



## Drugs Education Policy

*As a Rights Respecting School we recognise Article 33 'Every Child has the right to be protected the illegal use of drugs and from being involved in the production or distribution of drugs from the UN Convention of the Rights of the Child.*

### **Introduction**

Although we do not foresee drugs as being a problem manifesting in our School, we must be vigilant and recognize that drugs are becoming increasingly prevalent in society. We must react swiftly, decisively and appropriately to any incident involving drugs.

### **What we want to Achieve**

We want to ensure that we can support any person involved with drugs in school and ensure that the effect on our community is kept to a minimum .

### **How the Drugs Education and Incident Policy Fits into Our School plan**

The Drugs Incident Management Policy supports the School' key aim, which is to provide a safe and caring learning environment.

### **Responsibility**

The Headteacher is responsible for Drug Co-ordination., supported by the linked Governor for drug education and policy development.

### **Context**

This guidance has been developed by KCC to meet the requirements of the DfES (Drugs: Guidance for Schools 2004: DfES/0092/2004) and support Kent schools in the management of drug related incidents.

The school boundaries are defined as any area where a pupil is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the pupil is in the charge of the school and its staff, whether this is within or outside school hours. Pupils, parents and all staff should be aware of the school drug incident management policy and the school's expectations.

If a pupil is suspected of being involved in drug misuse or causing concern about their drug use, or makes a disclosure about their own drug misuse, the School Drugs Co-ordinator will make an assessment of the extent of the drug misuse as far as possible and refer the pupil to the local Young Person's Substance Misuse Service for further help and support where this is indicated or the local Drug Intervention and Support Programme. (Advice available from the Community Drug Education Co-ordinators (CDECs) - contact details at end of this document).

Communication between staff and early involvement of parents may set the scene for early, supportive pastoral intervention. An appraisal should take place to determine the nature of the pupils' needs and the additional support a pupil might need if, for example:

- their knowledge about drugs is low
- they rely upon frequent use of drugs
- their drug use is affecting performance at school
- their drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their (or someone else's) drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support
- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as Youth Clubs, extra-curricular events and activities, and external provision as part of Youth Service or Kent Drug & Alcohol Action Team (DAAT) activity)
- liaising with the Connexions Service who can identify need and co-ordinate the help of specialist agencies.

Procedures for managing pupils suspected or found in possession of unauthorised drugs. (See also appendix A)

All teachers have a duty of care and the pupils' safety and care paramount importance.

If a pupil appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary the young person should be taken to the local Accident & Emergency Unit. The School Drugs Co-ordinator will contact his/her parents or carers, if the child stays in school to request that they are collected. If they are unavailable the pupil will be supervised in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual and circumstances has been taken (this may include staff taking the pupil home).

If a pupil brings drink or drugs to school or you have good reason to believe they have done so, or if a pupil is found with a substance or a drug thought to be unauthorised, these procedures should be followed:

All unknown tablets, powders and substances should be regarded as unauthorised and should be confiscated immediately until clarification is given.

There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through KCC Education Health and Safety Unit. (01622) 694144 in conjunction with "The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes" attached at Appendix B.

The Police Youth Crime Reduction Officer (YCRO) should be the first point of contact with regard to confiscation of suspected drugs in schools.

The police recognize that these issues will impact on the young person, their families, friends and the wider school community.

If unavailable the YCRO or Police Crime Reduction Co-ordinator will arrange attendance by another suitably trained officer. (Contact numbers in Appendix C). In "emergency" situations where the YCRO is unlikely to be able to attend immediately, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999 or local police station).

Do NOT flush substances down the toilet.

If a pupil has taken a drug, or there is reasonable evidence to assume so, a trained first-aider should be called immediately, and professional medical help sought where appropriate. If not, call another member of staff for help and as a witness.

Inform the head teacher and the School Drugs Co-ordinator as soon as possible after you have ensured the safety of the pupil and any other pupils/students involved.

## **Searching Pupils**

Pupils are usually co-operative and when asked will empty their pockets/bags and hand over the suspected drugs. It is not legal for school staff to conduct a personal search of a pupil. Police help is required when a personal search is deemed necessary.

If the pupil is uncooperative, and you have good reason to believe the pupil is likely to cause harm to himself or others you may conduct a search only in the presence of a witness, ideally a senior staff member.

If the Police YCRO is called he or she can carry out a search of the pupil and his/her belongings if he or she considers such a search is justified and within the law. The search should be done in the presence of an appropriate adult.

