

## THE FOREST SCHOOL

<b>POLICY TITLE</b>	<b>Misuse of Alcohol, Drugs and other Substances</b>
<b>PERSON(S) RESPONSIBLE FOR POLICY</b>	Assistant Head Behaviour

### RESPONSIBLE PERSON(S) AND POST(S)

Chair of Governors, Headteacher, SLT

### WHO IS GOVERNED BY THIS POLICY

Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of The Forest School.

### POINT(S) OF CONTACT

Headteacher, Assistant Head for Behaviour

### LINKS TO THE FOLLOWING POLICIES AND PROCEDURES:

Safer Recruiting, Child Protection, Health and Safety, Behaviour for learning and Whistle Blowing.

### LINKS TO EVERY CHILD MATTERS:

Be Healthy, Stay Safe, Enjoy and Achieve, Make a positive Contribution, Achieve Economic Well-being

### Introduction

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.

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.

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 is a complex social issue.

The majority of young people of school-age have never used an illegal drug. Most will at some stage be occasional users of drugs for medicinal purposes and many will try tobacco or alcohol. Some will continue to use on a regular basis. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and illegal drugs. However, very few of those who experiment with illegal drugs will go on to become problem drug users. 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.

Parents should be aware that some young people are more vulnerable to drug misuse and other social problems.

#### **LOCAL AND NATIONAL GUIDANCE**

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

#### **PURPOSE OF POLICY**

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of pupils and others who use the school
- clarify the school's approach to drugs for all staff, pupils, 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.

## **WHERE AND TO WHOM THE POLICY APPLIES**

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working in The Forest School. It includes journeys to and from school in school uniform, work experience, residential trips and college link courses and other occasions when they are representing the school. Pupils must not bring controlled drugs, drug paraphernalia, cigarettes, tobacco products (papers, matches, lighters), alcohol or volatile substances onto the school site at any time. Alcohol may only be brought onto the school site by an adult with the Headteacher's permission.

## **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', 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, MMCA [Mephedrone] and alkyl nitrites (known as poppers)
- all over-the-counter and prescription medicines.

## **SCHOOL STANCE ON DRUGS**

The Forest School has a zero tolerance\* policy towards the possession, use or supply of illegal and other unauthorised drugs within the school boundaries or external activities which are outlined in section 6.

The standard of proof to be applied in each incident is the 'balance of probabilities'. However, the more serious the allegation and thus the possible sanction, the more convincing the evidence substantiating the allegation needs to be. This is not the same as requiring the criminal standard of 'beyond reasonable doubt' to be applied.

\* The Forest School will respond to each drug related incident without exception and will apply the sanctions as described in this policy.

## RESPONSE FOR DEALING WITH DRUG RELATED INCIDENTS

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 children</li> <li>• School truants</li> <li>• Pupils excluded from school</li> <li>• Sexually abused</li> <li>• In contact with mental health and criminal justice system</li> <li>• Children of parents 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 as a drug misuser</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> </ul>

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## SANCTIONS

Incident	First Occasion	Second Occasion	Third occasion
Possession-of, or under the influence of Alcohol or any other unauthorised volatile substance	Substance confiscated. Parents phoned and letter home.  Incident logged.  <b>3 - 5 day fixed term exclusion.</b>	Substance confiscated  Parents called to collect pupil.  <b>5 day fixed term exclusion.</b>  Risk assessment for pupil and school.  Possible behaviour/ health intervention.  Contractual agreement with parents  Governors Disciplinary Panel	Further risk assessment and behaviour assessment.  Continued disregard for school rules/ intervention programme.  <b>Permanent exclusion.</b>

Incident	First Occasion	Second Occasion	Third occasion	Fourth Occasion
Possession of, or use of cigarettes or smoking materials	Items confiscated.  Parents notified.  Pupil required by Community Leader to complete a reading comprehension on hazards and costs of smoking as part of 'Smokers Club'.  Parents to sign agreement that they understand sanction steps in place & will not permit smoking materials to be brought to the school.	Items confiscated.  Parents' notified  Medical attention sought for giving up smoking, negotiated by Community Leader.  Notify parents and pupil that future random property search can be initiated at any time for any reason and further sanctions applied.	Items confiscated.  Parents notified.  1 day in Internal Isolation for repeated defiance of school rules.  Contractual agreement with parents.	Items confiscated. Parents notified.  <b>1 day fixed term exclusion</b> for repeated defiance of school rules.
				<b>Fifth Occasion</b>
				<b>Fixed Period exclusion</b>
				<b>Sixth Occasion</b>
				<b>Permanent Exclusion</b>

Incident	First Occasion
Possession or use of Cannabis and other Class B Drugs or paraphernalia	Substance confiscated. Parents and Police contacted. Referral to CAMHS, assessment and pupil assistance by local agencies <b>Permanent Exclusion.</b>
Possession or use of suspected Class A Drug or paraphernalia	Substance confiscated. Parents and Police contacted. Referral to CAMHS, assessment and pupil assistance by local agencies <b>Permanent exclusion</b>
Social Supply Illegal Drug	Substance confiscated. Parents and Police contacted. Referral to CAMHS, assessment and pupil assistance by local agencies <b>Permanent exclusion.</b>
Dealing for profit	Substance confiscated. Parents and Police contacted. Referral to CAMHS, assessment and pupil assistance by local agencies <b>Permanent exclusion.</b>

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

### **Medicines**

Some pupils 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.

