



ALDER GRANGE SCHOOL

SECTION F

Welfare Committee

(F6 ECM 2 - STAY SAFE)

F6.3 Drugs/Substance Education Policy

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Person responsible for the monitoring, evaluation and implementation of this document:	Mr D Birtles

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RATIONALE

This Policy is in support of the School Aims Statement, that 'we encourage the spiritual, moral, social and cultural development of all our pupils'.

1. **Alder Grange** is a school where everybody is **inspired** to be the best they can, where **excellence** is **nurtured** by everybody and a community in which everybody **cares**.
2. As part of the ***statutory duty on schools to promote wellbeing***, the Governors and staff of Alder Grange recognises their clear role in preventing drug misuse as integral to the overall pastoral responsibilities. We also believe in sharing the responsibility for pupils' education with parents and carers, by keeping them informed and involved at all times, within the context of Safeguarding and Confidentiality policies.
3. Alder Grange School takes a pro-active stance on the education of pupils about substance use and misuse. This is demonstrated in our Drugs Education Programme delivered via our PSHE programme in Years 7-13.
4. Alder Grange respects the rights of all individuals. This includes all pupils having the right to feel safe and work within a safe environment.
5. Alder Grange School does not condone the misuse of substances or the illegal supplying of these by members of the school community. We take care to protect pupils' or students' wellbeing and ensure they are able to reach their potential.
6. Alder Grange School recognises that young people are affected by their own and others' drug misuse and should have early access to support through school and other local services.
7. The school's policy and practice continue to develop in accordance with National guidance and with:
 - Safeguarding and Child Protection Policy
 - Positive Behaviour Management Policy
 - Confidentiality Policy
 - Health and Safety Policy
 - Procedures for Working with Visitors and Outside Agencies
 - Medicines Policy

DEFINITIONS OF DRUGS FOR THE PURPOSES OF THIS POLICY

Drugs can include the following:

Controlled Drugs

- Illegal substances such as heroin, cocaine, cannabis and mephedrone – see ‘Talk to Frank’ website for comprehensive list, www.talktofrank.com

Legal drugs

- Volatile substances like gases, glues and aerosols – misused household products
- Medicinal drugs (which can also be misused)
- Alcohol, tobacco and e-cigarettes
- ‘Legal highs’ – young people are becoming increasingly aware of, and in some cases using new psychoactive substances. These are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act.

PURPOSES

1. To enable pupils to make informed healthy choices through increased knowledge and the development of values, attitudes and skills and to recognise positive and negative influences on the choices they make.
2. To provide normative education based on accurate, up-to-date information relating to substances, including alcohol, tobacco, medicines (prescription and ‘over the counter’), volatile substances, legal highs and illegal drugs along with their associated risks.
3. Via the Drugs Education Programme, to give a clear definition of a ‘drug’ and recognise that all drugs have the potential to do harm. It illustrates how polydrug use increases risk. The term ‘misuse’ refers to the fact that legal drugs and medicines can be misused and can be as addictive as illegal.
4. To keep the school community aware of local trends, as advised by the local Police. An aim of the Drugs Education Programme is to be flexible enough to respond to local data regarding prevalence. To integrate national campaigns and local initiatives and support partnership working.
5. To ensure that staff have access to high quality training and support.
6. To provide staff with clear procedures about the action they should take in the event that they are concerned about a child or young person.
7. To maintain a positive ethos where pupils feel secure, respected, listened to and encouraged to talk to staff in school. See Positive Behaviour Management Policy.
8. To create a positive climate in which teaching and learning take place where pupils feel comfortable to discuss their perceptions of drug use.
9. To use active teaching and learning styles which are mainly pupil centred and provide pupils with opportunities to reflect on their learning.
10. To enable pupils to develop the confidence and self-esteem to value, and to respect themselves.
11. To enable pupils to identify sources of appropriate personal support and develop the knowledge and skills to access the range of local and national information and support agencies. When requested, appropriate help and information for all members of the school community and their families will be provided.

12. To assess skills, knowledge and understanding, values and attitudes, the basis on which the programme is planned. Assessment will include a variety of methods suited to the learning.
13. Monitoring and evaluation takes place during the module, in the planning of the subsequent academic year as well as part of the SSE Strategy.

GUIDELINES

Curriculum:

1. A member of the SLT is responsible for the oversight of the Drugs Policy.
2. Drugs education is delivered through the PHSE Programme by teachers in Years 7-13 and it is planned to support the statutory elements of the Science curriculum. Informal provision is also made as and when necessary.
3. Curriculum designed in such a way as to enable pupils to develop communication, risk assessment, decision-making and assertiveness skills
4. The Programme should be enhanced by liaison with Health Services, Police and appropriate voluntary agencies. A member of school staff should be present and the lesson content is always known and agreed upon in advance. (See the Guidelines and Procedures for Working with Visitors and Outside Agencies).
5. Pupils affected by their own or others' drug misuse should be have access to and be aware of sources help, including local and national helplines, including FRANK for drugs, NHS Services for tobacco and Drinkline, and Family Wellbeing Service, and drug services (Addaction). This should be used in addition to the school's own drug and alcohol education programme.

Staff:

1. Staff are involved in the whole school approach to substance misuse in several ways:
 - Drug Education is an element of the Staff Induction and Safeguarding Programme for all new staff.
 - Through the delivery of PHSE
 - Staff are advised to refer any issue on which they are untrained to the Drug Education Co-ordinator.
 - Appropriate 'ground rules' are contained in the Staff Handbook.
2. Staff are guided by the Confidentiality Policy, the agreed Core Values and their professional judgement. Normally, it is not advisable to give a personal point of view, however it is recognised that there may be circumstances where this may deemed appropriate. If staff are unable to answer a question or have any concerns, please refer to the Drug Education Co-ordinator and/or the member of the SLT is responsible for the oversight of the Drugs Policy.
3. All staff are required not to consume alcohol or controlled substances during the working day.
4. All staff are required not to smoke cigarettes or use e-cigarettes on school premises.
5. School personnel are not immune from substance related problems. All members of the school community are provided with the relevant information and access to support (see Staff Welfare Strategy).
6. Appropriate training is provided for staff through the PPD Strategy.

