

Cognita Schools Ltd

Safeguarding: Drug & Alcohol Abuse Policy

Meoncross School
including EYFS



Updated 27 May 2016



Meoncross School

Safeguarding: Drug & Alcohol Abuse Policy

May 2016

Drug & Alcohol Policy

1. Introduction

- 1.1. The aim of this drug and alcohol misuse policy is to acknowledge and clarify Meoncross School's role in drug prevention and education and ensure it is appropriate to meet pupils' needs.
- 1.2. This policy aims to offer a model of good practice for developing procedures to manage any substance related incidents for pupils, teachers, support-staff and outside agencies or individuals.
- 1.3. This policy also aims to ensure that the approach taken on the issue of drugs is a whole school one and is part of our commitment to, and concern for, the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education, and pupils need to receive up to date, relevant and accurate information as well as support.
- 1.4. This policy should be read in conjunction with the PSHE/SMSC policies, medicines, health and safety, SEN and Disability as well as the school's statement of behaviour and sanctions.

2. Statutory Duties

- 1.1. Meoncross School has a statutory duty to promote pupils' wellbeing and hence have a clear role in preventing drug misuse as part of its pastoral care.
- 1.2. Although there is no statutory requirement to have a drug policy, it is the advice of the DfE, and a requirement for all Cognita schools, that they should have one as a clear procedure for managing any incidents. It is essential to protect staff, parent/carer(s) and children and young people.
- 1.3. Alcohol and tobacco education is non-statutory for independent schools in as far as it is included in National Curriculum Science; to which independent schools are not required to adhere. Meoncross School however, includes such matters in the curriculum offer.
- 1.4. The Statutory Framework for the Early Years Foundation Stage (2014) requires the following (3.56): 'Providers must not allow smoking in or on the premises when children are present or about to be present.' While there is no specific requirement to hold a no smoking policy per se, Meoncross School continues to maintain as such. This includes offsite trips and visits. Furthermore, practitioners must not be under the influence of alcohol or other substances.
- 1.5. The ISI Handbook (2014) states as follows: '*..except in relation to the Early Years Foundation Stage requirements, it is not the duty of ISI inspectors to check on the national smoking ban from 1st July 2007 or to include it within health and safety requirements.*'

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3. Policy Framework

- 1.1. This policy aims to reflect the whole school ethos and the whole school approach to pupil health and wellbeing.
- 1.2. The policy applies to all visitors, staff, pupils, parents/carers, those in a governance role for the school and partner agencies working with you. Additionally, it applies to any contractors working on site and to anyone hiring the school premises or running a club on site.
- 1.3. This policy applies when travelling to/from school by bus/public transport, pupils in pre and post statutory education and learning, after school clubs, all trips and all who use the facilities of the school.
- 1.4. This policy should be read in conjunction with the school's mission statement, curriculum policies (PSHE, Science), behaviour, safeguarding, health and safety, medicines, confidentiality, first aid, pastoral support, school trips and visits (Learning Outside the Classroom) and the staff code of conduct (HR).
- 1.5. Definitions and terminology – in defining the term 'drugs', it includes reference to medicines, volatile substances, alcohol, tobacco, illegal drugs, other unauthorised substances and New Psychoactive Substances (NPS) often referred to as 'Legal Highs'. 'Drugs here are taken to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc.
- 1.6. **With effect from 26 May 2016 so called 'Legal Highs' are subject to a blanket ban and are now illegal in the UK.**
- 1.7. The Meoncross School stance on drugs, health and the needs of pupils
 - It is inappropriate and unacceptable for young people to bring substances into school, have them on their person, consume them before, during and after school and on the way to or from school, including all school visits. Meoncross School has a strict no smoking policy. *'The school believes that the possession and/or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.'*
 - The first concern in managing drugs is meeting the health and pastoral needs of individual pupils in the context of the health and safety of the Meoncross School community.
 - Meoncross School views breaches of the rules with regard to illegal drugs and substances and New Psychoactive Substances will be taken very seriously (see also behaviour policy and code of conduct which specifically outline what sanctions are likely to be applied in the event of an incident).
 - With regard to authorised drugs, see also the school policy on medicines.