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

### **Volatile substances**

Some solvents or hazardous chemicals are legitimately used by school staff or pupils. 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.

### **Alcohol**

Use and consumption of alcohol by staff and adult visitors on the school premises can only be authorised by the Headteacher. 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.

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. The school offers confidential counselling through West Sussex County Council that can be booked. In addition, an Occupation Health Referral can be actioned if appropriate.

### **Tobacco**

In keeping with West Sussex County Council policy, The Forest School is a non-smoking site.

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

## KEY RESPONSIBILITIES

Management of drug related issues in school:

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

## INFORMATION & EDUCATION

The school delivers a balanced curriculum which:

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

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 pupils 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.

It 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.

Drug education is delivered through a well-planned cross-curricular program, including assemblies, PHSE and science lessons.

At Key Stage 3 pupils 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.

At Key Stage 4 pupils 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.

Teachers may need to focus more on developing pupils' 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 pupils to seek help and support when they need it.

### **Methodology and resources**

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

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

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

A variety of teaching resources are outlined in the PHSE scheme of work and are available. External contributors include the Police, NHS and Connexions.

### **Staff support and training**

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 the staff handbook and PHSE training takes place as and when needed.

### **Monitoring and reviewing**

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.

### **SCHOOL SEARCHES**

The school will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

#### **Personal Searches**

When a person is suspected of concealing illegal or other unauthorised drugs, staff will not search outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the police will be called.

#### **Searches School Property**

Staff may search school property, for example, pupils' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the school may proceed with a search. Where consent is refused, the school will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

#### **Searches of Personal Property**

The school will not search personal property without consent. If the school wishes to search personal property, including pupils' property stored within school property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of pupils, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

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

**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 deliver it to a person lawfully entitled to take custody of it.**

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 a plastic bag and include details of the date and time of the seizure/find and witness present.
- store it in school safe
- **without delay** notify the police, who will be asked 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 pupil from whom the drugs were taken but in the case of an illegal or unauthorised drug the school will normally do so. Liaison will take place to ensure the safe disposal of any substances.**

Where a pupil is identified the police will be required to follow set internal procedures. To record full details of the incident, including notes of any discussions with the pupils. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a pupil, 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.

## **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 pupils in the local area.

**Alcohol and tobacco**

Parents/carers will be informed 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.

**Volatile substances**

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

**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.

**DISPOSAL OF DRUG EQUIPMENT**

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 pupils. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

In relation to this policy the headteacher will exercise judgment as to the sanctions imposed, taking account of all the factors relating to the individual and circumstances.

**POLICE CONTACT**

First point of contact: is with the school Police Liason Officer. Contact details are available from the school office. If they are unavailable, a message should be left to contact the school and in the case of controlled drugs, Horsham Police Station should then be telephoned.

**REFERRAL AND EXTERNAL SUPPORT**

Community Leaders, Director of Inclusion and Senior Leadership Team are responsible for referral to agencies. A list of local support services and national helplines/websites is available for pupils and parents on the school website.

Pupils are made aware of the various internal and external support structures via PHSE. (citizenship)

Local support services and national helplines/websites are advertised on pupil notice boards. Information is also available from Community Leaders for individual pupils or parents as and when required.

## **CONFIDENTIALITY**

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it should be discussed with a member of Senior 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 pupil's agreement to the way in which the school intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a pupil's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a pupil's wishes, and even then the school will inform the pupil 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.

## **INVOLVEMENT OF PARENTS, CARERS, VISITORS, STAFF**

In any incident involving illegal and other unauthorised drugs the school will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the pupil's needs. Where the school suspects that to do 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. In any situation where a pupil may need protection

from the possibility of abuse, the school's child protection co-ordinator should be consulted and local child protection procedures followed.

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.

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. On occasion, a teacher may have concerns about discharging a pupil 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.

If staff members are suspected of being under the influence of drugs or alcohol on school premises, Senior staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. Disciplinary actions for staff are covered under their employment contract and substance abuse referral and mitigation follows the West Sussex guidelines.

## **ROLE OF GOVERNORS**

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