

 Kingsmead	POLICY TITLE:	Drugs and Substances
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:	Personal Development, Behaviour and Welfare (Student Services & Pastoral)/ Senior Assistant Head Teacher	
Date Approved by Governing Body:	Spring 2016	
Date of Last Review:	Spring 2017	
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Introduction

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This policy should be read in conjunction with the **Safeguarding Policy**, **PSHCE Policy** and the **Behaviour Policy**, but is set out deliberately as a stand alone policy to outline:

- a) The importance the school places on information, advice and guidance regarding drugs and other substances within the PSHCE and Pastoral support structures.
- b) A clear approach to the processes, support and sanctions adopted when drugs or other substances are in the possession of, used or supplied by a student whilst they are at school.¹

There are two parts to the policy, as stated above, therefore, the policy will be substantially divided into:

- Part One -- Drugs and Substances Education
- Part Two -- Managing Drugs and Substances Incidents

Part One – Drugs and Substances Education

1. Rationale

One of the aims of the PSHCE curriculum and a supportive Pastoral Support system at Kingsmead School is to help all students develop the knowledge and skills to take their place safely and successfully in a world where a range of drugs and substances exists.

Our core values of **Care** and **Respect** underpin the way in which information, support and guidance regarding drugs and substances is managed.

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¹ A student is considered to be at school when they are on the school premises, travelling to and from school, wearing school uniform, or taking part in any school organised or school related activity – see 'Behaviour and Discipline in Schools – DfE January 2016.

It is our firm belief that if young people are to reach their full potential, they need to **aspire** to understand the complex role that substances play in our wider society, as well as behaving responsibly in relation to the use of drugs, alcohol or any other substance. A **determination** to understand and encourage students to consider and act on these complex factors is key to the success of this policy.

2. The Aims of this Policy

Part One of this policy aims to:

- Safeguard the health and well-being of all students at all times.
- Consider all substances, legal, medicinal and illegal and to respond constructively to the issues raised by their availability and use in society.
- Outline the aims, content and organisation of the school substances education programme.

Drugs and Substances education at Kingsmead School

Drugs and substance education is an integral part of our PSHCE programme and is delivered in a series of stand-alone lessons, across all phases and year groups as students progress through the school.

Drugs and substances education are also part of the curriculum provided by specific learning Teams/ Subject areas – (for example: Science;; Drama;; English;; P.E;; R.S).

The broad educational aims of our drugs and substances education programme (which are progressive as students move through the school) are to:

- Increase the knowledge and understanding of drugs and substances, their use and dangers, the law and information about local and national agencies.
- Explore a range of views, clarify attitudes and challenge stereotypes.
- Develop a range of skills to enable young people to make their own informed decisions about drugs. (Such skills include assessing and avoiding risks, communicating with others, assertiveness, accessing information and advice, helping others, first aid, etc)

3. Content

Drugs and substances education is taught within the context of the requirements of the National Science Curriculum provision and also within the context of PSHCE provision.

Through PSHCE provision, our drugs and substances education plans to provide opportunities for the students to:

- Take responsibility for themselves and others
- Feel positive about themselves
- Participate
- Make real choices and decisions

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- Meet and work with people
- Develop positive relationships
- Consider social and moral dilemmas

- Prepare for change

The intention is for all our students to follow a progressive programme for drugs and substances education that identifies the requirements of the Science Curriculum and the PSHCE and Citizenship Framework.

4. Organisation

Aspects of drugs and substances education are encompassed within the ethos of the school and may be delivered through:

- PHSCE lessons
- Core and foundation subjects
- Assembly time
- Tutorial periods
- Group work
- Collapsed days
- Theatre in Education visits
- Project/theme lessons

The drugs and substances programme will be delivered by:

- Form teachers/tutors
- Specific teacher(s) or a dedicated team of teachers
- Other specified visitor(s) or agency(s)

5. Planning to meet the needs of Students

The needs of students will vary according to the experiences and beliefs of individual students or groups of students and their families. An assessment of current levels of knowledge, understanding and attitudes and self-perceived needs at the start of any programme will highlight misconceptions and draw on relevant real-life experiences, using them as starting points.

The teaching methods used balance didactic input and written work with active learning opportunities to foster student participation. Teaching resources are chosen for their appropriate content and their quality.

6. Monitoring Drugs and Substances Education

We pay careful attention to monitoring the drugs and substances education provision, and the students' response to it.

