

St Luke's Science and Sports College

Misuse of Substances / Drugs Education Policy

St Luke's Science and Sports College has a zero tolerance

(Re-adopted May 2015)

Rationale

In today's society many young people are exposed to glamorous and unrealistic messages in relation to drugs and their effects. Combined with ineffective Government policies, this often leads to misuse and abuse by impressionable and vulnerable young people. Whilst we recognise that parents are the primary educators of their children, we realise that our school is well placed to provide strong support and care in the area of substance misuse. As such we encourage all pupils to develop personal and social skills that will enable them to make informed decisions regarding substance misuse. We recognise that an asserted approach for supporting young people in substance education is to create an ethos within the school which promotes individual empowerment, and values, such as tolerance, openness, honesty, respect and caring for one's self and others.

Aims

- To establish abstinence/prevention as the main approach to substance misuse.
- To establish an environment free from the misuse of all substances.
- To provide guidance on the protocols to be used in suspected or real substance misuse.

Objectives

- To provide factual information and knowledge about drugs/substances.
- To establish and develop personal, social and moral skills that will enable a young person to make positive, informed decisions.

The two are intertwined and mutually supportive.

Legal Legislation

It is the policy of this school to comply with the legal requirements laid down in The Misuse of Drugs Act (1971) and other relevant legislation.

In keeping with requirements a copy of the policy may also be obtained from the school.

Whole School Approach

It is the view of this school that education surrounding drugs/substance misuse should not be taught in isolation, but rather as an integral part of our Personal Development Programme. This involves developing a set of values and skills that will aid in producing rounded 'whole' pupils - physically, intellectually, emotionally and spiritually. The aims stated above are fulfilled through pupils' experiences in the taught curriculum, the informal curriculum and through opportunities in extra-curricular activities.

Roles and Responsibilities

A response to a substance-related issue is not just the responsibility of teaching staff within this school. We use a multidisciplinary approach to deal with all issues relating to drugs/substance misuse. Included are:

- Board of Governors
- PSHE Curriculum Co-ordinator
- Senior Designated Officer for Child Protection
- Principal / the Senior Leadership Team / all Members of Staff
- External Agencies

Responding to Misuse of Substances and Related Incidents

(Ref Appendix C, D, E and F.)

In the unlikely event of an incident occurring we will follow the practices and procedures stated in the Misuse of Substance Flowchart (**Appendix A**). In addition, parents/guardians will be immediately notified as will a representative of the Board of Governors and the Police in order that investigations into the source of, and possible trafficking in, illegal substances can be expedited.

Our policy in these matters is to proceed with the utmost discretion and sensitivity bearing in mind the need to protect the rights of the pupil concerned, their families and our school. However, it will be made clear to our pupils that no guarantee of confidentiality can be offered if he/she discloses to a member of staff that he/she is taking drugs. Due to the seriousness of substance misuse, any incidences/knowledge must be reported to the SDO /Principal or a member of the Senior Leadership Team who will ensure that proper action is taken to protect that pupil.

Procedures to be followed:

Pupil under Influence-ensure immediate safety of pupil and others, and administer first aid if and when necessary. The SDO /Principal or a member of the Senior Leadership Team should then be informed, followed by parents.

Pupil Suspected/Known to be in Possession of a Substance - pupil will be asked to surrender the substance whereupon it will be placed under lock and key until collected by the Police. Upon refusal to comply, the pupil will be escorted to the SDO /Principal or a member of the Senior Leadership Team who will make a further request. Upon refusal by the pupil to accompany a responsible adult to the SDO /Principal or a member of the Senior Leadership Team, the Principal will be sent for while the adult remains in close proximity to the pupil.

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Pupil Dealing - SDO /Principal or a member of the Senior Leadership Team should be informed immediately whereupon a police representative will be contacted.

Media - The Head Teacher will take responsibility for liaison with the media.