7. Evaluation of the strategy is carried out via the School's Self Evaluation [SSE] procedures.

Drug Incidents:

1. A substance related incident can be based upon suspicion, observation, disclosure, discovery and report. It applies to all members of the school community.
2. The first response to any drug related incident is to take it seriously, to act promptly to ensure the safety and well-being of individuals and the school community.
3. After immediate medical needs have been met or if there aren't any, the nature and circumstances of an incident need to be established. An assessment of the needs of the pupil(s) involved and the school community as a whole. Each incident will be considered individually based on the particular set of circumstances. If concerned about pupil's state, 999 should be called.
4. Depending on the circumstances, parents/carers or the police may need to be contacted (Police, where controlled drugs are involved). If a pupil is felt to be at risk, safeguarding procedures should be put into place, with the possible involvement of Children's Social Care.
5. The school will follow the procedures and respond to substance related incidents if they occur from when pupils leave home, until they arrive home while part of the school community.
6. Rumours of recreational drug use will also be supported through the Pastoral support system.
7. Searching of pupils must be conducted in accordance with the School Positive Behaviour Policy.

Follow Up Procedures

1. During and subsequent to an investigation into a substance related incident, it is essential that all staff keep information confidential. Staff should not discuss the issue with pupils not involved in order to obtain more information unless directed to do so. Information should only be shared as directed by the senior member of staff leading the investigation. Staff need to be aware of pupils' rights to privacy, however cannot promise confidentiality.
2. Any response should balance the needs of the individual pupil(s) concerned with the wider school community.
3. Support strategies may be put in place via the Common Assessment Framework (if more than one agency is involved and consent is given).
4. Sanctions will be applied in conjunction with the School Behaviour Policy.
5. Any drug-related incident leading to any contact with the media will be through the Headteacher.
6. In the event of a drug-related incident involving serious injury or death, the Critical Incident Plan will be followed.

Out of School Hours:

1. During social functions, the School Policy is to follow the law regarding the legal age to buy cigarettes and to consume alcohol.
2. During a residential school trip, the teaching staff will operate a rota so that two members of staff remain 'on duty' and do not consume any alcohol. *The other members of staff can drink sensibly, which means they are expected to be able to respond appropriately to working demands, if needed, the next morning.*
3. During school trips, staff should follow the school's procedures for taking possession and disposing of suspected illegal drugs or those of the centre being visited. Adherence to rules relating to illegal and other unauthorised drugs is included in the clause on the consent form regarding unacceptable behaviour. When visiting other countries, all participants should be aware of the differences in laws on drugs and policing arrangements, before departure. In-country advice should be obtained from the British Embassy or Consulate staff.

Parents/Carers:

1. The children of drug misusing parents/carers are considered to be an at-risk group. While assumptions are not made, advice would be sought from an appropriate agency before taking any action in accordance with the Safeguarding Policy and procedures.
2. When dealing with parents/carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere. If staff have concerns about discharging a pupil into the care of a parent/carer, they may wish to discuss with the parent/carer if alternative arrangements could be made.
3. Where the behaviour of a parent/carer under the influence of drugs places a child at risk or the parent/carer becomes abusive or violent, it will be necessary to invoke Safeguarding procedures and the involvement of the DSL and/or police.

SUPPORT AND ADVICE

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.
Website: www.wearewithyou.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
Website: 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
Website: 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

Website: 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

Website: 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

Website: 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 minimise alcohol related harm.

Tel: 020 7307 7450

Website: 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 – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: www.drugeducationforum.com

Early Break – Early Break is the young person's drug and alcohol service for East Lancashire.

Tel: 01282 604022

Email: info@earlybreak.co.uk

Website: www.earlybreak.co.uk

East Lancashire Child and Adolescent Service – (ELCAS) formerly known as CAMHS, a specialist mental health team supporting children and young people. Referral requests should be made via Mr Birtles (Assistant Headteacher)

Tel: 01282 803390

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: www.familylives.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 776600

Email: frank@talktofrank.com

Website: 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

Website: 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

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

Website: www.re-solv.org

School Nurses - School nursing team for Rossendale
Bacup Health Centre, Rochdale Rd, Bacup, OL13 9NR **Tel: 01706 253370**

Smokefree - NHS Smoking Helpline: 0800 169 0 169

Website: www.smokefree.nhs.uk

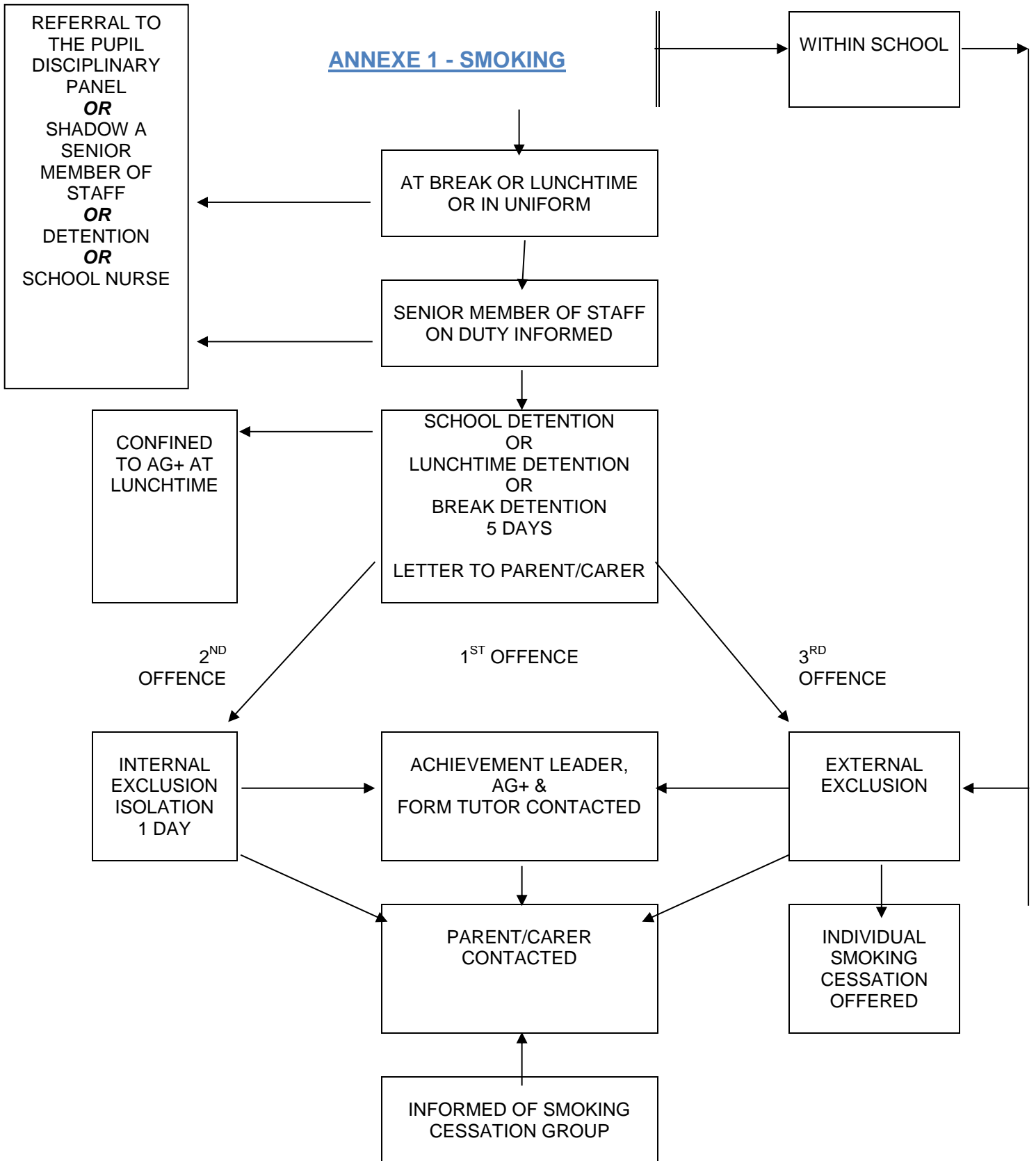
Directgov Young People can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and educational options, money, as well as helping young people find out about activities they can get involved in.