Our substances education is monitored to ensure teachers deliver good quality lessons following the agreed programme, and that appropriate training is provided to help them do this. Monitoring is undertaken through a variety of means:

- Lesson Observation

- Lesson Plan and Evaluation Monitoring
- Gathering evidence of learning opportunities and changes in students' knowledge, understanding, attitudes or skills through questionnaires, overviews of evaluations and assessments.

The School PHSCE Coordinators address the training needs of the staff delivering the programme, and Senior Leaders consider priority and available funding for external support.

7. Use of Outside Speakers and Visitors

We are supported in our drugs and substances education work by external agencies and visitors. Contributors are always informed of what has gone before and what is expected of them, and their role and contribution carefully negotiated to ensure it meets the needs of the students. A teacher is always present when visitors are working with our students.

8. Working with Parents

Research shows that parents/carers have a crucial role in preventing problem drug use. The school is committed to working in close partnership with parents and carers who have a role to play in teaching their children about substances.

Part Two -- Managing Drugs and Substances Incidents

1. Rationale

In order to ensure students take appropriate **care** of themselves and show appropriate **respect** for themselves and others, it is vital that the school has a transparent and robust approach to managing drugs and substances incidents.

The misuse of drugs and substances, is naturally a concern for all members of the school community. The **care** we aim to provide our students underpins a successful and happy school. If students are to **aspire** to achieve their very best, they will need to be **determined** to make the right choices about drug or substance use, and this policy is intended to outline what support is put in place and which sanctions will occur if students:

- Bring drugs or substances onto the school premises.
- Are in possession of drugs or substances whilst they are at school.²
- Use drugs or substances whilst they are at school.
- Pass on, supply or sell drugs or substances whilst they are at school.

2. The Aims of this Policy

Part Two of this policy aims to:

- Safeguard the health and well-being of all students at all times.
- Provide a framework that supports the prevention of the misuse of drugs or other substances.
- Provide clear guidance to staff about procedures for managing drugs and substance related incidents.
- Provide guidelines concerning the provision of support for students who misuse drugs or substances.

3. Preventing the misuse of drugs or other substances.

As outlined in Part One of this policy, our PSHCE and Pastoral Support programmes and provision aim to give appropriate information, advice and guidance about drugs and substances as students progress through Kingsmead school.

However, there will be times when students, for whatever reason, ask for help or advice about drugs or substances from teachers or support staff.

It is important that if a student has disclosed information about any drug or substance use, staff cannot and should not promise confidentiality. If a member of staff has immediate concerns regarding the immediate safeguarding of a student, the Designated Safeguarding Lead (DSL), should be contacted as soon as possible.

However, depending on the disclosure, it may be appropriate to offer the student access to advice, support and guidance both within, and outside of school.

It is always good practice to inform parent/ carers when access to this advice, support and guidance is offered to students, although there may be exceptional circumstances in relation to safeguarding where this may not be appropriate.

² (See definition as cited in 1)

Support, advice and guidance can be given in the first instance by the Student Welfare Officer, who may also choose to use the support of outside agencies, including the school nurse, to give appropriate support.

It is important that students affected by their own or other's drug misuse, should have early access to this support – and the support of other agencies, and Kingsmead is committed to this approach.

We fully accept our part in the prevention of drug and substance misuse as an important element of pastoral responsibility.

Depending on the specific support required, the Welfare Officer, in liaison with the relevant Leader of Student Support or Phase Leader, might suggest accessing:³

- Online advice and guidance
- Medical advice through the student's G.P.
- The Somerset Drugs and Alcohol Partnership
- The Somerset Drugs and Alcohol Services
- CAMHS
- The Taunton and Somerset Substance Misuse Worker
- Turning Point

4. Managing Drugs and Substance Related Incidents

The possession, use or supply of illegal and other unauthorised substances within Kingsmead School boundaries is unacceptable.

The following procedures should be read in conjunction with:

- **DfE and ACPO drug advice for schools** – DfE September 2012
- **Searching Screening and Confiscation** – DfE – February 2014
- **Behaviour and Discipline in Schools** – DfE – January 2016

4.1 Medicines

We ensure that students know the school rules that all medicines need to be managed in school by school reception staff, and can only be brought on to school premises with staff knowledge and approval. Medicines will always be in the care of staff or managed by students with staff supervision as specified in the following guidance: Good Practice Guide: *'Supporting Pupils with Medical Needs'* (DfE April 2014). Parental authority forms are to be found in Reception.

4.2 'Legal Drugs'

Students are not permitted to be in possession of or use alcohol, tobacco, matches, lighters, 'vapes, e--cigarettes, cig-
-a lites, or volatile substances either in school, travelling to and from school or on school trips. Any found will be confiscated and the procedures below will be enacted.

