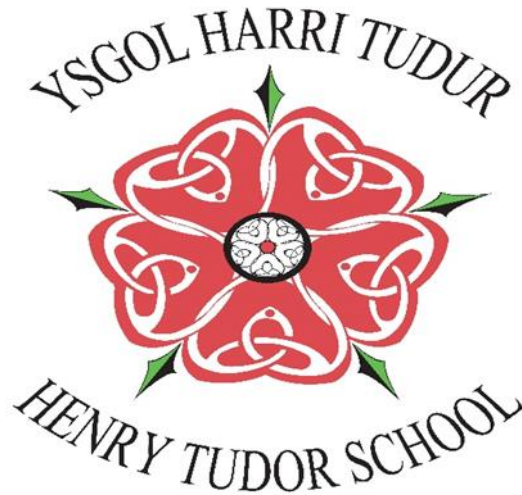


# **Ysgol Harri Tudur**



## **Henry Tudor School**

### **Drugs & Alcohol Policy**

Adopted by Pupil Discipline Committee & Governing Body

Last Reviewed: Autumn 2018

Ratified by the Governing Body: 14 November 2018

Review every 2 years

Next Review: Autumn 2020

## **POLICY OVERVIEW**

This policy statement endorses the views and values expressed in the Welsh Assembly Government's circular "Substance Misuse: Children and Young People" 2002, and seeks to state in more detail our position on the use and misuse of drugs.

In brief, our policy is that:

- Drugs and alcohol and tobacco have no place in Ysgol Harri Tudur / Henry Tudor School.
- Lessons in science and PSE will give all pupils/students the chance to learn about substance misuse, including its dangers.
- We recognise that fear-arousing approaches are generally ineffective.
- Pupils/students who bring drugs to school or use drugs in school will be punished using any school sanctions. External agencies, including the police, may be informed.
- Exclusion, including permanent exclusion, is a probable response to drug dealing on school premises, repeated drug usage or drug usage that threatens the health and safety of others.
- Staff who abuse substances or encourage substance abuse may face disciplinary action – detailed on page 7.
- Although recognising that individuals – whether staff or pupils/students - who abuse substances risk permanent harm to themselves, our main aim must be to help and counsel, not to punish.
- The school is not a main provider of counselling or health care – it is our role to direct a student towards the right sources of help. We will do the referral when it is appropriate or possible.
- We will inform and involve parents/carers in any instance of substance misuse.

## **POLICY DETAIL AND PROCEDURES**

### **Definition of "Drugs"**

For the purposes of this policy statement the word "Drugs" includes all mood and performance changing substances, both legal and illegal, and including prescribed drugs, alcohol, tobacco and solvents.

## Medicines

Many drugs are lawfully carried as medicines. There is a clear policy on the administration of medicines. Children are expected to give prescription drugs (except inhalers) to a trained member of staff. If pupils/students supply prescription drugs to others in school, they are acting unlawfully and so this policy applies.

## Personnel

While the Headteacher has ultimate responsibility for implementation of the policy, the Pastoral Assistant Headteacher has day-to-day responsibility. (S)he should receive training in this field and as the need arises, (s)he will arrange for other teaching staff to receive training.

## In-school procedures

Staff who become aware of difficulties or incidents involving pupils/students and drugs should inform the Pastoral Support Team. Staff in referral will then notify the Headteacher and/or the designated teachers.

The response will depend on the type and degree of risk, with some situations requiring immediate action. Exemplars from WG guidance include:

Immediate action is needed when there is a clear risk to safety. For example:

- An adult collecting a child or young person appears to be under the influence of drink or drugs;

**Action: apply locally agreed child protection procedures, involve the police if adult is aggressive.**

- A child or young person/adult appears ill or unsafe as a result of substance misuse;

*Action: obtain medical advice, note relevant facts and inform parent/carer.*

- Substances are being supplied on, or near premises;

*Action: contact police.*

- There is ready access to controlled drugs;

*Action: contact police.*

- The premise has potentially hazardous substance misuse related litter e.g. needles, syringes;

*Action: arrange safe removal of litter according to Health and Safety policy, involve police if related to illegal substance misuse.*

- Substance misusers behaving aggressively;

*Action: seek urgent police assistance to remove.*

- A child / young person discloses that they are misusing drugs or their parent or other family members are misusing drugs;

**Action: Contact social services or specialist substance misuse service for advice on how to respond.**

Less immediate action e.g. observation, interview, consultation with other agencies, continued monitoring, may be appropriate when there are for example:

- Generalised allegations or concerns about a particular child / young person or family;
- Refuted / inconsistent disclosures;
- Concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or other harmful substances);
- Concerns but no evidence of immediate risk to safety.

