

Drugs Policy

At Cleeve School there is a commitment to:

- a proactive approach in drug education
- play a role in the prevention of drug abuse
- provide support for those who have misused drugs

Our first concern is to the health and safety of all who belong to the school community and to meeting the pastoral needs of pupils.

Whilst considering the above, it must be stated that the possession, use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable.

In developing this policy, the school has considered its legal responsibility, and the needs of the pupils, school staff, governors, parents and the local community.

Cleeve School has a member of the senior leadership team responsibility for drug related incidents.

AIMS OF THE POLICY

To ensure:

- Clear guidance for, and consistency in, the provision of effective drug education throughout the school.
- Consistency in the response to drug related incidents throughout the school community.

DEFINITIONS

Definition of drugs: "A substance people take to change the way they feel, think or behave" (United Nations Office on Drugs Crime) Drugs include alcohol, tobacco and illegal drugs as well as medicines and volatile substances.

Definition of School Boundaries: This policy applies to pupils, in school, on their journey to and from school, during any time out of school during the school day, on work experience placements, attending events, or on a residential or school trip.

DRUG EDUCATION

Cleeve School provides comprehensive drug education for all pupils, the main vehicle for the delivery of drug education is PSHE and Citizenship in conjunction with Science. Elements of drug education are also found within Physical Education and Religious Studies. The school actively co-operates with other agencies, eg the police, to deliver its commitment to drug



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education. The aim is to provide current knowledge and develop skills to enable informed decisions about drugs, whilst developing a positive self image within the school community.

Provision of drugs education is regularly reviewed.

CONFIDENTIALITY

The welfare of pupils at Cleeve School is central to all school policies and as such, confidentiality will be maintained wherever possible. This approach is to encourage pupils to seek advice and assistance from teachers, without fear of reprisal. There will be occasions where the school will feel it appropriate to inform parents and or police. The pupil will always be informed of this action. Parents will be informed of all incidents whereby the involvement of the police is sought.

The school has a statutory requirement to inform outside agencies if:

- a third party or child is at risk of serious harm or
- life is in immediate danger
- it is co-operating with a police investigation

PARENTAL INVOLVEMENT

Cleeve School acknowledges the importance of working in partnership with parents in sharing the responsibility of educating pupils. Parents will be informed of the drug education curriculum and have opportunities to raise concerns. The policy will be available on the school website. In addition, parents are able to request a copy of this policy directly. Opportunities will be made available for parents to seek support and guidance relating to drug misuse and other health related issues.

POLICE INVOLVEMENT

Cleeve School maintains strong links with the police through the drug education curriculum. Where appropriate, the school reserves the right to contact the police regarding a drug related incident, both in regard to the offence and to assist in supplying support and advice.

When the police are called parents are required to attend school. If they are unable to Social Services should provide an 'appropriate adult'. Interviews should take place at the police station, rather than at school. A formal police interview at school should only take place in 'exceptional circumstances'.

RESPONDING TO DRUG RELATED INCIDENTS



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Contravention of the school's drug policy will result in sanction.

The type of action will depend on the nature and seriousness of the incident, but the possession or use of illegal drugs will normally lead to exclusion.

Following full consideration of the facts, the Head Teacher will inform parents of all exclusions.

POSSESSION AND DISPOSAL

The Misuse of Drugs Act 1971 allows individuals to take temporary possession of an illegal drug in order to prevent someone else committing an offence or to protect someone from harm, providing they either hand it to the police or destroy it immediately.

Staff should remove the substance from the person or location **in the presence of a witness** this should be taken to the Head Teacher. If there is no witness the substance should immediately be taken to the Head Teacher.

The substance will then be either:

- Disposed of as quickly as is practical. This should always be done in the presence of a witness with a record made and signed by both parties.
- Handed to another appropriate party, eg the police or a pharmacist for identification and disposal. Cleeve School will try and ensure that collection of the substance is always from the school itself.
- Under no circumstances will the substance be kept overnight or in the possession of any member of staff.

Staff should not conduct personal searches. Every effort should be made to persuade the pupil to hand over the substance. With prior consent, staff can search lockers and school bags. The search should always take place with at least two members of staff, including one member of the SST.

COUNSELLING

In the interests of the pupil's welfare, referral for counselling will be actively sought and encouraged. In some cases it will be insisted upon. The school will aim to identify vulnerable pupils and will work closely with external agencies, such as Connexions, to support them. See appendix A. List of agencies offering assistance.