Smoking is not allowed on the school premises both within the school building and school playgrounds. The no-

-smoking policy applies to all visitors to the school, for example, parents, suppliers, supply o

r temporary staff and contractors.

³ See Appendix 1 for information about local support services.

4.3 **Standard Procedure for Smoking and other related behaviour**

If a student is caught smoking or in possession of smoking equipment (Including Vapes/ e--cigarettes etc) whilst at school, the student should be reported to their Leader of Student Support who will then manage the incident as follows:

- (a) They will be given advice and guidance
- (b) The offending item/s will be confiscated and given to the Phase Leader
- (c) The student will be sanctioned by:
 - First Offence – SLT Detention
 - Second Offence – Internal exclusion
 - Third Offence – 1 Day Fixed Term Exclusion
 - Fourth Offence – 2 Day Fixed term Exclusion

Appropriate advice and guidance (for example referring to a smoking cessation course) should be offered after the second offence.

- (d) A letter to parents, written by the Leader of Student Support, will always be sent home explaining the situation and the sanctions given by the school. This letter will also seek support from the home.

An attempt will be made to establish the source of supply. This information will be acted upon.

4.4 **Alcohol**

If a student is found in possession of alcohol, using alcohol or is suspected of being under the influence of alcohol, the student should be reported to the Senior Assistant Head Teacher (Or any SLT Member), immediately.

The following process will then follow:

- a) It will be established if the student is in any danger from the consumption of alcohol. If so, the Senior Assistant Headteacher will take the appropriate action including considering contacting the local surgery or getting the student to hospital
- b) If appropriate, a search may take place (See the section on Searching students below) Any remaining alcohol will be taken from the student.
- c) They will be given advice and guidance
- d) If a student is clearly under the influence of alcohol, Parents will always be contacted immediately and asked to collect the student from School. An intoxicated student or one smelling of drink should not remain in contact with other students.
- e) The student will not be allowed back into School until sober and in the company of their parent/ carer. They will be expected to attend an interview with the Headteacher or Phase

Leader and Year Head before being re--admitted

- f) The incident will be fully investigated, and appropriate witness statements taken. The headteacher will always be consulted prior to the decision regarding a sanction.
- g) If it is decided that the student was clearly either in possession of alcohol, using alcohol, or clearly under the influence of alcohol, the student will receive a **fixed term exclusion** of a minimum of 3 days. If it is impossible to ascertain if the student is under the influence of alcohol after an allegation, an alternative sanction may be appropriate.
- h) Every step will be taken to establish if the student's drinking is problematic and if the student needs and wants help from outside agencies.
- i) An attempt will be made to establish the source of supply. This information will be acted upon.

4.5 Solvents (Including 'Poppers'/ Laughing Gas etc)

If a student is found in possession of a solvent, using a solvent or is suspected of being under the influence of a solvent, the student should be reported to the Senior Assistant Head Teacher (Or any SLT Member), immediately.

The following process will then follow:

- a) It should be established quickly if the student is in any danger;; if so, the emergency agencies should be contacted. The substance should be removed from the student.
- b) The parents should be contacted immediately and the student removed from School for the remainder of the day. Students under the influence of solvents should not mix with others. Whilst waiting the arrival of parents, a careful watch should be kept on the student in case they become unconscious.
- c) Re-admittance will take place only after interview involving the parent, student, the Leader of Student Support and a member of senior leadership.
- d) The incident will be fully investigated, and appropriate witness statements taken. The Headteacher will always be consulted prior to the decision regarding a sanction.
- e) If it is decided that the student was clearly either in possession of a solvent, using a solvent, or clearly under the influence of a solvent, the student will receive a **fixed term exclusion** of a minimum of 3 days. If it is impossible to ascertain if the student is under the influence of a solvent after an allegation, an alternative sanction may be appropriate.
- f) Every step will be taken to establish if the student's solvent misuse is problematic and if the student needs and wants help from outside agencies.
- g) An attempt will be made to establish the source of supply. This information will be acted upon

4.6 Illegal Substances (Including substance formerly known as 'Legal Highs'.)

Use or Possession

If a student is found to be under the influence of, using or in possession of what is thought to be an illegal substance in school:

- a) The student will be brought to the Senior Assistant Headteacher, Phase Leader or any other SLT Member.
- b) It will be established if the student is in any danger from the consumption of the illegal substance. If so, the Senior Assistant Headteacher will take the appropriate action including considering contacting the local surgery or getting the student to hospital
- c) If appropriate, a search may take place (See the section on searching students below) Any remaining illegal substance will be taken from the student.
- d) They will be given advice and guidance
- e) If a student is clearly under the influence of an illegal substance, Parents will always be contacted immediately and asked to collect the student from School.
- f) The student will not be allowed back into School until 'sober' and in the company of their parent/ carer. They will be expected to attend an interview with the Headteacher or Phase Leader and Year Head before being re-admitted
- g) The incident will be fully investigated, and appropriate witness statements taken. The Headteacher will always be consulted prior to the decision regarding a sanction.
- h) If it is decided that the student was clearly either in possession of an illegal substance, using an illegal substance, or clearly under the influence of an illegal substance, the student will receive a **fixed term exclusion** of a minimum of 5 days. If it is impossible to ascertain if the student is under the influence of an illegal substance after an allegation, an alternative sanction may be appropriate.
- i) Every step will be taken to establish if the student's illegal substance misuse is problematic and if the student needs and wants help from outside agencies.
- j) An attempt will be made to establish the source of supply. This information will be acted upon
- k) A record of the incident will be made by the school.
- l) If a student has been in possession of, or used illegal substances, The police will be informed immediately by the Senior Assistant Headteacher.

Suspected or Known Supplying of Illegal Substances

If a student is suspected to have supplied illegal drugs or substances on the school premises, the following will occur:

- a) A full investigation will take place, which may involve the police.

- b) Substances will be confiscated and the same procedures followed as outlined in 'Use or possession'
- c) If it is clear that the student has been supplying illegal substances on school premises, they will be **permanently excluded** from the school.
- d) A case conference will be called if necessary

4.7 **Searching a Student**

It may be necessary to search a student if the school has a suspicion that they have a drug or substance on their person. If so, the following procedures should be noted:

- a) When a student is suspected of concealing any drug or substance referred to in this policy, a senior member of staff (SLT) can request that the student hands over any drug or substance to them.
- b) However, if a student does not do this, a senior member of staff (SLT) should try to seek permission from a parent/ carer to carry out a search. This is good practice and something we would always seek to do, but not a legal requirement.
- c) After parental permission has been attempted, a senior member of staff (SLT) can, with or without the student's consent, and with another adult witness present, search the student's outer clothes, possessions and locker.

4.8 **Police Involvement**

In any incident where there is clear evidence that a student has been in possession of, used or supplied an illegal drug or substance, the police will be contacted by the school.

This may be for information purposes initially, but depending on the outcome of any referral, the school will liaise appropriately with the police, the parent/ carer and any other outside agency to support the student in managing their misuse of illegal drugs/ substances.

4.9 **Collection and Disposal of Illegal Drugs or Substances**

- a) Where a suspected illegal substance is found on the school premises, the substance will be collected and sealed in an envelope or similar, marked with the date and time of seizure and signature of the person who is securing it.
- b) It will be held in a lockable container or the school safe with limited access by two members of SLT (or if a school trip the person in charge at the time)
- c) The police will be contacted and will collect the substance or advise on suitable and legal disposal

5. Guidelines concerning the provision of support for students who misuse drugs or substances.

Kingsmead will respond to drugs or substance use related incidents or concerns by balancing the needs of the individual(s) involved with those of the wider school community and aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

The needs of students in relation to substance use may come to light through an incident or through the pastoral system as highlighted in Section 1.

Where possible, Kingsmead will make use of a brief assessment tool – SUST (Somerset's Substance Use Screening Tool) to identify students who have substance related needs. Any of the following incidents will result in a student being asked to go through SUST with an identified and trained school staff member or with the Targeted Youth Support Service or school nurse.

- Where a staff member has concerns about a particular student
- Where a parent/carer has approached Kingsmead with substance use related concerns about their child
- Where another student has expressed concerns about a student
- Where a student approaches a school staff member asking for help
- After a drugs/ substance use related incident. For example, if the student is returning to school after a fixed term exclusion

Students will always be encouraged to talk to their parents about any substance use related problems they are experiencing. However, if the student refused to do so, SUST or any resulting targeted intervention regarding substance use harm reduction education or advice within the school will be carried out without automatically informing the parents.

The help and advice of outside professionals and agencies (See Appendix 1) will be sought. We are aware that support agencies are only able to effectively support students who have agreed to be referred.

For students who disclose concerns about their parents or carers substance use, please refer to *'DfE and ACPO drug advice for schools – 2012'*

The School will assess any disclosure regarding parent/ carer drug or substance use in line with its Safeguarding/ Child Protection protocols.

