

GOSFORTH FEDERATED ACADEMIES

DRUG AND ALCOHOL POLICY

Please note that the word 'school' when written below refers to the Gosforth Federated Academies.

Staff Responsibilities

The Leaders of teaching & learning in PHSCE will co-ordinate the programme and will offer advice on classroom practice and resources (which they will maintain and update). Details of available INSET for staff members can be obtained from the Leader of teaching & learning in PHSCE. There is a named member of staff who can offer specific advice and guidance to all staff when dealing with drug and alcohol related incidents.

Ethos

As a school we do not condone either the misuse of drugs by members of school or the illegal supply of these substances.

We are committed to the health and safety of all members of our school community and will take action to safeguard their well-being.

We acknowledge the importance of our role in guiding and informing our students about drugs and seek to establish an atmosphere in which all in need of support can come forward.

As part of our duty of care for the welfare of all our students, we believe we must inform and educate them on the consequences of drug use and misuse. Gosforth Federated Academies make a very active stance on this matter and put Health Education at the core of the PSHCE of all students in Key Stages 2, 3 & 4. The programme continues in Key Stage 5 through the medium of assemblies, tutorials and General Studies lessons. Individual support for Post-16 students can be accessed via their Personal Tutor or by the School Nurse.

Aims of Drugs Education

- To enable young people to make healthy, informed choices and decisions by increasing knowledge, challenging attitudes and developing and practising skills.
- To increase understanding about the implications and possible consequences of use and misuse and to develop a sense of responsibility for themselves and others.
- To encourage an understanding for those experiencing or likely to experience substance misuse.
- To develop an awareness of the influence of the media on behaviour.
- To seek to minimise the risks that users and potential users face.
- To enable young people to identify sources of appropriate personal help and support.
- To develop confidence and self-esteem to enable young people to cope with pressures and influences that may lead to the misuse of drugs.
- To maintain and develop relationships.
- To widen understanding about related health and social issues such as sex and sexuality, HIV, AIDS and crime.
- To develop the motivation to succeed.

- To inform parents of the work in school drug education and to help parents to develop their own understanding of the issues.
- To provide training and support in relation to drug issues for all staff.

Curriculum Content and Organisation

Drug education is delivered in the main by the PHSCE programme and Science. Schemes of work for Science comply with the National Curriculum requirements. Schemes of work in PHSCE follow the guidance given in the national framework for PHSCE. Our pro-active Pastoral System is committed to seek to fulfil these aims.

Teaching and Learning Styles

To enable young people to talk openly about drugs the school will use a wide range of teaching and learning styles to provide opportunities for active participation. We recognise the need for sensitive teaching matched to the needs of our young people.

The use of outside agencies

The school actively co-operates with our feeder schools and with outside agencies such as Community Police, Social Services, LA personnel and young people's support agencies eg Streetwise, to support and enhance its teaching programme. Advice and support given by outside agencies will be carefully planned to integrate with the school's programme. The Head of School and Leaders of teaching & learning in PHSCE will approve the use of outside agencies within our programme.

Resource Issue

PHSCE staff delivering Drug Education are issued with files containing schemes of work and staff/student material. In addition a selection of material is available from the Leaders of teaching & learning in PHSCE to further support the schemes of work. Further materials can be borrowed from Health Promotion.

All the source materials used with young people will meet the quality standards outlined in "The Right Choice" guidance produced by Drugscope. All new materials will be approved by the Leaders of teaching & learning in PHSCE before being used in the classroom.

Staff Training

The Leaders of teaching & learning in PHSCE will circulate information on available courses (INSET, etc) relating to drugs education to PHSCE staff and other teaching staff where appropriate. The Head of School will be responsible for approving access to any training.

Confidentiality and Disclosure

Staff are encouraged to set ground rules when dealing with drug education issues in the classroom.

Where a young person discloses drug use, the procedures for responding to a drug-related incident will be implemented. Procedural guidance is set out within this policy.

Curriculum Evaluation

Evaluation and review of the schemes of work will be undertaken using methods that are appropriate to the needs and abilities of our students. The Leaders of teaching & learning in PHSCE and staff who are engaged in the delivery of the programme will plan the evaluation of the schemes of work and will use information gathered in order to adapt future work where necessary.

SCHOOL PROCEDURES DRUG AND ALCOHOL RELATED INCIDENTS

In all suspected cases, ensure the health & safety of students concerned seek medical advice where necessary from first aid officer/school health advisor/paramedics.

Definitions of what the school considers to be drugs and alcohol:

Illegal drugs

Novel Psychoactive Substances (so called 'legal highs')

Volatile Substances

Alcohol

Tobacco

Prescription medication taken by someone for whom it has not been prescribed or which has been taken in a way that does not comply with the school's Managing Medication Policy

Paraphernalia associated with any of the above.

This policy applies to pupils, staff, visitors, parents and partner agencies.

It applies on the school premises, during educational visits including residential ones, to pupils educated off site and on the public transport system to and from school.

General Procedures

In the event of an incident involving substance misuse or supply in school we will follow the procedures outlined in the DfE and ACPO drug advice for school publication September 2012.

- the incident will be initially dealt with (and procedures outline below implemented) by a Senior Learning and Pastoral Supervisor, Sixth Form Tutor or other senior members of the pastoral teams.
- the Head of School will discuss the incident with senior staff
- discussions may also take place with the student's Learning Plan Manager, Key Stage Manager and Leaders of teaching & learning in PHSCE;
- the Head of School or his representative will inform parents at the earliest opportunity. The Chair of Governors will also be informed of the situation; and
- after discussion with parents or carers, governors, pastoral staff and, where necessary, Police, the Head of School will decide upon action to be taken. The interests of the student(s) involved will be balanced against the interests of other school members and the local community.
- the Head of School reserves the right to exclude any students who brings drugs or alcohol into school, have them on their person, consumes them, are under the influence of them or hand them out before, during or after the school day, including during school visits.

1 Student Presenting Intoxicated on School Premises - Alcohol/Volatile Substances

(Substances not controlled under the Misuse of Drugs Act 1971, therefore proactive police involvement would not ordinarily be needed)

If medical emergency: call for medical assistance / ambulance, follow first aid procedures until help arrives

If not a medical emergency: keep student calm and under observation

Contact parent or carer to remove student, if necessary on health and safety grounds

If student displays threatening or disorderly behaviour and Police support is needed, ring 101 and create incident

Complete school nurse notification slip for drug-related incidents

Where appropriate, apply behaviour policy sanction

1a Student Presenting Intoxicated on School Premises – Drugs

If medical emergency: call for medical assistance / ambulance, follow first aid procedures until help arrives

If not a medical emergency: keep student calm and under observation

Contact parent or carer on health and safety grounds, and request student's removal if necessary

If student displays threatening or disorderly behaviour and Police support is needed, ring 101 and create incident

Contact Police, who will support school in any further action regarding the legal aspect

Where appropriate, apply behaviour policy sanction

Complete school nurse notification slip for drug-related incidents

2 Student suspected of involvement in drug incident on school premises

Contact Police, who will collect information and support school in communicating with student(s) and families

Coordinate any in-school follow up with Police, who should keep school involved regarding any further investigation or criminal proceedings.

Where appropriate, apply behaviour policy sanction

Complete school nurse notification slip for drug-related incidents

2a Students suspected of involvement in drug incidents off school premises but during school day

Contact Police, who will collect information and liaise with Community Beat Manager.

Do not contact parent or carer without consulting Police. Police will liaise, where appropriate, and support schools in communicating with student(s) and families.

Coordinate any in-school follow up with Police, who should keep school involved regarding any further investigation or criminal proceedings.

Where appropriate, apply behaviour policy sanction

Complete school nurse notification slip for drug-related incidents

3 Student found in possession of alcohol or tobacco on school premises, on school trip or in vicinity of school, including journey to and from school

Respond to any health and wellbeing issues (see medical advice above)

Inform parent or carer

Confiscate and dispose of appropriately within health and safety policy in school

Where appropriate, apply behaviour policy sanction

Remind the students concerned they may speak to the school nurse in confidence in the health drop-in

3a Student found in possession of a suspected drug on school premises, on school trip or in vicinity of school, including journey to and from school

Respond to any health and wellbeing issues (see medical advice above)

Where at all possible, take possession of the drug involved.

Secure the drug as evidence using Northumbria Police Evidence Bag (Drugs Use Only) and complete appropriate sections

POLICE ACTION REQUIRED DUE TO POTENTIAL CRIMINAL OFFENCE

Contact Police on 101 to create incident

(If in a different authority or country be aware that differences may exist in how forces respond)

Police will attend and secure evidence.

(Any arrest should take place off school premises in presence of parent or carer, unless the Officer in Charge is aware of other factors, which would require an on the spot arrest)

Seek cooperation from student to remain on school premises (if they refuse, update police on 101 using incident number)

Do not contact parent or carer without consulting Police. Police will liaise, where appropriate, and support schools in communicating with student(s) and families.

Police should remain in contact with the school and inform of outcome of the criminal proceedings

Complete school nurse notification slip for drug-related incidents

4 Student found supplying suspected illegal drug on school premises

Where at all possible, take possession of the drug and any monies involved

Secure the drug as evidence using Northumbria Police Evidence Bag (Drugs Use Only) and complete appropriate sections

POLICE ACTION REQUIRED DUE TO POTENTIAL CRIMINAL OFFENCE

Contact Police on 101 to create incident

(If in a different authority or country be aware that differences may exist in how forces respond)

Police will attend and secure evidence.