REPORTING PROCEDURES

These procedures ensure that only a limited number of people will be involved in any incident. All incidents are reported to the Head Teacher, the member of the senior leadership team responsible for drug related incidents and the appropriate Head of Year.



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Normal practice applies in the case of exclusion. Only the Head Teacher, in consultation with the school governors, will act in the case of exclusion.

It is essential that all incidents are recorded centrally and anonymously on a DCFS form and these are retained as confidential information by the member of the senior leadership team responsible for drug related incidents.

MANAGEMENT OF DRUG RELATED INCIDENTS

Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, and or disclosure/rumour. This policy considers response to these situations. In each of the following examples the parents of the pupil will be informed and requested to attend school and the incident will be reported in accordance with procedures.

EMERGENCIES

If someone is found in an unconscious state, they should be placed in the emergency position and an ambulance should be called. The school nurse or staff member with first aid qualifications will be called and the victim will not be left unattended. The situation will be assessed followed by an attempt to ascertain whether a substance has been taken. Any substance found in the vicinity or information gained from friends will be reported to the paramedics on their arrival.

If the person is conscious when found, they will be removed to the medical room and constantly supervised. The school nurse or member of staff with first aid qualifications will be called. It may be necessary to call the emergency services.

DISCOVERY / OBSERVATION

Any person discovered using, possessing, or supplying an illegal substance will be approached and the substance will be confiscated. See possession and disposal.

If a visitor arrives on site under the influence of alcohol or other drugs they will be asked to leave the site. If necessary the police and other emergency services may be contacted. The Headteacher will consider whether to ban them thereafter from school site.

If a member of staff arrives for work under the influence of alcohol or other drugs the Headteacher will enact the normal disciplinary procedures.

DISCLOSURE



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If a pupil discloses to a member of staff that he or she was using drugs or knew of someone else using drugs, the first consideration is the welfare of the pupil. The information will be kept confidential as long as in so doing, the welfare of that pupil will not be compromised. See section on confidentiality.

SUSPICION / RUMOUR

Staff will not act on the basis of rumour alone. Evidence must be collected, which may involve discussions with the parents, before a decision is made to involve the pupil under suspicion.

ADMINISTERING OF PRESCRIBED MEDICINES

The school does not keep, or make available, over the counter medicines or remedies and school staff are not obliged to administer any medicines to pupils. It is the responsibility of parents to administer prescribed medication. However, if this is not possible, the school must be informed in writing about the medication, its usage and administration. A decision on administering medication to pupils will be made by the Head Teacher in consultation with the school nurse.

All medicines will usually be securely stored in the school office with access only available to senior staff, the school nurse or first aid officer. In some cases medicine will be held securely by a designated member of staff. In the case of asthma inhalers, epipens or needles to test for diabetes these are to be kept by the pupil for use as prescribed.

Prescribed medicine is only to be taken by the person for whom it was prescribed. Inappropriate use of prescribed medicines will be treated in the same way as misuse of other drugs as detailed in this policy.

STAFF SUPPORT AND TRAINING

The school will ensure that staff receive regular training and support which is offered by the LA and other organisations.

Links to other Policies

The Drugs policy, forms part of the policy for Pastoral Provision at Cleeve School. See also :
Safeguarding Children Policy Equal Opportunities Behaviour Policy
SRE policy

Managing, monitoring and evaluating the Policy

The Drugs policy will be managed, monitored and evaluated through the Student Provisions Governors Committee. These are updated and exist between the policy reviews. This in turn, will be monitored by the relevant member of the Governors and feedback given annually at



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Governors meetings. The designated coordinator will ensure that current procedures are monitored and evaluated throughout the year.

This policy has been written taking into account the following documents: 'Drugs:Guidance for Schools' DfES 2004, 'Gloucestershire Guidance on Drugs Education and the Management of Drug-Related Incidents' 2004. The Policy will be reviewed every two years or in response to any incident or other changing circumstance if these occur sooner.

APPENDIX A.

DRUG AGENCIES

Glos. Drugs Project
24 Cambray Place
Cheltenham
Tel. 01242 570003

National Release
388 Old Street
London EC1V 9LT
Tel 0171 6038654

National Drug Concern
Tel 0845 1203745

FRANK 0800 77 66 00

Local Alcohol
ACIS
15 Royal Crescent
Cheltenham
Tel 01242 584881

Alcoholics Anonymous
01452 418515

SCAD (Support Children Affected by Drink)
10 Sansome Place
Worcester WR1 1WA
Tel 01905 23060



Approved by Governors: 03/10
Next review: 03/11

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National Alcohol Concern
Tel 020 7928 7377

Connexions direct 080 800 13219