Actions requiring referral to other organisations include:

- Investigation of criminal activity, including searching persons or personal property.
- Apart from immediate first aid, any health or medical emergency which should be attended by appropriate medical personnel,
- Assessment and providing support and services to vulnerable or troubled children and families are matters for social services.
- Counselling and drug treatment programmes require trained staff, normally accessible through social services, health or specialist substance misuse services.

## **Surrender of illegal drugs**

Some pupils/students will offer to voluntarily surrender illegal drugs, particularly if offered anonymity. If this happens, the student should then be warned that it is the schools policy to inform parents/carers in each case.

There is no obligation to report possession to other agencies, but this may be necessary in cases of drug dealing or harm to others.

No drugs should be confiscated if there is a possibility that this could hamper a police investigation.

If any drugs are surrendered, they must be clearly labelled and sealed with self adhesive tape into a robust envelope, with the time, date and name of member of staff taking charge of the drugs marked clearly on the outside.

These must be handed to the headteacher or the Pupil Support Manager as soon as reasonably practical. The local police should be consulted on disposal.

## **Links with Police / powers of search**

The following protocol for investigating drug related incidents was agreed with local police in April 2003. All Pastoral staff should be aware of this protocol.

## **PROTOCOL FOR THE INVESTIGATION OF DRUG INCIDENTS IN YSGOL HARRI TUDUR / HENRY TUDOR SCHOOL**

When school staff are made aware that pupils/students are likely to be in possession of, or attempting to trade, illegal drugs on school premises then the following protocol should be followed:

### **Quality of Information**

The school should attempt to assess the quality of the information –

Is the source of information thought to be reliable?

Are there any other motives for giving this information?

Is the source of information prepared to pass this information without it being anonymous?

Is the information based on direct observation or hearsay?

Would the source wish to remain confidential?

Note it is only necessary for the information to appear to be reliable. It does not need to be proven in advance.

### **Contact with Parents/carers**

There should be a reasonable attempt to contact parents/carers to inform them that a search will be taking place. Parents/carers do not have the right to prevent such a search nor to delay it unduly. The police are limited in their powers to detain a person in advance of a search.

If parents/carers can be contacted and are able to attend the school site, they should be escorted to the room in which the search is to take place.

### **Contact with Officers**

On attending, officers should be briefed as to the nature of the allegation and the confidence in the source of information. They should be escorted to the room in which the search is to take place.

If the child is already detained, they should then be escorted to this room for the search to be conducted. If the parents/carers are not present a member of school staff (teaching or non-teaching) must be present throughout the search.

Note that although some questioning associated with the search is allowable, no formal interview must be permitted unless parents/carers are present. It is very unlikely that such an interview would take place on school premises.

If the student must be collected from a teaching room or other area within the school, wherever possible this should be done by two adults. Staff should be wary of any attempt of the student to escape to jettison drugs, or attempt to

pass drugs to any other student either in the classroom or on the way to the search.

Sniffer dogs will usually be used by police if there are reasonable grounds to suspect that a person (or group of people) is in possession of controlled drugs. However, random searches using sniffer dogs may be undertaken.

If a sniffer dog indicates that a person is carrying drugs, this will lead to a more thorough personal search. Pupils/students, parents/carers would be contacted as described above.

## **Awareness**

This protocol should be communicated to all staff who may make initial contact with the police. Such contact should normally be made by:

- The Headteacher
- The Pastoral Assistant Headteacher; Pastoral Support Manager

## **Out of school procedures**

The school has no role in dealing with drug incidents outside school hours and premises other than:

- On school trips and visits, when the same rules and procedures should be applied as far as is reasonable and practicable.
- To the extent that the effect of some substances may persist into school time
- By passing information onto relevant agencies when the safety or wellbeing of pupils/students is threatened.
- To assist police in preventing the use of land surrounding the school for drug trading.

On residential trips with sixth form students, staff must not allow students to use alcohol.

## **Procedure for Dealing with young people after an incident**

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a student to behave inappropriately will not be seen as a mitigating factor – the behaviour will be punished using the normal range of school sanctions.

It would be normal practice to contact police according to the agreed protocol if a search is required or if there is a concern about dealing in illegal drugs. In cases of possession, the decision to contact police is discretionary.