Website: www.direct.gov.uk/en/YoungPeople/index.htm

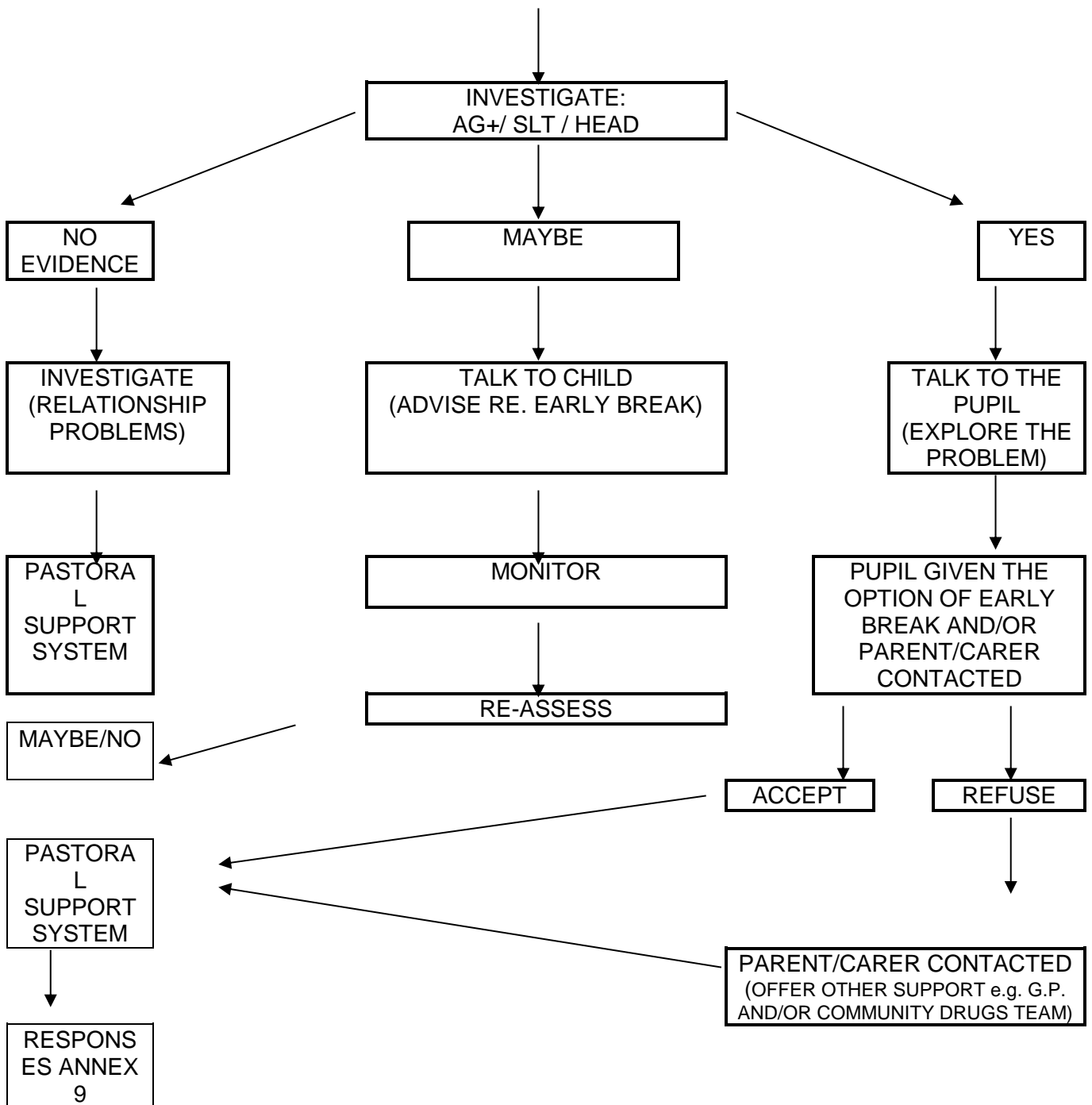
Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: www.justice.gov.uk/global/contacts/yjb/yots/index.htm