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1.8. Drug Education Policy

- Meoncross School provides a planned drug education programme delivered by teachers and supported where appropriate by other agencies with an expertise in the field.
- Meoncross School actively cooperates with agencies such as the Local Authority, police, health and drug agencies, including any named projects or voluntary & independent sector providers who are commissioned by the LA with partners to work with schools.
- Meoncross School remains committed to providing staff with access to on-going advice, support and training as part of their own professional development.

The Drugs Education Policy ensures that we take a whole school approach on the issue of drugs. This forms part of the PSHE programme (see PSHE Scheme of Work). Drugs education will:

- enable pupils to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes, and developing and practising skills, particularly in saying "NO";
- promote positive attitudes towards healthy lifestyles;
- provide accurate information about substances;
- increase understanding about the implications, and possible consequences, of use and misuse;
- encourage an understanding for those experiencing or likely to experience substance use;
- widen understanding about related health and social issues e.g. sex and sexuality.
- seek to minimise the risks that users and potential users face;
- enable young people to identify sources of appropriate personal support.

1.9. Staff support and training

- Meoncross School remains committed to providing drug awareness training of all staff working at the school and for anyone in a governance role. Meoncross School remains committed to ensuring all First Aiders are up to date on drug-related First Aid.

1.10. Management of an incident

- Meoncross will consider each incident on its own merit, and recognise that a variety of different responses may be necessary depending on the circumstances.
- The school will consider very seriously the implications of any action it may take. It seeks to balance the interests of the pupil involved and the other school members.
- In instances involving substance use, misuse or supply on the premises and following discussion between staff members who know the pupil well, parents will be informed at

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the earliest opportunity. The school and parents can then work together to support the pupil involved. If a pupil admits to a member of staff to using or supplying substances off the premises, the staff's discretion will be involved, but informing the Deputy Head Pastoral is the appropriate action. The Headmistress will then be informed, and will decide what further action to take.

- Where we believe that a search for prohibited items is needed, we will use such force as is reasonable. For example, to search for knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any article which has been, or is likely to be used to commit an offence, cause personal injury or damage to property.
- We will not use force to search for items banned under the school rules, with the exception of those listed above.
- Procedures for managing parents/carers under the influence of drugs on school premises will be based on a case by case basis, with safety of children being the priority. Having ensured no pupils are in danger of coming to harm, a member of SLT should be called for to assess the situation.

Where an incident requires investigation, the Headmistress will normally inform parents if there are allegations or suspicions of drug abuse emanating from staff or pupils, unless the grounds seem very slim. It may be appropriate to point out that these allegations are being relayed 'as a matter of report than of accusation'. Suspicions or accusations of drug possession on the school premises must be brought to the attention of the relevant Head of School, who will co-ordinate the investigation and keep the Headmistress informed.

In carrying out the investigation, it is important to note that:

- A pupil should be reminded of the importance of co-operation with the school.
- Two staff should be present (except for preliminary investigations) and careful written records kept and signed.
- The pupil should be asked whether they are in possession of drugs. If they say 'no' they should be invited to co-operate by turning out their pockets and handing over their bag to be searched. Pupils may also be asked to unlock their locker and the school can search this without the pupil's consent if necessary.
- If the pupil refuses to co-operate, a decision must be made as to whether to release him/her or whether to ask parents to come to school and use their authority to ensure co-operation. If a personal search is unavoidable it may be appropriate to contact the police and request this.
- Any pupil who is in possession of drugs is likely to try and 'dump' them surreptitiously. Teachers need to be aware of this and to keep a watchful eye. The request to 'go to the

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toilet' is one obvious ploy. Teachers also need to be aware that pupils, even if 'isolated' may communicate by text message/mobile phone.

- Any drugs confiscated from pupils will be given to the police for disposal as soon as possible.
- Whether or not drugs are found, parents must be informed of the school's investigation.
- There is no legal obligation to inform the police, but it is the school's policy to do so except in exceptional circumstances. A school cannot knowingly allow its premises to be used for the production or supply or consumption of any controlled drug. If it is suspect that substances are being regularly exchanged or sold on the premises, details regarding those involved, with as much information as possible, may be passed to the Police Liaison Officer or Community Affairs Department together with a request for a police investigation.
- The Headmistress will inform the Chair of Governors about substantive drugs investigations.

1.11. Police involvement

- Taking into consideration the above points relating to an investigation, police may be consulted or actively involved in an incident.

1.12. The needs of pupils

- Meoncross School aims to address the wider support needs of pupils and to make them aware of the support available to them including support in school and the family support process through the curriculum, PSHE, displays, outside speakers, the website, and information evenings.

1.13. Information sharing

- The safeguarding procedures to be followed if a pupil's safety is considered under threat, including incidences of parental drug or alcohol misuse, are available in the Meoncross School safeguarding policies, and include informing the Whole School Designated / Deputy Designated Safeguarding Lead.
- Where necessary, Meoncross School will share information ideally with the agreement of the pupils and where necessary, parent/carers will be secured whilst ensuring that pupils' rights and needs are protected and safeguarding procedures adhered to.

1.14. Involvement of parent/carers(s)

- Outline the policy and procedures for informing and involving parents/carers about incidents involving illegal and other unauthorised drugs.

The Parent Engagement Group is a forum for encouraging parental involvement

1.15. Liaison and working with other agencies

- Meoncross School will always work with external agencies as required.

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1.16. Staff conduct and drug use

- The Meoncross School's policy in relation to staff drinking, smoking and other drug use is in line with the Cognita HR policy, and should be read as such. This should also be cross referenced with the school's staff code of conduct – all of which staff are required to have read.

1.17. The role of the Headmistress

- The Headmistress takes overall responsibility for the policy and its implementation, for liaison with the Assistant Director of Education and any governance meetings, parent/carer(s), and appropriate outside agencies and bodies such as the LA. The Headmistress will ensure that all staff dealing with substance issues are adequately trained and supported. Meoncross School would never knowingly allow the premises to be used for the production or supply of any controlled drug (eg; the preparation of, or smoking of cannabis). Where it is suspected that substances are sold on the premises, details of those involved, as well as much information as possible, will be automatically passed to the police

1.18. The role of the Assistant Director of Education

- The Headmistress will ensure that the Assistant Director of Education is kept well informed on drug issues as they affect the school.
- The Assistant Director of Education also has specific responsibility for the development and oversight of the drug education programme, and any contribution to any case conferences called, or formal reviews against the application of the school's exclusion procedure.
- The Assistant Director of Education will review the policy to strict timescales.

2. Implementation of the Policy

- 2.1. Meoncross School will seek to adopt the procedures set out in DfE and ACPO Drug Advice for Schools (DFE-00001-2012) when dealing with incidents involving substance misuse or supply on the premises/during the school day or during school trips and visits etc.
- 2.2. The school will ensure that all staff, parents/carers and pupils are reminded of these procedures on an annual basis.
- 2.3. Situations requiring first aid will be dealt with immediately as per the Meoncross School's agreed policies and procedures in this respect. Information about emergency help for people who have had a bad reaction to drugs can be found at <http://www.talktofrank.com/emergency-help>.
- 2.4. In cases of substance misuse or supply on the premises during the school day or during school visits, the case will be discussed with the young person and a written record taken (see Appendix A). Parents/carers will be informed by the Headmistress / Deputy Head as soon as possible. The support of outside agencies will be sought if appropriate.

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- 2.5. While there is no legal obligation to inform the police, they may be involved at the discretion of the headmistress in consultation with the Assistant Director of Education and staff who know the young person well. The school will consider each incident individually and will employ a range of responses to deal with individual incidents. The Assistant Director of Education will be involved in all drug-related incidents as they are concerning other matters relating to the school.
- 2.6. Meoncross School has an agreed sanctions procedure that recognises different types of incidents (including any repeat incidents) which will be applied consistently in all cases. This is reflected in the scale/seriousness of sanctions.
- 2.7. The Headmistress will take responsibility for any liaison with the media following the requirements of the Cognita Communications Officer.
- 2.8. If there is a significant seizure of a suspected illegal substance, Meoncross School will:
 - Inform the police at an early stage; and
 - Take steps to minimise handling the substance to aid future forensic investigation.

3. Specific Procedures

- 3.1 Schools are an important source of support for pupils experiencing problems with drugs and therefore, Meoncross School will ensure that all staff (teaching and non teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young person with the duty to safeguard and promote the welfare of the young person and others.
- 3.2 Local Safeguarding Children Board (LSCB) policies and procedures must be followed.
- 3.3 Staff cannot and should not promise total confidentiality. There are important reasons why personal and sensitive information needs to be shared in relation to Child Protection (e.g when working with the police, referral to external agencies etc). The Data Protection Act and Crime and Disorder Act all allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent. If a decision is taken to share confidential information, a written record of any concerns including the reasons for breaching a pupil's confidentiality should be made.
- 3.4 The following questions should also be considered:
 - How serious is the situation?
 - What immediate and significant risk does the young person face?
 - What implications (both positive and negative) could keeping a confidence have?
 - Could significant harm result from keeping the young person's disclosure confidential?
 - Young people must, whenever possible, be made aware of the limitations of confidentiality before they disclose a confidence. If a confidence needs to be broken, the school should explain to the young person (and parents/carers as appropriate);

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- Why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected and information; why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected and information
- 3.5 Parental substance misuse has the potential to impact negatively on outcomes for children and young people. Hidden Harm: Responding to the Needs of Children of Problem Drug Users (ACMD: 2003) estimated that 2-3 per cent of children are affected by problematic parental substance use. This estimate only covers parents with serious dependencies on heroin and crack cocaine, and does not account for children affected by alcohol or other drug use in the household.
- 3.6 Substance use in itself is not a reason for considering a child to be suffering or at risk of suffering significant harm although it may be a contributing factor.
- 3.7 The Head and Deputy are designated to liaise with the police to agree a shared approach to dealing with any drug-related incidents. The name/telephone number of the local police contacts are listed above.
- 3.8 Legal drugs - the police will not normally need to be involved in incidents involving legal drugs, but Meoncross School may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the area.
- 3.9 Controlled drugs (including New Psychoactive Substances) - in taking temporary possession of suspected controlled drugs, Meoncross School will adopt the following procedures:
- Ensure that a second adult witness is present throughout.
 - Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present.
 - Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff. Do NOT dispose of the substance since disposal can now only be done by the constabulary.
 - Notify the police without delay who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the drugs were taken but the police advise that this is disclosed. The school should determine their position on this in advance to ensure consistency of approach.
 - Record full details of the incident, including the police incident reference number if they are involved.
 - Inform parents/carers, unless this is not in the best interests of the pupil.
 - Identify any safeguarding concerns and respond appropriately.
 - If there is a significant seizure of a suspected illegal substance, Meoncross School will inform the police at an early stage; and take steps to minimise handling to aid future forensic investigations

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3.10. Searching, Screening and Confiscations

- (DfE: 2014) states that ‘school staff can search a pupil for any item if the pupil agrees’ noting that the ability to give consent may be influenced by the child’s age or other factors. The Headmistress, and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items include alcohol and illegal drugs. The law says that the person conducting the search may not require the pupil to remove any clothing other than outer clothing. The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises.