(Any arrest may take place on school premises due to the nature of the offence and to preserve any evidence during the investigation)

Seek cooperation from student to remain on school premises **(if they refuse, update police on 101 using incident number)**

Do not contact parent or carer unless Officer in Charge requests

Police should remain in contact with the school and inform of outcome of the criminal proceedings

Complete school nurse notification slip for drug-related incidents

5 Staff member or visitor suspected of involvement in drug incident on school premises
The Law around legal and illegal drugs also applies to all school staff and visitors, including parents.

Apply protocol as for students ie 1 to 4. For further support contact Police.

Pastoral Support and Specialist Intervention

Any student suspected of or involved in a drug-related incident in school should be referred to school health through the school nurse notification slip in order to support their pastoral needs regarding any drug use.

Legal consequences for young people

No Further Action - Insufficient evidence to pursue a criminal conviction

Reprimand - Sufficient evidence to pursue a criminal conviction. Offender admits responsibility (No court appearance)

Final Warning - Sufficient evidence to pursue a criminal conviction. Offender admits responsibility (Further offending will lead to a court appearance)

Charge - Sufficient evidence to pursue a criminal conviction. No admission of guilt required.

Procedure for Staff

Where a student is found to be involved in substance misuse or possession on the premises you should inform the relevant Senior Pastoral Supervisor, Sixth Form Tutor, Key Stage Manager, Director of School or Head of School immediately.

If you discover substances which you suspect to be harmful or illegal you should:

1. Ask the student to “hand over” the substance voluntarily in the presence of an adult witness.
2. Note time, place and circumstances when the substance came into your possession.
3. Do not personally investigate the substance.
4. Accompany the student to the office of the Director of Finance and Support Services or Director of Junior High (with your adult witness) and summon either the Senior Pastoral Supervisor, Sixth Form Tutor, Key Stage Manager, Director of School or Head of School. Walk behind the student — DO NOT allow any physical contact with other students.
5. Hand any recovered substance into the possession of the Head of School, Director or most senior colleague.

They will then follow procedure as outlined above.

Searching Students

If there are strong grounds for suspecting that a student is in possession of a controlled substance then steps must be taken to recover it. The DfEE Circular 4/95 states: ‘The law permits school staff to take temporary possession of a substance suspected of being a controlled drug for the purpose of protecting a pupil from harm and from committing the offence of possession’.

Schools’ general power to discipline (Education and Inspections Act 2006) enables a member of staff to confiscate, retain or dispose of a student’s property as a disciplinary penalty.

School staff can search a student for any item if the student agrees.

Headteachers, and staff authorised by them, have the statutory power to search students or their possessions without consent, where they have reasonable grounds for suspecting the student may have a prohibited item – which includes alcohol, illegal drugs and tobacco.

(For further clarification see DfE 2014 Searching, screening and confiscation: advice for headteachers, school staff and governing bodies).

The Roles of the Head of School and the Trustees

The Head of School takes overall responsibility for the policy and its implementation, for liaison with the Trustees, parents LA and appropriate outside agencies. The Directors of School will have general responsibility for handling the daily implementation of the policy. The Head of School, with the Directors of School will ensure that all members of staff dealing with substance issues are supported and trained.

In instances where students are found to be involved in substance misuse, possession or supply, parents will be informed at the earliest opportunity by the Head of School. The school and the parents can then work together to resolve the situation.

It is the school’s policy to contact local Police for substance-related issues. The school cannot knowingly allow its premises to be used for the supply or misuse of drugs and if it is suspected that this is the case, details regarding those involved as well as any other relevant information will be passed to the Police.

The school will at all times seek to balance the interests of individual students involved in the misuse or possession of substances against a commitment to maintaining a safe and drug free environment for all members of the school community.

All substance related incidents will be treated as serious breaches of the school's stated discipline policy and exclusion, either fixed term or permanent, will be considered as a suitable response. **A second offence will result in a permanent exclusion.**

Confidentiality

Where a student is being questioned by a member of staff regarding a suspected drug-related incident, no guarantee of confidentiality can be given. This should be made clear to the student at the outset of the conversation. Information regarding a student's involvement in a drug-related incident may be pertinent to other agencies involved in the student's care e.g. Youth Offending Team, Looked After Children Team. Such information should be shared with according sensitivity and on a need to know basis.

Police contacts

Creating Incidents - 101

Emergency (for immediate danger) - 999

Community Relations Unit (for support with specific cultural issues/community) – 101

Date approved:	September 2019
Signed:
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