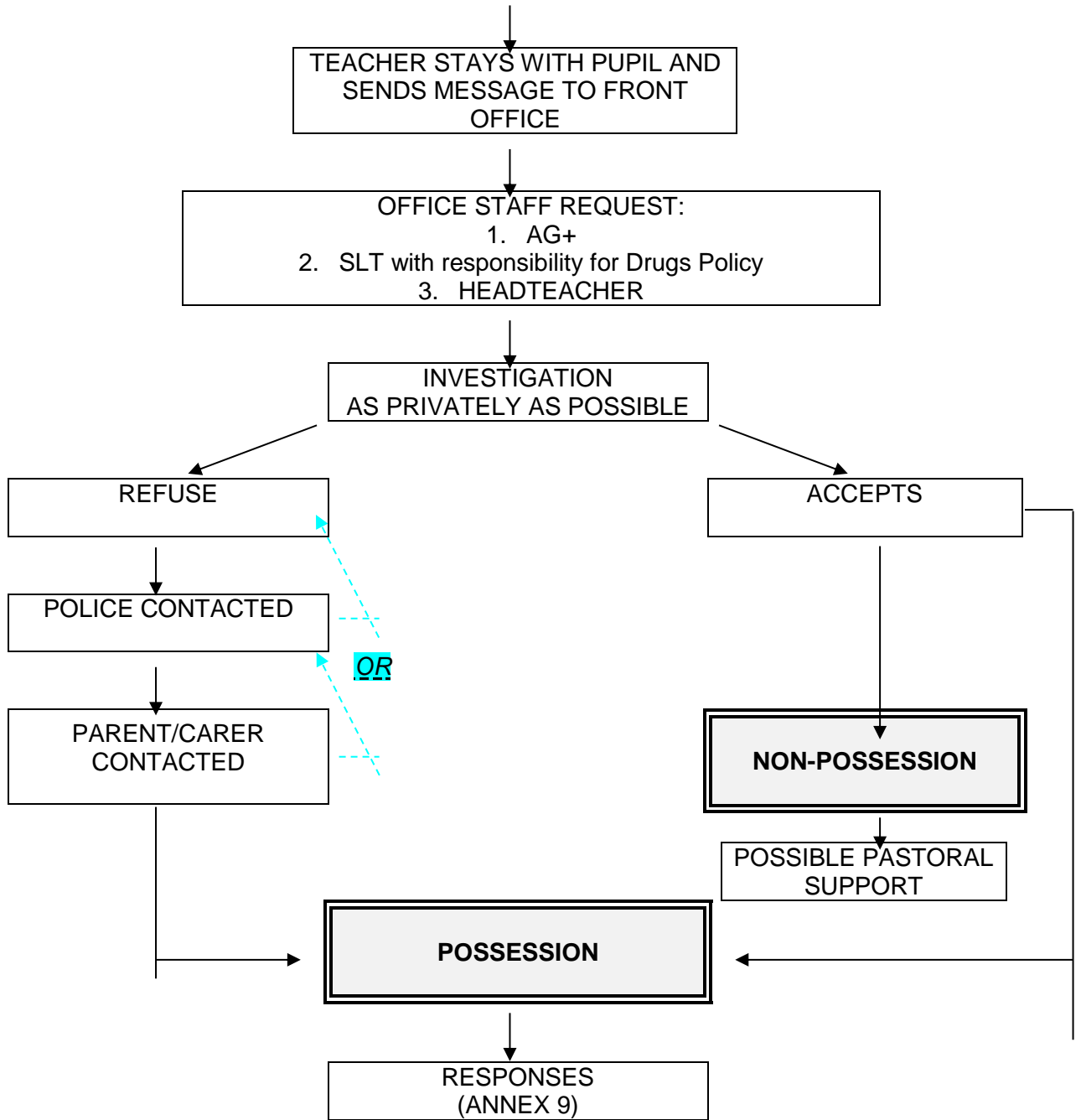
ANNEXE 1 - SMOKING



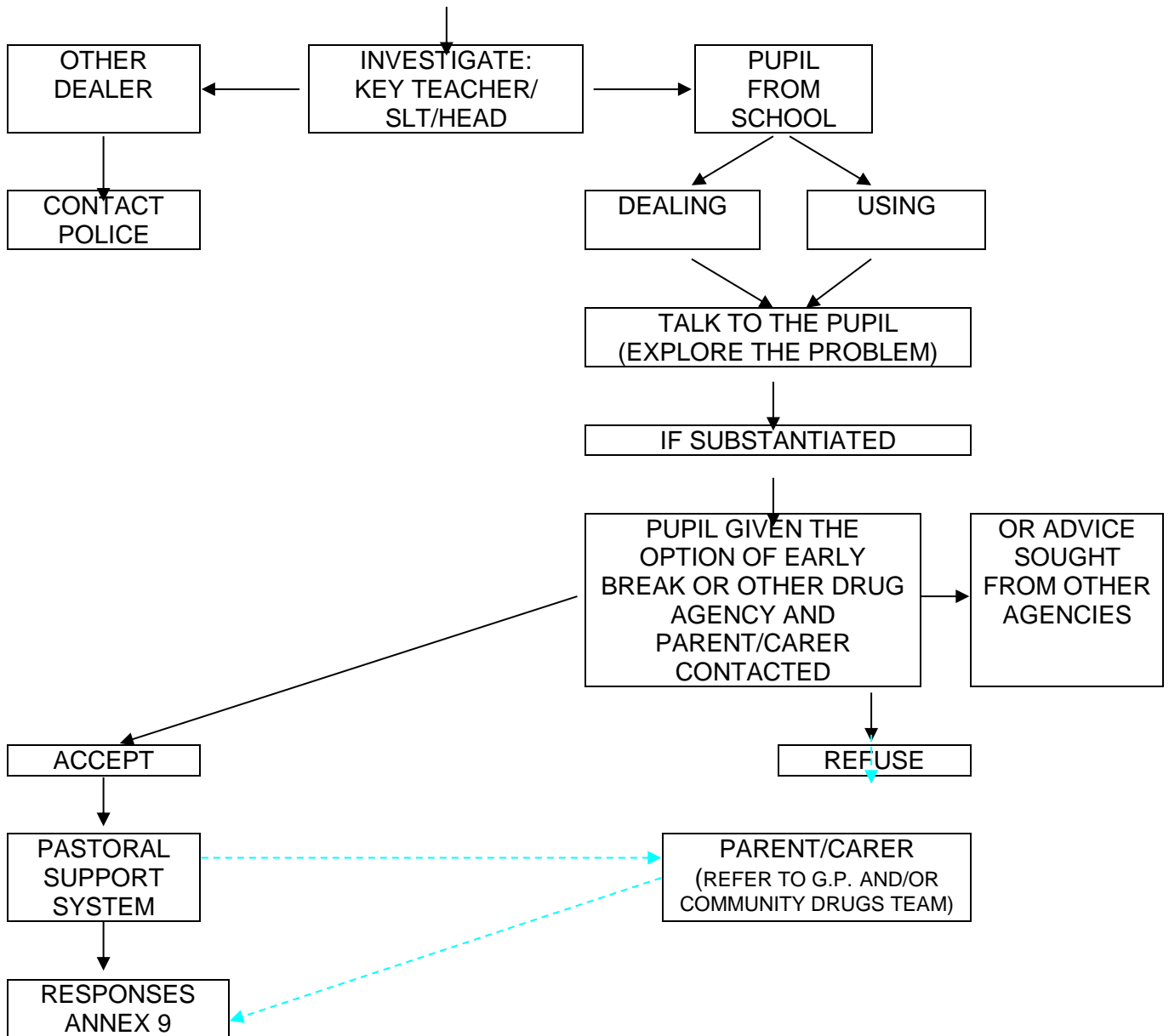
ANNEX 2 – RUMOURS AND REPORTS OF DRUG USE IN SCHOOL



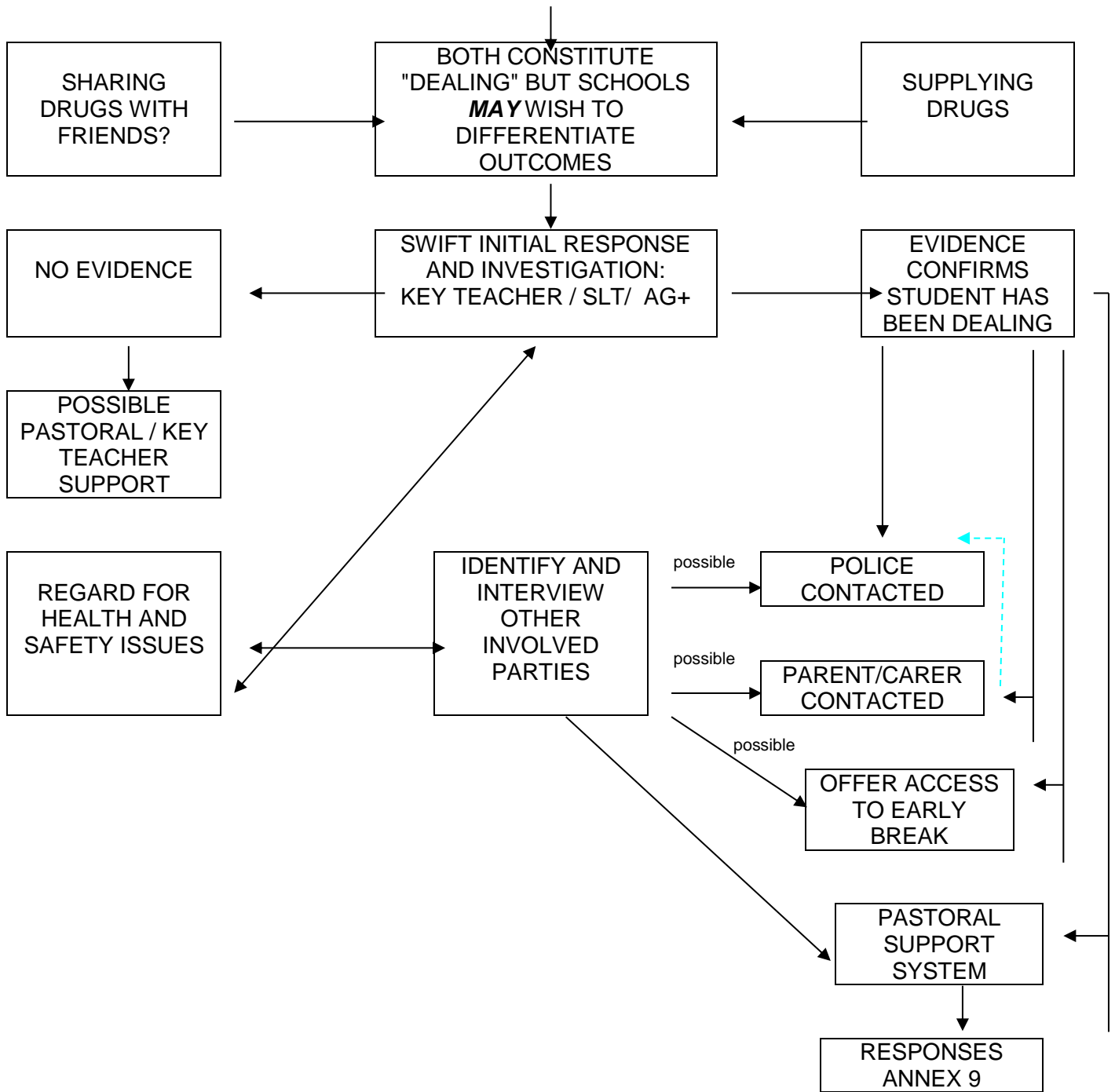
ANNEX 3 CHILD SUSPECTED OF POSSESSION



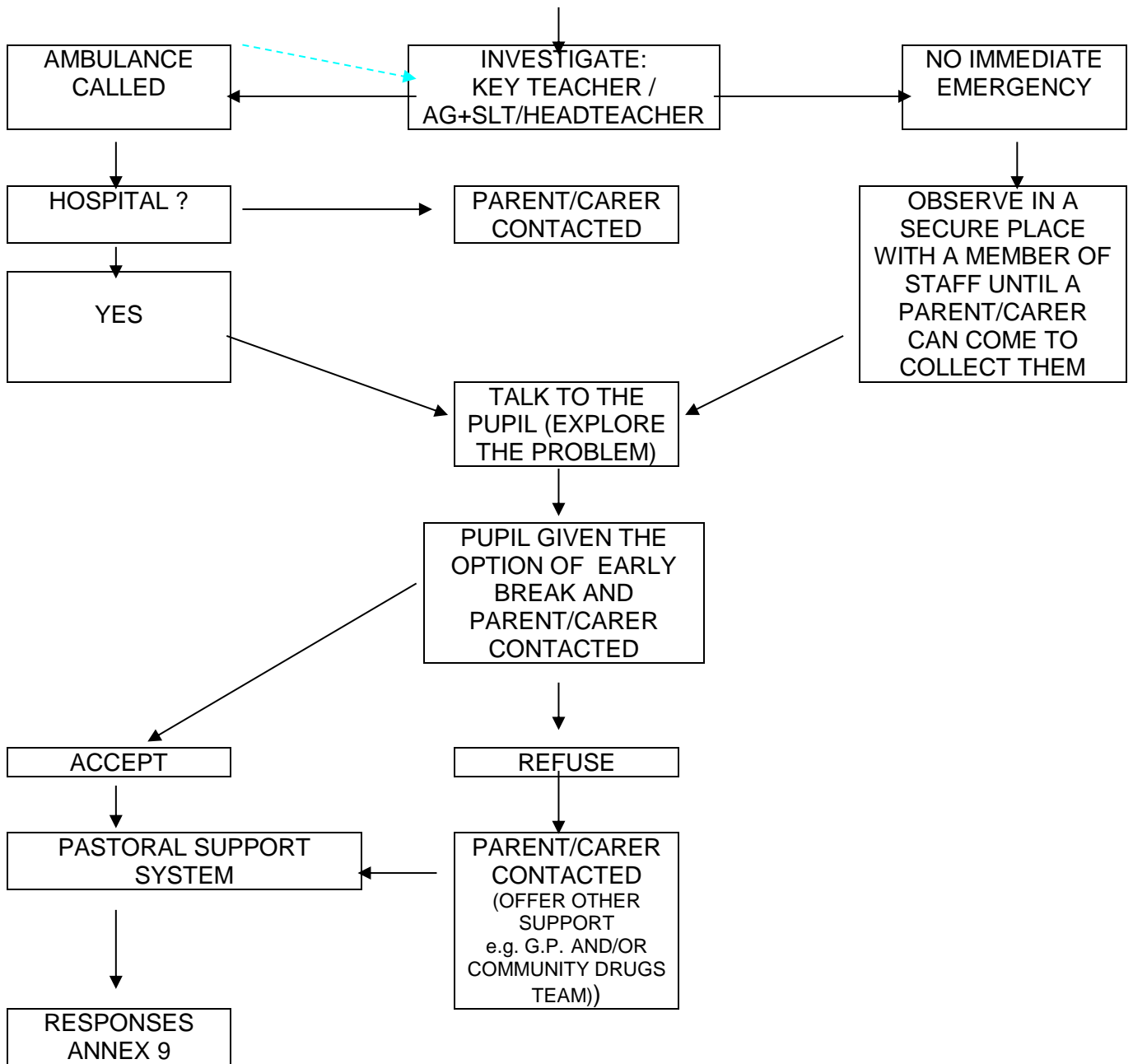
ANNEX 4 - PUPIL USING / DEALING OUT OF SCHOOL