3.11. Children and young people often find visitors to school a useful and informative part of their learning, but equally research suggests that for visits to be successful there should be a shared understanding about the nature and content of the session/s. Government guidance is that schools should exercise caution with the use of visitors as there is some evidence that particular messages can have a detrimental impact on young people’s intentions to resist using drugs including alcohol. Particular caution will be used when visitors have had firsthand experience of problematic drug use.

3.12. Meoncross School will ensure that visitors are appropriately qualified and trained to deliver work with children and young people in a school setting. They should also be aware of good practice that recommends the avoidance of shocking images and inappropriate descriptions of drug use and have a clear understanding of the aims and objectives of the session and have seen, and understood the school’s drug education policy. Visitors should have been briefed on any particular sensitivities that there may be in the student group – these may include identified drug issues by particular students or their families – as well as any broader needs within the group. Teachers should negotiate the content of the session which is linked to the broader drug education and PSHE delivered by the school and relevant to the identified needs of the pupils. Visitors should be made aware by the teacher that they are aware of the school’s protocols for dealing with any disclosures or distress shown by pupils during the session.

3.13. Teachers are to be present at all times when such a visitor is in the class, and be ready to be an active participant in these sessions. They should ensure that they reflect on the learning from particular sessions with pupils and visitors, assessing the learning, and building skills to support and enable pupils to make healthy choices and to avoid risktaking behaviour. Teachers should follow-up any unresolved issues or concerns and extend the learning begun by the visitor.

4. National Support & Advice from Organisations

- Drinkline: a free and confidential helpline for anyone who is concerned about their own or someone else’s drinking: 08009178282.

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- Family Lives: a charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents: telephone 0800 800 2222.
- FRANK: national drugs awareness campaign to raise awareness among young people, their parents/carers www.talktofrank.com. Schools can receive free resources, updates, newsletters etc.
- Smokefree: NHS Smoking Helpline www.nhs.uk/smokefree.
- For advice on First Aid/What to do in an emergency, FRANK: Advice on what to do to help someone who's having a bad reaction to drugs www.talktofrank.com/emergency-help.
- Resuscitation Council (UK): Guidelines for resuscitation procedures www.resus.org.uk/resuscitation-guidelines

5. Related Policies, Guidelines, Templates and Forms

- Special Educational Needs
- Safeguarding: Child Protection Procedures
- Safeguarding: Dealing with Allegations of Abuse against Teachers & Other Staff
- Compliments & Complaints Procedure
- Learning outside the Classroom: Educational Visits
- Accidents & Incidents Recording & Reporting
- Health & Safety
- Equality & Diversity
- Data Protection
- PHSE Policy
- School Exclusion Procedures
- Supervision
- Social, Moral, Spiritual & Cultural Development
- Staff code of conduct
- School disciplinary procedures
- Anti-bullying
- Use of reasonable force

Appendix A : Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. *If in any doubt, call medical help.*

Always:

- assess the situation
- if a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick (sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When medical help arrives