We recognise that sometimes some students' needs cannot entirely be met in school and we aim to support the welfare of such students by accessing specialist sources of help. (See Appendix 1)

6. **Confidentiality**

The management of confidentiality is an essential factor in all issues relating to substance abuse/misuse.

Staff should never give students a guarantee of confidentiality but must ensure that information is disclosed only to people who need to know. It should be explained to students that secrets cannot and should not be kept if keeping it means that they, or others, will be continued to be harmed.

Major concerns and fears should not be discussed with parents, or anyone else involved BEFORE a discussion with the Headteacher or, if he is unavailable, another member of the Senior Leadership Team.

7. **The Media**

Media statements in relation to this policy will be made by the Headteacher.

8. School Visits

8.1 School Visits in the UK

All those involved in school visits, parents, students and staff will be reminded of the school policy on drug and substance use beforehand, and the likely consequences for being involved in a substance related incident on a school trip. A nominated member of staff will take an incident record form on all residential trips.

The school substance use policy should still apply although the procedures may have to be adapted dependent on the substances involved and the provisions available. If an illegal substance is discovered on a visit away from the school, the nominated member of staff will contact the Headteacher without delay. The Headteacher will then contact Police local to the discovery and decide, in liaison with the nominated teacher, the action to be taken. The range of sanctions applied for rule breaking will be similar to those for other infringements, and will depend on careful assessment of the circumstances of the event(s) and the needs of the student(s).

8.2 School Visits Abroad

Before embarking on visits abroad, it will be important to ascertain the laws relating to drugs for that country and that all staff and students participating in the visit are aware of these laws. In the event of a substance-related incident abroad involving an illegal substance, the Headteacher will be contacted without delay. A detailed record of events will be made and countersigned by another member of staff. The Headteacher will decide whether the nominated teacher should contact and consult the British Consulate in that country before action is taken.

For information on drugs law and penalties abroad prior to travel see www.fco.gov.uk/travel.

9. Monitoring and Evaluation

The drugs and substances policy is monitored and evaluated through a review process involving students, parents, teachers, PSHCE Coordinator, Senior Leadership Team and the Governing Body.

Appendix

1

Outside Agencies

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1. Local Contact

Drugs and Alcohol Support Services are accessed in a three tier system:

Tier 1 – Universal services

Schools/ GP's / Clinics/ Youth Workers/ Websites Online advice and guidance

www.talktofrank.com

www.lookoutforyourmates.com www.thesite.org

Tier 2 – Targeted Youth Support

The targeted Youth Service works with young people (13-19) where drug and alcohol problems are having an impact on people's lives.

Referral to services including Drugs support can be made via:

Stuart Coleman – Substance misuse Worker Taunton and west Somerset – 07818 580630
Email: STColeman@somerset.gov.uk

Tier 3 – Specialist Substance Misuse service (CAMHS – Somerset partnership NHS Trust)

This is more specialist support for young people with very serious addiction problems and can be accessed by completing a common request for involvement form (CRIF) available from:
http://www.sompar.nhs.uk/children_young_people/requests_for_involvement.aspx

CAMHS West – 01823 368368 – Specialist Substance Misuse Worker – Esther Hayes, Matt Sharp.

2. Additional Contacts

National Drugs Helpline -

- offers free & confidential advice about drugs & can refer you to local drug services. Phone: 0800 77 66 00 or visit www.ndh.org.uk

Frank -

- offers free & confidential advice. They can send leaflets such as 'A Parent's Guide to Drugs' & also tell you how to contact your local drug agency. Phone: 0800 77 66 00 or visit www.talktofrank.com

Solve It -

- service promoting an understanding, awareness & education of the consequences of volatile substance abuse -- www.solveitonline.co.uk

Release -

- a 24 hour confidential helpline offering advice on drug use & legal issues. Phone: (020) 7729 9904

ADFAM National -

- provides confidential support & information for families & friends of drug users. Phone: (020) 7928 8900 Mon, Wed & Fri 10am--5pm

Families Anonymous -

- operates self help groups around the country for families & friends of people with a drug related problem. Phone: (020) 7498 4680 Mon -- Fri 1pm - 4pm.

Quitline® -

- for friendly & practical help & advice on stopping smoking. Phone: 0800 00 22 00
Substance Misuse Advice Line. Phone: 0845 6030847

Narcotics Anonymous National Helpline Phone:020

7 730 0009 Your GP -

- can refer onto local drugs & alcohol counselling services.