If a further search is necessary, a search of desks, drawers and lockers and other school property where pupils/students have access can be undertaken, but their consent should be sought before any search is undertaken. Where consent is refused the school will need to balance the likelihood that an offence has been committed against the risk that the pupil's/student's right to privacy may be infringed without just cause before deciding to proceed with the search without consent. It is wise not to search the pupil's/student's private property, bags, etc. This includes school lockers, which are rented from the school, unless you have good reason to believe there is a likelihood of harm to pupils/students or others if this is not done.

The Police YCRO can retain, secure and have the substance analysed and offer advice and guidance regarding the alternative options. Kent Police work closely with the LEA and Kent Drug and Alcohol Action Team. There are agreed protocols about dealing with 'experimental' drug use, which seek to reduce harm to the pupil and minimise school exclusions.

Confiscated drugs should be sealed in a clear tamper proof plastic bag, with the completed incident form attached, and locked away until the police arrive. (See Appendix A for sample Incident Reporting Form).

Where it is considered that the pupil has been at risk, or it is thought that the drug or substance is unauthorised, the pupil's/student's parent or carer should immediately be contacted and asked to attend the school, unless this is not considered to be in the best interests of the pupil in which case Kent Child Protection Guidelines should be followed.

If it is established that the incident is drugs related, the head teacher should contact the chairman of governors to inform him/her of the situation.

Contact should also be made with the Local Education Officer (LEO) who will inform the KCC press office if it looks as though the media may become involved.

Teachers cannot guarantee confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information must be passed immediately to the appropriate person (head teacher, drugs education co-ordinator, child protection co-ordinator). A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place.

You should record what has happened and all actions taken as soon as possible and the witness should countersign your statement. If the head teacher or drugs coordinator is unavailable or the incident happens off site alternative arrangements should be in place. (See section 7 below)

What happens next?

It is important that sanctions are appropriate, justifiable, proportional and necessary (Human Rights Act) and it may be that the pupil is in need of additional support and/or educational input regarding the issues surrounding drug misuse. The YCRO can, on request, if they consider this to be appropriate, use the Drug Use Screening Tool to assess the most appropriate intervention and will take legal action, including arrest, if considered necessary and requested by the School Drugs Co-ordinator or head teacher. A decision will be made in partnership with the school and with due consideration of all available information. It is strongly

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recommended that School Drug Co-ordinators become familiar with the use of the Drug Use Screening Tool. For more information and advice, contact the CDEC.

In many situations a local Drug Intervention and Support Programme (DISP) will be run to educate young people of secondary age about the impact of the use of unauthorised drugs. The purpose of the DISP is prevention and to reduce the numbers of young people whom become involved in the criminal justice system or excluded from the education system. Should the assessment merit a higher level of referral, the school will be informed.

Pupils of primary school age will require an individual approach. A consultation with your local Area Children's Officer is recommended. Your school Designated Child Protection Officer (DCPC) has contact numbers and any referrals should be made by him/her.

Fixed term or permanent exclusion should only considered as a last resort when the incident is extremely serious or part of a pattern of persistent behaviour.

### **Drug Testing and Passive Search Dogs**

The school will only introduce drug testing after consulting and ascertaining the support of the whole school community. It will adhere to the KCC guidance, Guidance for Schools on Drug Testing. This school may, from time to time, use passive search drug dogs as part of its drug education programme, and will adhere to the KCC guidance if it does so.

Where such courses of action are planned, schools should make sure, in advance, that:

The school drugs policy is up to date and clearly reflects incident management procedures.

There are clear aims and objectives for the operation and the Chair/Board of Governors aware of the proposed operation.

Planning has been carried out with all relevant parties.

There is clarity regarding issues of confidentiality relating to staff and pupils.

There is an agreed strategy for future follow-up education and/or operations.

Press interest has been considered.

There is clarity about how parents, young people and others gain information about the operation.

There is a contingency strategy in place for any possible outcome.

Plans are in place to brief school teaching staff immediately prior to the operational activity taking place.

A coherent and comprehensive plan of action is in place and understood by all.

The targeted age groups, location, support with young people who may be afraid of or allergic to the Police Drugs Dogs for the operation have been agreed.

Drug education activities to provide a balanced curricular approach are in place.

How and when you will inform parents of police searches on individuals.

How the initiative will be evaluated.

Immediately following such a police operation, all parents should be informed of the outcome. If any pupil is identified as part of the police operation the procedures in section 3 should be followed.