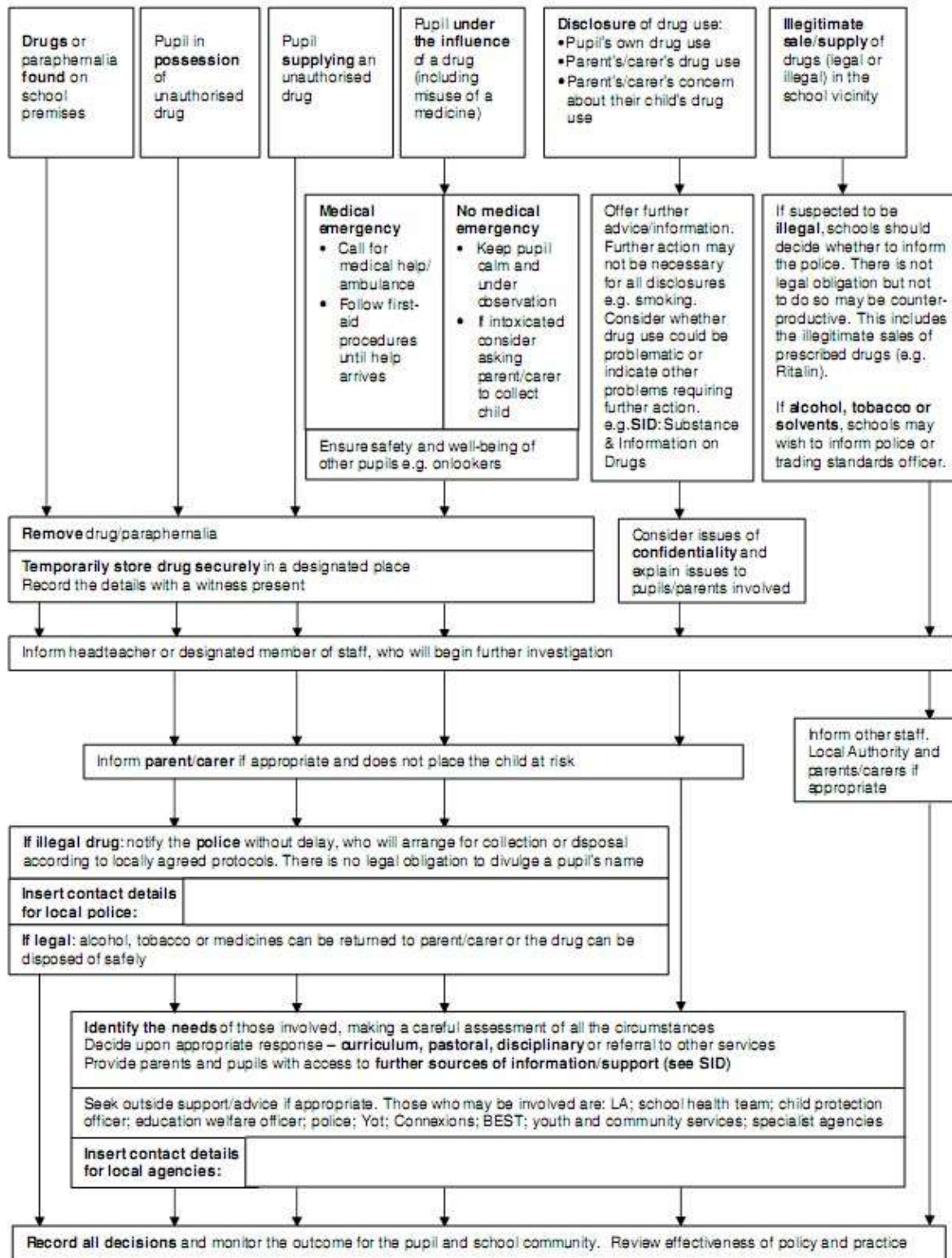
- pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools*.

"Drugs" refers to all drugs including medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs

APPENDIX B: Responding to incidents involving drugs



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Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the pupil involved
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

- | | | | |
|--|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON school premises | <input type="checkbox"/> | Pupil disclosure of drug use | <input type="checkbox"/> |
| Emergency/Intoxication | <input type="checkbox"/> | Disclosure of parent/carer drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug | <input type="checkbox"/> | Parent/care expresses concern | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | Incident occurring OFF school premises | <input type="checkbox"/> |

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

Ambulance/Doctor called? YES NO
(Delete as necessary)

First Aid given by:

Called by: Time:

Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)	Drug found/removed? YES / NO Where found/seized: Name and signature of witness: Disposal arranged with (police/parents/other): At time: If police, incident reference number:
Senior staff involved:	

Name of parent/carer informed * :	(* for school records only)
Informed by:	At time:

Brief description of incident (including any physical symptoms):
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Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)
--