Recording and Referral

Appendix D, E and F will be used to record and refer information.

Managing External Agencies (Ref Appendix A and B)

We acknowledge the importance of ensuring that any external agencies used to support our work with young people must adhere to the values and ethos particular to our school. Schools need to be aware of the importance of a contract being agreed upon by all contributory parties.

Safety in the School

The school has several qualified First Aiders who are known to all staff and are easily accessible.

All substances and associated paraphernalia will be collected, stored under lock and key and delivered to the Police.

Policies and procedures are in place to communicate with parents regarding the safe storage and administration of prescribed and over-the-counter medication during school hours.

Staff Development

We regularly update and train our staff regarding issues surrounding drugs/substance misuse.

Related school policies

This policy is set within the broader school context of Pastoral Care and as such should be read in conjunction with the following school policies:

- PSHE Curriculum Policy
- Safeguarding Policy
- Misuse of Drugs/Substances Policy
- Behaviour Management Policy

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- First Aid Policy
- Storage and Administration of Medication policy

Monitoring, Reviewing and Evaluating

Periodic review of our Drugs/Substance Misuse Policy will take place to reflect changing circumstances and trends. Evaluation will cover two areas:

- The effectiveness of the policy to assist pupils in resisting the lure of substance misuse.
- The effectiveness of the procedures and practices in place to deal with substance related incidents.

Appendix A

Service Level Agreement for Use with External Agencies Working in Schools

I/We have read the school ethos and policies of _____
and agree to formally adhere to their ethos and policies:

- in working with young people and
- in the delivery of the programmes outlined below:

I/We am/are, willing to provide **full** details of material content to:

Senior Management, Teachers, Parents, Governors and other Appropriate Bodies and agree to fully implement any changes deemed necessary by the above representatives.

I accept the right of the school to withdraw the invitation issued to support the school in the education of our Young people.

I/We formally accept the above terms of reference and in so doing I/We will acknowledge the agreement made.

Signed _____ **(External Agency)**

Dated _____

Countersigned: _____ **(Principal/Board of Governors)**

Dated _____

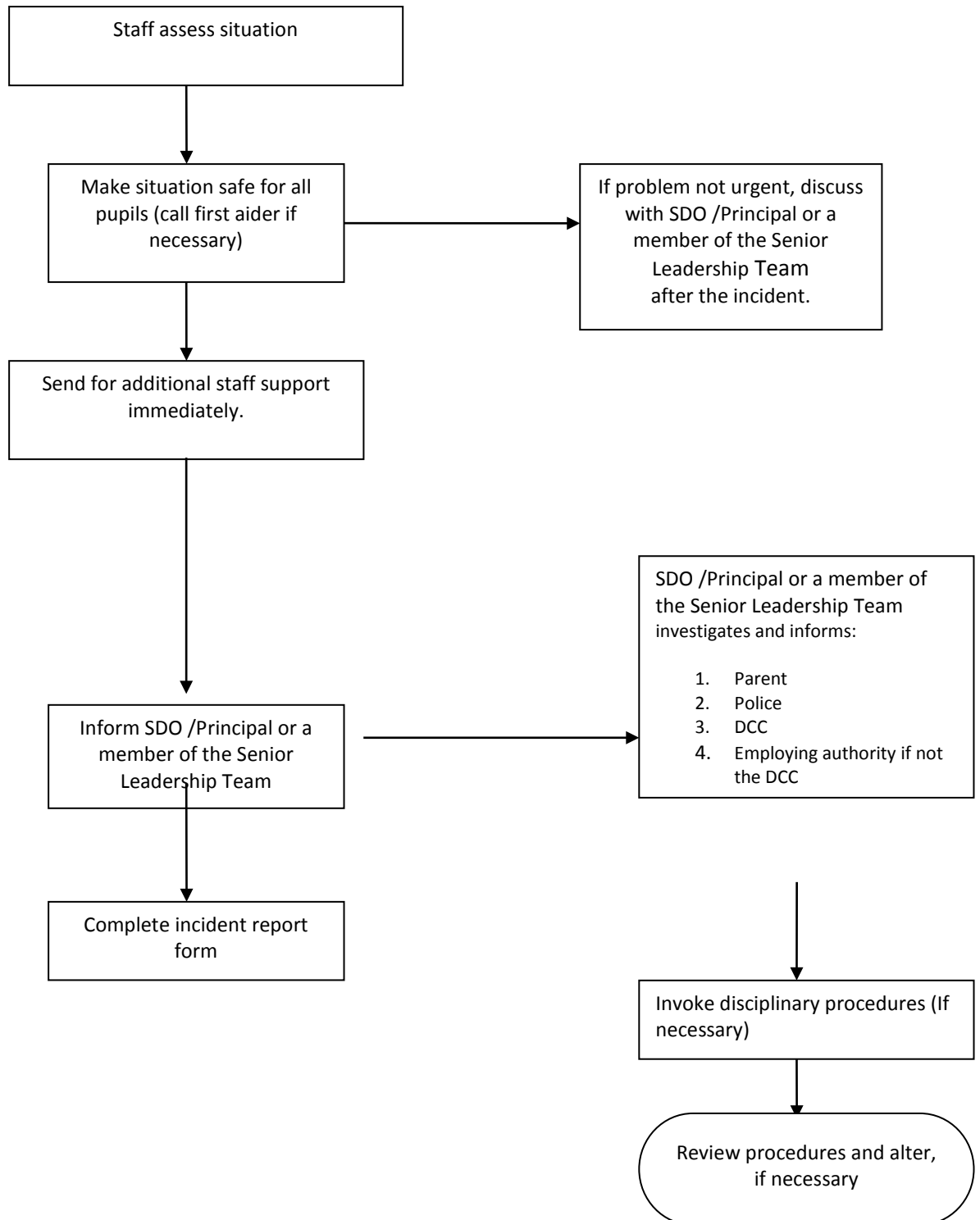
Appendix B

Checklist for use of Schools Designated Child Protection Officer to vet External Agencies working in schools

- Accredited Body
- Copy of Mission Statement
- Personnel to be used: Police Check
Official Qualification
Key Person
- All statutory requirements fulfilled: i.e. Health and Safety Policy, etc.
- Sufficient Insurance
- Principal Informed and Approval Granted
- School Ethos read and understood
- Service Agreement completed and signed
- Evidence of current legislation
- Established format for feedback
- Evaluation process in place

Appendix C

Misuse of Substance Flowchart



Appendix D
Drugs and Substance Misuse Incident Report Form
(Form to be completed by Teacher involved in Incident)

Nature of Incident:

Date: _____ **Time:** _____ **Venue:** _____

Pupil(s) involved:

Teacher Response:

Substance given to SDO: Yes No

Report to Designated Teacher: Yes NO

Report to Principal: Yes NO

Signed: _____ **Date:** _____

Appendix E

School Record and Checklist

(To be completed and held as record by Principal /SDO)

Date: _____

Nature of Incident:

Substance in secure storage: _____ (please tick)

Staff involved:

Report from staff attached: _____ (please tick)

Name of Pupil(s) involved:

Year:

Informed (Circle as appropriate):

➤ Parent(s)/Guardian(s) :

➤ Local Police :

➤ Board of Governors :

➤ DCC :

➤ Employing Authority if not DCC :

➤ Other relevant bodies :

Action plan for pupil support in place:

Signed: _____

Principal/SDO

Appendix F

PRO FORMA TO INFORM DCC/EMPLOYING AUTHORITY

Name of School: _____

Address: _____

Telephone No: _____

Date: _____

Principal: _____

Contact Teacher: _____

Details of Incident:

Substance (if identified): _____

I have completed the checklist outlined in Appendix E:

Signed: _____

Date: _____