smoking incidences "in school"**

Any pupil found to have brought tobacco into school or who is caught smoking, is likely to receive the following sanctions:

- parents will be informed in writing
- community service.
- fixed period of suspension
- expulsion

### **Alcohol**

Educating pupils about the effects of alcohol and how to reduce alcohol related harm is an important priority as alcohol is prevalent in today's society and increases the vulnerability of young people to the impact of alcohol misuse and other associated risks e.g. personal safety.

Alcohol is forbidden at school except where sixth form pupils have received the permission of the Head to consume alcohol on a special occasion.

Incidences relating to alcohol misuse will be subject to such disciplinary action as the Head Master chooses to employ. This may include a temporary 'fixed-term' suspension and dependent upon and subject to investigation of the facts further appropriate disciplinary action may be taken, with the ultimate sanction of expulsion.

### **The needs of pupils**

Early intervention – staff in school can have a key role in identifying pupils at risk of drug misuse. The process of identifying needs should aim to distinguish those who require general information and education, those who could benefit from targeted prevention, and those who require a more detailed assessment of their needs.

The school will aim to ensure that pupils have access to up-to-date information about sources of help and advice. Pupils' wider pastoral needs will be taken into account when dealing with any issues relating to drug education and the management of drug incidents, including parental drug misuse.

### **Informing parents**

The school will inform the pupil's parents of any incidence and the outcome of all investigations of drug incidents, and may involve them and the pupil in making decisions about referral and counselling. The school may exercise caution and not inform the parent/guardian, if they feel that the pupil's safety might be at risk or if there is any other Concern for the pupil's safety at home. In such a situation where a pupil may need protection from the possibility of abuse, the school's child protection coordinator should be consulted and child protection procedures followed. The school will use its discretion about when and whether to inform parents of other pupils.

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<sup>3</sup> DfES – "Protecting Young People, Good Practice in Drug Education in Schools and the Youth Service"

### **Recording incidents**

A full record should be kept of all drug incidents. Notes should include the time, date, place and people present, as well as what was said. The record of the incident should be filed in the pupil's file and recorded in the sanctions record.

### **Confidentiality**

When discussing and managing drugs, regard will be given to issues of confidentiality. Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. However, if a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this compromises the teachers' professional responsibilities in relation to

- child protection
- cooperating with a police investigation
- referral to external services

Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information. Only in exceptional circumstances should sensitive information be passed on against a pupil's wishes: if this happens, the pupil will be informed first, and an explanation given of why this needs to happen.

### **Staff Conduct**

Teachers have a duty of care to pupils entrusted to the school, including when on school trips. A member of staff may be deemed unfit to work if he or she poses a risk or potential risk to the health and safety of pupils or colleagues. In addition, members of staff should never place themselves in a position where it could be construed that they are condoning an illegal act. Nor should they open themselves to criticism if, as a consequence of drug misuse e.g drinking, the pupil(s) concerned injured themselves. Staff should familiarise themselves with the summary "Developing Safe Working Practices for the Protection of Children and Staff in Education Settings" document in the staff pack.

The welfare of staff with a drug problem is also an issue and school will be as supported as is consistent with the wellbeing of the pupils and other staff.

Policy review date: April 2021 DH(P)

## Drug and Substance Abuse policy - Appendix 1

### Authorised drugs (medicines) in schools

There is no place for drugs in schools, except in a few legitimate instances of medicinal drugs for which a special case can be made.

Some pupils may require medicines that have been prescribed for their medical condition during the school day. Any pupil who requires medicines in school should ensure that:

- The school nurse has been informed of the medical condition and the medicines that are needed
- The pupil follows the instructions given by the school nurse (for example on where the medicine should be kept)
- Medicines that have been prescribed for an individual must only be used by them. They must not be given or passed to a third party.
- Non-prescription medicines (including over-the-counter medicines, such as those providing relief from period pains or hay fever) are not given or passed to a third party
- The medicines are stored and consumed with due attention to the safety and welfare of others

Students found to be misusing, misrepresenting, distributing, or selling prescription or over-the-counter drugs will be deemed to be putting the health and safety of other pupils in danger and will be subject to such disciplinary action as the Head chooses to employ. This may include a temporary 'fixed-term' suspension and dependent upon and subject to investigation of the facts further appropriate disciplinary action may be taken, with the ultimate sanction of expulsion.

### Members of staff:

Only authorised members of staff should give non-prescribed medication to pupils (including designated first aiders for example on a school trip)

Authorised members of staff should advise pupils only in their "professional" capacity and ensure that medicines are only administered in accordance with the prescriber's instructions, as displayed on the container/packaging

Accurate records of when medicines have been given or if a child has refused their medication should always be made (and matron notified if not the prescriber)

Staff are made aware of pupils who have medical conditions via the 'all circumstances' documentation.

All staff should ensure they know who these pupils are and are familiar with their conditions.

The school nurse should be consulted if there are any queries or concerns about the medical conditions of any pupil

If a pupil has to be taken to hospital, a member of SMT must be informed immediately and the pupil should always be accompanied by a member of staff, usually the school nurse. It is the responsibility of SMT to be sure that any siblings in school are kept informed

The safety of the pupil is of paramount importance and medical assistance should be sought if in any doubt.

### Record of incident involving unauthorised drug.

*Copy the form and pass both copies to the Head for filing in pupil's and sanction's file*

### Tick to indicate the category:

Drug or paraphernalia found ON school premises	Pupil disclosure of drug use
Emergency/Intoxication	Disclosure of parent/carer drug misuse
Pupil in possession of unauthorised drug	Parent/carer expresses concern
Pupil supplying unauthorised drug on school premises	Incident occurring OFF school premises

Name of Pupil:	Date:
Pupil's Form:	
Date and time of Incidence:	Informed by: Time:
Reported completed by:	Senior staff involved:  Name and signature of witness:
First Aid given: Yes/No	Ambulance/Doctor called: Yes/No
Drug involved (if known): (e.g. Alcohol, Paracetamol, Ecstasy)	Drug found/removed? YES/NO
Where found/seized:  At time:	Disposal arranged with (police/parents/other):
If police, incident reference number	Name of parent/carer informed:
Brief description of incident (including any physical symptoms):	
Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested)	

### Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. [www.addaction.org.uk](http://www.addaction.org.uk)

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems. Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://www.ash.org.uk)

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimize alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)



Drug Education Forum (DEF) - A forum of national organisations in England which provide drug education to children and young people or offer a service to those who do. Tel: 020 7739 8494 Website: [www.drugeducationforum.co.uk](http://www.drugeducationforum.co.uk)

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 77 66 00 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com) Schools can receive free FRANK resource materials, updates and newsletters by registering at <http://ddshl.broadssystem.com/freeleaflets.aspx>

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

Directgov Young People can help young people with information and advice on issues

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18 <http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm>