

# Heston

COMMUNITY SCHOOL

## Drugs and Substance Misuse Policy

"Today's students can put dope in their veins or hope in their minds. If they can conceive it and believe it they can achieve it. They must know it is their aptitude and their attitude that will determine their altitude."

*Jesse Jackson*

**This Policy is founded within our School ethos which provides a caring, friendly and safe environment for all members of our community.**

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## **1.0 Definition of a Drug given by the United Nations Office on Drugs and Crime**

- 1.1 A substance people take to change the way they feel, think or behave.
- 1.2 The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:
  - 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 alkyl nitrites (known as poppers)
  - All over-the-counter and prescription medicines

## **2.0 Rationale**

- 2.1 All drugs have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far reaching consequences not only for themselves, but their families, their communities and society in general. For young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.
- 2.2 All young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Schools play a central role in helping them make such decisions by providing education about the risk and effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support and information.
- 2.3 However schools cannot act alone. They are part of a broader prevention picture which includes parents/carers and a range of partner agencies. By working together, we can help young people navigate their way through what can be a complex social issue.
- 2.4 All schools are expected to have a policy which sets out the school's role in relation to all drug matters. The policy should be developed, implemented and reviewed in consultation with the

whole school community including young people, parents/carers, staff, governors and partner agencies.

2.5 All young people, including those in primary schools, are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs.

2.6 Parents should be aware that some young people are more vulnerable to drug misuse and other social problems. The table below illustrates the range of risk and protective factors associated with drug misuse.

Vulnerable Groups	Risk Factors	Protective Factors
<ul style="list-style-type: none"> <li>✚ Homeless</li> <li>✚ Looked After</li> <li>✚ School truants</li> <li>✚ Students excluded from school</li> <li>✚ Sexually abused</li> <li>✚ Prostitutes</li> <li>✚ In contact with mental health and criminal justice system</li> <li>✚ Children of parents / carers with drug problems</li> </ul>	<ul style="list-style-type: none"> <li>✚ Chaotic home environment</li> <li>✚ Parents who misuse drugs or suffer from mental illness</li> <li>✚ Behavioural disorders</li> <li>✚ Lack of parental nurturing</li> <li>✚ Inappropriate and/or aggressive classroom behaviour</li> <li>✚ School failure</li> <li>✚ Poor coping skills</li> <li>✚ Low commitment to school</li> <li>✚ Friendship with deviant peers</li> <li>✚ Low socio-economic status</li> <li>✚ Early age of first drug use</li> <li>✚ Being labelled</li> </ul>	<ul style="list-style-type: none"> <li>✚ Strong family bonds</li> <li>✚ Experiences of strong parental monitoring with clear family rules</li> <li>✚ Family involvement in the lives of children</li> <li>✚ Successful school experiences.</li> <li>✚ Strong bonds with local community activities</li> <li>✚ A caring relationship with at least one adult</li> <li>✚ Well informed about the effects of substance misuse</li> </ul>

Vulnerable Groups	Risk Factors	Protective Factors
	<b>as a drug misuser</b>	

### 3.0 Development Process

3.1 Policy revised:	October 2007
Initial discussion with Governors:	January 2008
Student involvement:	Year and School Councils
Approval of policy by Governors:	March 2008
Next major review:	March 2010
Parent Consultation and Drugs Awareness Evening:	March 2008
Staff involvement through Consultation document circulated:	December 2007 – Feb 2008
Governors' involvement	Invitation to Parent Consultation and Drugs Awareness Evening. Discussion before approval of policy.
Reviewed	March 2010

### 4.0 Location and Dissemination

4.1 A copy of the policy can be found in the Policy Handbook, on the School Website and is available from the School.

### 5.0 The context of the policy and its relationship to other policies

5.1 This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, healthy schools, school visits and child protection.

### 6.0 The Purpose of the School Drug Policy

6.1 The purpose of this policy is to:

- Clarify the legal requirements and responsibilities of the school

- Reinforce and safeguard the health and safety of students and others who use the school
- Clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the school in contributing to local and national strategies.

## **7.0 Where and to Whom the Policy Applies**

7.1 This policy applies to all users of the Heston Community School site. It includes journeys to and from school, work experience, residential trips and college courses. Students must not bring substances likely to be misused, including drugs, cigarettes or alcohol onto the school site at any time.

## **8.0 The School's Stance towards Drugs, Health and the Needs of Students**

8.1 Heston Community School has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the school as outlined in Section 7.0.

## 9.0 Responses for Managing Drug Related Incidences

### 9.1 Possession of Cigarettes (Under the Legal Age)

1st Occasion	2nd Occasion	3rd Occasion	4th Occasion
<p><b>Break time Detention and supervised Lunch</b></p> <ul style="list-style-type: none"> <li>✚ 1 tems confiscated</li> <li>✚ Parents/ Carers notified</li> <li>✚ Student required by Learning Coordinator to complete a reading task on hazards and costs of smoking</li> </ul>	<p><b>Learning Coordinator Detention</b></p> <ul style="list-style-type: none"> <li>✚ 1 tems confiscated</li> <li>✚ Parents / Carers notified and medical attention sought or parental rewards for giving up smoking, negotiated by Learning Coordinator</li> </ul>	<p><b>School Detention</b></p> <ul style="list-style-type: none"> <li>✚ 1 tems confiscated</li> <li>✚ Parents /Carers notified</li> <li>✚ 2 days internal seclusion for repeated defiance of school rules</li> </ul>	<p><b>Day Fixed Term Exclusion for repeated defiance of school rules</b></p> <ul style="list-style-type: none"> <li>✚ 1 tems confiscated</li> <li>✚ Parents/ Carers notified</li> </ul>




## 9.2 Possession of Alcohol

1st Occasion	2nd Occasion	3rd Occasion	4th Occasion
<p><b>3 day fixed term exclusion</b></p> <ul style="list-style-type: none"> <li>✚ Substance confiscated</li> <li>✚ Parents / Carers phoned and letter home</li> <li>✚ Incident logged</li> </ul>	<p><b>5 day fixed term Exclusion</b></p> <ul style="list-style-type: none"> <li>✚ Substance confiscated</li> <li>✚ Parents / Carers called to collect student</li> <li>✚ Risk assessment for student and school</li> <li>✚ Possible behaviour/ health intervention</li> <li>✚ Contractual agreement with parents/ carers</li> <li>✚ Governors' Disciplinary</li> </ul>	<p><b>Permanent Exclusion</b></p> <ul style="list-style-type: none"> <li>✚ Further risk assessment</li> <li>✚ Behaviour assessment</li> <li>✚ Continued disregard for school rules/ intervention programme</li> </ul>	







### 9.3 Possession of Cannabis and other Class C Drugs

1st Occasion	2nd Occasion	3rd Occasion	4th Occasion
<p><b>5 day Fixed Term Exclusion</b></p> <ul style="list-style-type: none"> <li>✚ Referral to Youth Drug Team Assessment and student commitment to help</li> <li>✚ Behaviour assessment</li> <li>✚ Further Risk Assessment for school (e.g. to ensure curriculum or year team programmes address issues raised)</li> <li>✚ Incident logged</li> <li>✚ Parents / Carers and student understand legal position</li> <li>✚ Consequences of 2<sup>nd</sup> offence made clear</li> </ul>	<p><b>Permanent Exclusion</b></p>		

9.4 Possession of suspected Class A or B Drug

1st Occasion	2nd Occasion	3rd Occasion	4th Occasion
<p><b>Fixed Term Exclusion whilst substance verified and pastoral intervention negotiated</b></p> <ul style="list-style-type: none"> <li> Substance confiscated (See 20.7)</li> <li> Parents / Carers and Police contacted</li> <li> Risk assessment for student and school. Drug use assessment</li> </ul> <p><b>Substance verified by Police:</b></p> <p>Fixed Term or Permanent Exclusion</p>	<p><b>Permanent Exclusion</b></p>		

## 9.5 Supply of an Illegal Drug

1st Occasion	2nd Occasion	3rd Occasion	4th Occasion
<p><b>Possible Permanent Exclusion after investigation and assessment</b></p> <ul style="list-style-type: none"> <li> Substance confiscated</li> <li> Parents/ Carers contacted and Police, if appropriate</li> <li> Risk assessment for student(s) and others in school</li> <li> Investigation into any network of illegal drug use</li> <li> Drug education intervention negotiated</li> <li> Review process: Reassessment of risk <i>after</i> intervention</li> </ul>	<p><b>Permanent Exclusion</b></p>		

## 9.6 Dealing

1st Occasion	2nd Occasion	3rd Occasion	4th Occasion
<b>Permanent Exclusion</b> ✚ Substance confiscated Parents/ Carers and Police contacted			

9.7 The school recognises that there are instances where other non-controlled drugs may legitimately be in school.

### 10.0 Medicines

10.1 Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

10.2 The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. School staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

### 11.0 Volatile Substances

11.1 Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the School's Health and Safety Policy.

### 12.0 Alcohol

12.1 No alcohol may be consumed on site.

12.2 In keeping with our duty of care, employees are not permitted to consume alcohol during the school day, or at any time when they will be subsequently supervising children.

12.3 The school recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff are encouraged to discuss this with line managers so that support can be put in place. An Occupation Health Referral can be actioned where appropriate.

### **13.0 Tobacco**

13.1 In keeping with our National Healthy School Standard, our campus is a 'No Smoking' site; smoking is not allowed by anyone, anywhere on site, at any time.

### **14.0 Medical Emergency Involving Drugs**

14.1 The first concern in dealing with medical emergencies involving drugs is the health and safety of the school community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

### **15.0 Staff with Key Responsibility for Drugs**

15.1 Drugs Education Co-ordinator: Mrs S Barrett  
Management of drug related issues in school: Ms M Currie

15.2 If any member of staff has concerns about any drug related incident then they should immediately inform a member of the Strategy and Leadership Team

### **16.0 School Approach to Drug Education**

16.1 The School delivers a balanced curriculum which:

- o Promotes the spiritual, moral, cultural, mental and physical development of students at the school and of society
- o Prepares students at the school for the opportunities, responsibilities and experiences of adult life.

16.2 Drug Education is a major component of drug prevention and is an important aspect of the school curriculum. Its aim is to provide

opportunities for students to develop their **knowledge, skills, attitudes** and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

16.3 Our Drug Education programme aims to:

- Increase students' **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 students' 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 students to explore their own and other people's **attitudes** towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

16.4 Drug Education is delivered through a well-planned cross-curricular program, including assemblies and SPACE (Social, Personal and Citizenship Education), Drama and Science lessons.

16.5 At Key Stage 3 students learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

16.6 At Key Stage 4 students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.

16.6 Teachers may need to focus more on developing students' confidence and skills to manage situations, which require making decisions about drugs. This may include developing competence to manage medicines responsibly, staying safe and understanding and managing feelings. Teachers should pay particular attention to enabling students to seek help and support when they need it.

## **17.0 Methodology and Resources**

17.1 Drug Education is delivered within a safe, secure and supportive learning environment. Ground rules are set out, and teachers and students right to privacy is respected. Boundaries of discussions are made clear.

17.2 Group agreements are made to help to foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions.

17.3 Distancing techniques can be adopted through role play/anonymous question boxes.

17.4 Staff are advised to sometimes answer difficult questions on an individual basis.

17.5 A variety of teaching resources are outlined in the SPACE Schemes of Work and are available from the Curriculum Leader for SPACE.

17.6 External contributors include the Police, *Hounslow Drug Counselling Service*, *Youth Outreach Team*, *Ngage and Connexions*.

## **18.0 Staff Support and Training**

18.1 The launch of this policy involved whole staff continued professional development training and subsequent new staff will be provided with training as part of the New Staff Induction Programme. Advice is also provided within SPACE Schemes of Work and training takes place as and when needed.

## **19.0 Monitoring and Reviewing**

- 19.1 The teaching of Drug Education will be monitored and reviewed via the subjects within which it is taught. This will be completed through the school monitoring policy.