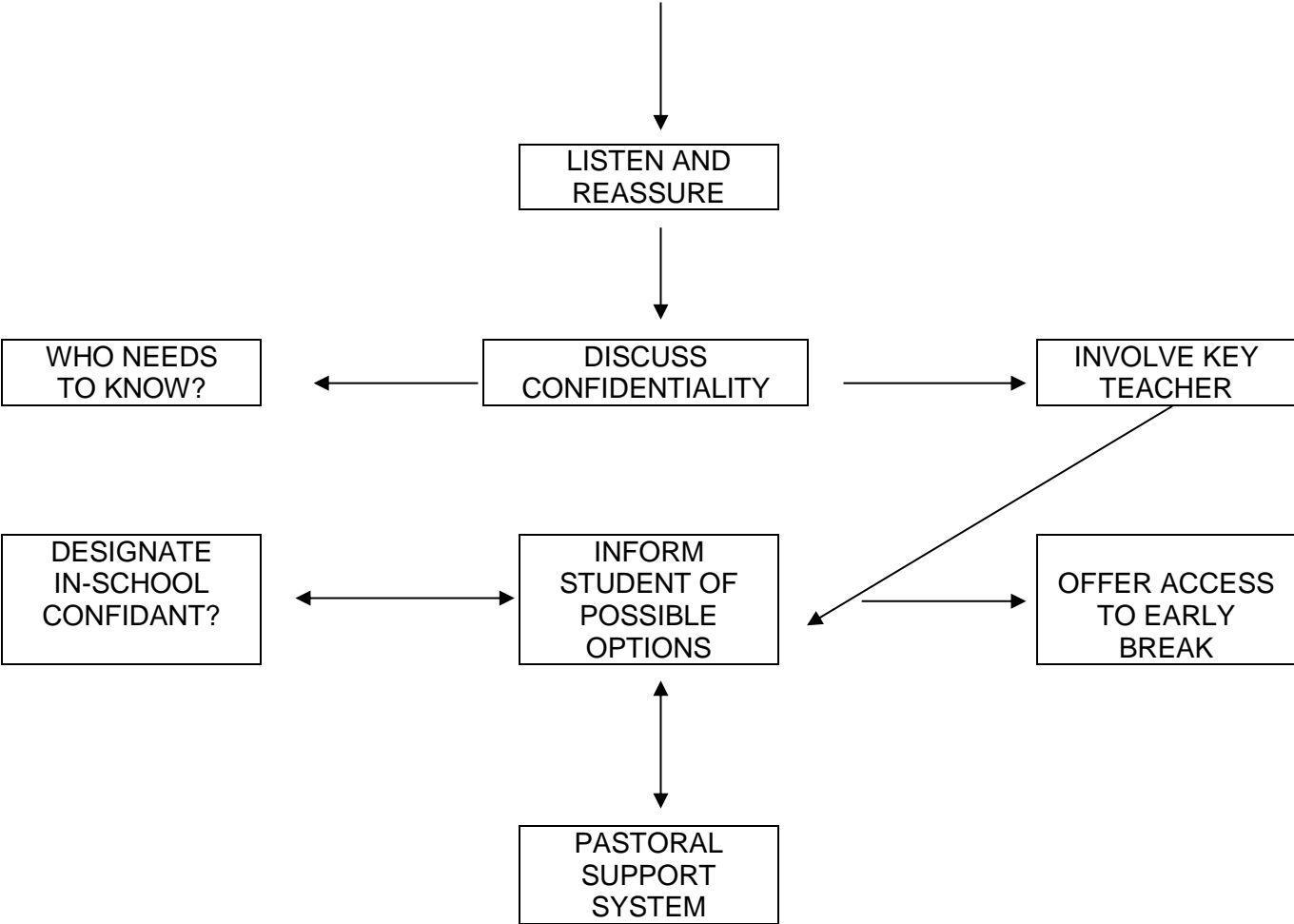
ANNEX 5 DEALING DRUGS IN SCHOOL



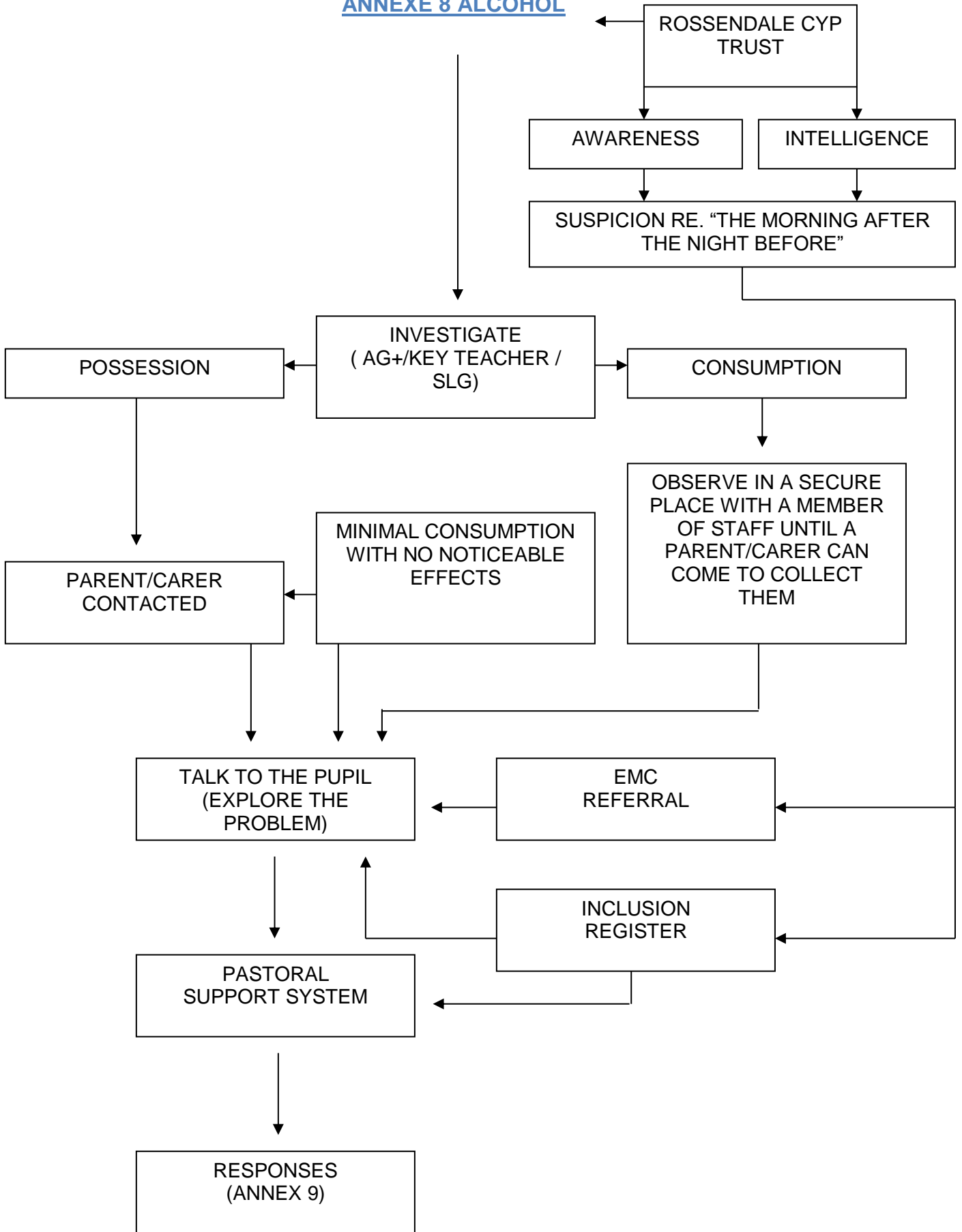
ANNEX 6 - USE INSCHOOL



ANNEX 7 - DISCLOSURE OF DRUG USE



ANNEXE 8 ALCOHOL



ALDER GRANGE SCHOOL
Responding to Incidents

1. Early warning – assess risk factors, cross-monitor and perhaps early involvement of parent/carers.
2. In-school counselling services, voluntary drop-ins. Issues include competency and confidentiality, counselling should be offered, not imposed.
3. Specialist consultation groups – involve a number of outside agencies with specialist knowledge to assess individual situation. May include:
 - Headteacher
 - Drug Education Co-ordinator
 - LA Adviser
 - AIW
 - Drug agency
 - Educational Psychologist
 - Youth and Community worker
 - Police Officer
 - Social Services
 - Behaviour Support and pastoral staff
 - Youth Offending Team
 - ELCAS
 - Young People’s Service
 - School Nurse

Such groups may provide an alternative option to exclusion, by pooling resources.
4. Counselling referrals – e.g. Early Break, must have pupil’s agreement.
5. Case conference – the purpose is to discuss the options before devising a pastoral support plan to enable pupils to remain in school with support. These may involve:
 - Headteacher
 - Drug Education Co-ordinator
 - Parents/carers
 - Governor (possibly)
 - Pastoral staff

The options may include:

 - Special educational and recreational activities
 - Community activity opportunities
 - Counselling
 - Increased monitoring and regular reporting during lunch times and breaks
6. Behaviour contracts – e.g. undertake an accredited First Aid course.
7. Intensive in-school programmes – i.e. a Pastoral Support Programme. These are tailored to meet the needs of the pupil.
8. Explore the possibility of inter-agency education programmes – school may work with other agencies to provide an alternative community based education programme, with consent of parents/carers.
9. Lunch time exclusion.
10. Internal exclusion.
11. Fixed-term exclusion.
12. Managed transfer.
13. Permanent exclusion.



**ALDER GRANGE SCHOOL
Record of Drug Related Incidents**

Emergency /intoxication	Suspicion OFF Premises	Suspicion ON Premises	Discovery OFF Premises	Discovery ON Premises	Pupil Disclosure	Parental Use	Parent/ Carer Expresses Concern
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PLEASE TICK ONE OR MORE OF THESE BOXES TO INDICATE THE CATEGORY

Name of Pupil:	
Form/Class:	
Date of Incident:	

Report completed by:	
Time of Incident:	

First Aid Given?	
Yes: <input type="checkbox"/>	→ First Aid Given by: <input type="text"/>
No: <input type="checkbox"/>	<input type="text"/>

Ambulance/Doctor called? (Delete as necessary)	
Yes: <input type="checkbox"/>	→ Called by: <input type="text"/>
No: <input type="checkbox"/>	<input type="text"/>

At time:	<input type="text"/>	a.m.
		p.m.