Exclusion is an appropriate punishment for using alcohol or drugs on school premises. For a first offence, a fixed term exclusion of between 1 and 3 days is appropriate, but each case will depend on circumstances. Longer exclusions could be used for situations where accompanying behaviour was disruptive to the classes or systems of the school or for second or subsequent offences.

A child found to be dealing drugs is likely to be permanently excluded from school. A child who supplies a small quantity of illegal drugs to a friend is still guilty of a serious criminal offence.

It is not the role of the school to provide medical care to those under the influence of drink or drugs. If a child is at risk because of impaired mental state, parents/carers should be contacted and required to take control of their child. Failing that, any emergency contact could be asked to assist. Failing that, social services and police can be called for advice.

A child must not be released to walk, cycle or catch the bus home if there is concern about mental impairment resulting from drink or drugs. If necessary, reasonable force may be used to restrain the child. Any employee is authorised to use force in these circumstances.

## **Informing parents/carers**

Parents/carers should be informed of any drug related incident unless

- There are child protection concerns.
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the child for another reason.

Parents/carers would normally be contacted directly by telephone in the event of proven drug usage. If it is suspected but not proven, the agreed police protocol should be implemented.

## **Procedure for Dealing with Incidents Involving Staff**

Substance misuse related incidents involving staff is subject to Pembrokeshire County Council's Employment and Disciplinary Policy and procedures.

There is a further relevant Health and Safety policy document on Alcohol in PCC establishments.

Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student or staff safety is at risk, the member of staff can be suspended pending disciplinary action. This may include dismissal.

Staff are obliged to cooperate with testing procedures, including giving biological specimens for analysis, when there is reasonable suspicion of substance abuse. Refusal to cooperate is a disciplinary offence that could result in disciplinary action including dismissal.

Supply of illegal drugs or alcohol to school pupils/students in school or on school visits is potentially gross professional misconduct and would normally be reported to the General Teaching Council for Wales.

### **Media Contact**

It is important that staff do not report incidents and/or issues concerning drug misuse to the local press and media generally. The Headteacher, in consultation with the Local Authority and Governors will deal personally with all media matters. In the absence of the headteacher, any press enquiry should be referred to PCC. Marketing department by the Pastoral Assistant Headteacher.

## **Curriculum issues**

The approaches used for substance misuse education should provide opportunities for issues to be explored as well as information to be gained. Largely, education about substance misuse takes place in PSE and Science lessons.

Account should be taken of:

- The knowledge children and young people already have
- What they need
- What they are able to say and do
- What responsibilities they can take
- How they feel
- What anxieties they might have
- Evidence from research as described below:

*Evidence from research on the effectiveness of substance misuse education shows that no single method is effective alone and multi faceted sustained approaches are more productive. The methods used should:*

- *Identify clear learning outcomes.*
- *Emphasise enquiry and investigation rather than formal presentations.*
- *Offer structured opportunities for discussion in pairs and groups of various sizes.*
- *Involve an appropriate balance of planned learning activities, including questionnaires, games, surveys, role-play, case study and discussion.*
- *Allow for graphic as well as written and oral responses.*
- *Stimulate interest and motivation without resorting to sensationalism.*

*Research shows that young people value approaches that provide:*

- *Consistent accurate information presented simply and clearly.*
- *Informative and accessible reading material.*
- *Access to peers and credible adult experts, in addition to teachers/youth workers.*
- *Stimulating and enjoyable tasks.*
- *Appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part.*

*Evidence suggests that substance misuse education is not effective when it relies solely upon:*

- *Stand-alone or one off talks and sessions which are not part of a whole organisation programme.*
- *Fear arousing approaches. Reliance on using this approach alone has been shown to lack credibility and may at worst glamorise substance misuse. Research has shown such approaches are not effective particularly in the long term.*
- *Information only. Evidence shows that information approaches alone will not change behaviour. Information does have a role as part of a broader life skills approach.*
- *Single messages e.g. just say no. Such approaches may limit open, honest debate and discussion, which are building blocks of effective substance misuse education.*

## **Review**

This policy should be reviewed every two years, commencing Autumn 2005.

The review should begin in the last meeting of the autumn term by the Governing Body's Pupil Discipline Committee.

The draft for review must also be sent to

- a random selection of twenty parents/carers.
- the school council
- staff union representatives

The Pupil Discipline Committee must take account of any comments in their review, and should report the final policy to the Governing Body in the summer term meeting.

The Governor's Pay & Personnel Committee is the staffing committee and so should consider the implications for staff training, counselling and discipline.