## **20.0 Management of Drugs at School**

### **20.1 Searches**

The school has the legal power to search students and their property. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

### **20.2 Personal Searches**

When a person is suspected of concealing illegal or other unauthorised drugs a member of SaLT, accompanied by a witness (usually the Learning Co-ordinator) will carry out a personal search; this includes the searching of outer clothing (hats, scarves, gloves, coats/jackets and blazers which must be taken off by the student). Where it is suspected that the student may be concealing drugs elsewhere in clothing, every effort will be made to persuade the person to hand over, voluntarily, any drugs. Where the individual refuses and the drug is believed to be illegal, then the police will be called.

### **20.3 Searches of school property**

School property, for example, students' lockers, including students' property stored within school property, for example a bag or pencil case within a locker may be searched, if it is suspected that drugs may be stored there.

- 20.4 After any search involving students, parents/carers will normally be contacted by the school, regardless of whether the result of the search is positive or negative.

- 20.5 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, providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

- 20.6 In taking temporary possession and disposing of suspected illegal drugs staff will:
- Ensure that a second adult witness is present throughout
  - Seal the sample in an envelope and include details of the date and time of the seizure/find and witnesses present.
  - Store it in the school safe
  - Without delay notify the police, who will be requested to collect it and then store or dispose of it. The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug the school will normally do so. Liaison will take place to ensure the safe disposal of any substances.
- 20.8 Where a student is identified, the police will be expected to follow set internal procedures.
- 20.9 Staff should record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.
- 20.10 Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.
- 20.11 If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.
- 20.12 **Legal Drugs**  
The police will not always necessarily be involved in incidents involving legal drugs, but the school will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.
- 20.13 **Alcohol and tobacco**  
Parents/carers will be contacted and informed that the alcohol/tobacco has been disposed of. In cases where a

disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

#### **20.14 Volatile substances**

Given the level of danger posed by volatile substances, the school will arrange for their safe disposal.

#### **20.15 Medicines**

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy.

#### **20.16 Disposal of drug paraphernalia**

Needles or syringes found on school premises will be placed in a sturdy, secure container, using gloves. A tin is kept in the office for this purpose, out of reach of students. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

### **21.0 Police Contact**

21.1 First point of contact: PC Danny Macintosh. Contact details are available from the school office. If unavailable, a message should be left for him to contact the school and, in the case of controlled drugs, Hounslow Police Station should then be telephoned.

### **22.0 Referral and External Support**

22.1 Learning Coordinators, SENCO and the Strategy and Leadership Team are responsible for referral to agencies. A list of local support services and national helplines/websites is available for students and parents from Learning Coordinators.

22.2 Students are made aware of the various internal and external support structures via SPACE. Local support services and national helplines/websites are advertised on Notice Boards.

### **23.0 Confidentiality**

23.1 Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If

a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of the Strategy and Leadership Team.

The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child protection
- Co-operating with a police investigation
- Referral to external services

Every effort will be made to secure the student's agreement to the way in which the school intends to use any sensitive information.

23.2 It may be necessary to invoke local child protection procedures if a student's safety is under threat.

23.3 It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there is a child protection issue
- Where a life is in danger.

#### **24.0 Involvement of Parents/Carers/Visitors**

24.1 In any incident involving illegal and other unauthorised drugs the school will normally involve the child's parents/carers and explain how the school intends to respond to the incident and to the student's needs.

24.2 Where the school suspects that this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school will exercise caution when considering involving parents/carers.

24.3 In any situation where a student may need protection from the possibility of abuse, the school's child protection co-ordinator should be consulted and local child protection procedures followed.

24.4 Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child and the school will refer parents/carers to other sources of help, for

example, specialist drug agencies or family support groups, as required.

24.5 If parents/carers are suspected of being under the influence of drugs or alcohol on school premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary.

24.6 On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the school will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

## **25.0 The Role of Governors**

25.1 The school governors will review this policy in line with the review timetable. They will also be involved in disciplinary proceedings as and when needed.

## **26.0 Local and National Guidance**

26.1 This policy has been written, taking into account national and local guidance, in particular, guidance from the DCSF ref: 0092/2004.