Drug involved (if known): (e.g. alcohol, paracetamol, ecstasy)	<input type="text"/>	Sample found? (yes/no)	<input type="text"/>
Senior Staff involved: (insert name)	<input type="text"/>	Where retained (or)	<input type="text"/>
		Destroyed at time:	<input type="text"/> a.m. <input type="text"/> p.m.
		Witness name:	<input type="text"/>

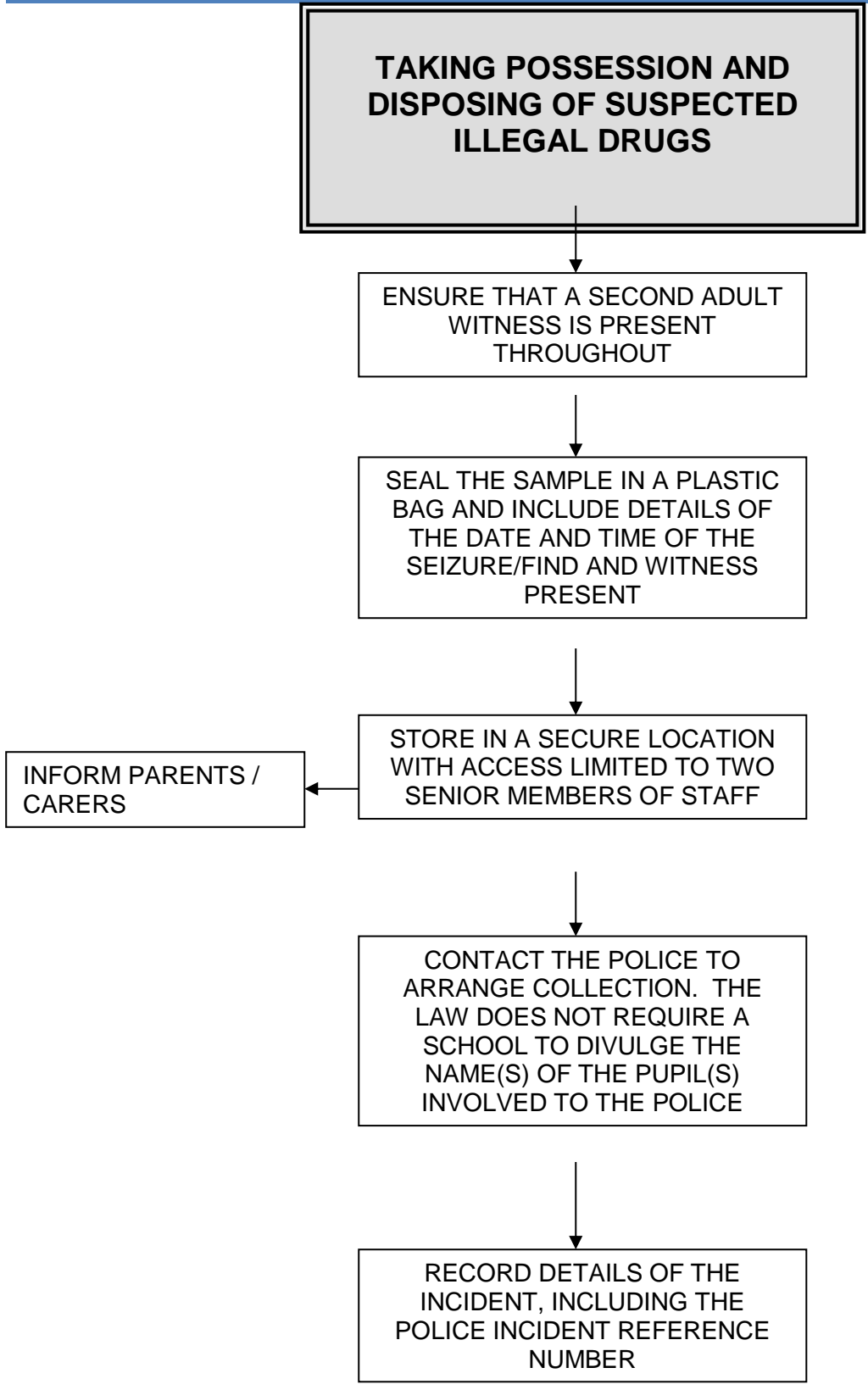
Parent/Carer Informed by:	<input type="text"/>	At time:	<input type="text"/>	a.m.	<input type="text"/>	p.m.
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Brief description of symptoms/situation:	<input type="text"/>
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Other action taken: *(e.g. other agency involved; Educational Psychologist report requested;
C/Conf called; pupils/staff informed; sanction imposed; GP/Police consulted about drug)*

(Continue on blank sheet if necessary)

ANNEX 11 - TAKING POSSESSION & DISPOSING OF SUSPECTED ILLEGAL DRUGS



ANNEX 12 - CONFISCATION AND DISPOSAL OF OTHER UNAUTHORISED DRUGS

**CONFISCATION AND DISPOSAL
OF OTHER UNAUTHORISED
DRUGS**

**THE PRESENCE OF A SECOND
ADULT IS ADVISABLE**

ALCOHOL AND TOBACCO
PARENTS/CARERS SHOULD
NORMALLY BE INFORMED
AND GIVEN THE
OPPORTUNITY
TO COLLECT THE ALCOHOL
OR TOBACCO

VOLATILE SUBSTANCES
SMALL AMOUNTS MAY BE
PLACED IN A BIN TO WHICH
PUPILS DO NOT HAVE
ACCESS.
SAFE DISPOSAL MAY NEED
TO BE ARRANGED

MEDICINES
SEE MEDICINES POLICY

0 0 0 0 - 0 0 0 0

**DISPOSAL OF DRUG
PARAPHERNALIA**

NEEDLES OF SYRINGES FOUND
ON THE SCHOOL PREMISES
SHOULD BE PLACED IN A STURDY
CONTAINER USING GLOVES

USED NEEDLES AND SYRINGES
SHOULD NOT BE DISPOSED OF IN
DOMESTIC WASTE