### **Alcohol and Tobacco**

Alcohol and Tobacco (AT) misuse by pupils is a serious issue for schools. Research shows that the younger pupils enter into experimental AT use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school should agree and integrate their existing AT policy, which sets out that the:

School adheres to the Licensing Act 1964 and other alcohol legislation.

Circumstances in which AT use are permitted are clear.

School adheres to the on site smoking legislation.

The police are not normally called to deal with pupils involved with alcohol or tobacco issue except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to pupils or where there is a risk of violence or Child Protection concerns. There may be grounds for informing the local trading standards office of issues related to alcohol and tobacco sales.

### **Residential and off site visits**

Residential and off site visits must comply with KCC "Regulations and Guidance for Offsite Activities" full risk assessment practice. Drug issues, including tobacco and alcohol should be discussed. Pupils/students and parents/carers must be clearly informed of the school's expectations and repatriation policy and sign the code of conduct/consent form. Expectations of staff must also be considered and agreed.

If a drug related incident occurs during a foreign trip, it is advisable to seek the help of the British Consulate before involving the local police, if this is deemed necessary. Under no circumstances should unauthorised drugs be carried across national borders.

### **Confidentiality and Child Protection Issues**

Schools must be absolutely clear about the boundaries of their legal and professional roles and responsibilities. A clear and explicit confidentiality policy should ensure good practice throughout the school which both pupils/students and parents/carers understand. Teachers cannot guarantee absolute confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information must be passed immediately to the appropriate person (head teacher, School Drugs Co-ordinator, designated child protection co-ordinator). A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place. Each school is encouraged to develop a Confidentiality Policy under the Sex and Relationship Education Guidance (DfEE July 2000: DfEE 0116/2000).

### **Staff**

Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the pupils/students, therefore the head teacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work. All staff must adhere to the smoking on site ban.

It is good practice to make every effort to support the member of staff in these circumstances and encourage them to seek appropriate professional help.

### **Parents/Carers and drug incidents**

#### **Informing parents/carers**

In any incident involving unauthorised drugs, alcohol and tobacco schools are normally advised to involve the child's parent/carer and explain how the school intends to respond to the incident and to the pupil's needs. In exceptional circumstances, where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school should exercise caution when considering involving parents/carers. In any situation where a pupil may need protection from the possibility of abuse, the school's Child Protection Co-ordinator should be consulted and local child protection procedures followed.

Parents/carers should be encouraged to approach the school if they are concerned about any issue related to drugs and their child. Schools can refer parents/carers to other sources of help, for example, drug or alcohol specialist agencies or family support groups.

### **Children of drug misusing parents/carers**

Schools need to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. Schools should be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

Where the help of external services might be needed, and the child's safety is not considered at risk, schools are recommended to liaise with the Connexions Service about possible referral to other agencies. The school policy on confidentiality should be carefully followed and the pupil informed at every step. (Further guidance and advice available from CDEC. See also KCPC 'Working with drug misusing parents')

### **Intoxicated parents/carers on school premises**

When dealing with intoxicated parents/carers, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent's/carer's behaviour.

Where the behaviour of an intoxicated parent/carer repeatedly places a child at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.

For further guidance see: '*A Legal Toolkit for Schools* (DfES, 2002)'.

### **Agreement, Review and Amendments**

This Policy must be agreed by governors and staff and reviewed bi-annually or when there is an incident that warrants an amendment.

Reviewed by: *Deborah Reason* on behalf of the Governing Body

Agreed by the Governing Body: Monday 8<sup>th</sup> February 2016

### **Appendices**

Record of Incident Involving Unauthorized Drug  
The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes

## Checklist for use of Visitors in Delivery of Drug Education

Drugs Education is a shared responsibility and schools need not be alone in providing effective and relevant drugs education for young people.

Visitors and staff from a range of statutory and voluntary agencies can support and enhance drug education programmes in schools when part of a PSHE programme. However, they should not be used to abdicate the responsibility of the school, and be relied upon solely to deliver drugs education. The use of visitors needs to be part of a planned, coherent and integrated approach. The checklist below will assist the school in developing a partnership approach to drugs education delivery and support for young people.

Before involving a visitor it is useful to consider the following:

Consistency with school's ethos, values, drug policy and approach to drugs education.

The most appropriate source of information/support – why do you want the agency's involvement?

What is the visitor expected to do ?

What will the teacher's contribution to the session be ?

Is it clear to the visitor that the teacher will remain in the classroom ?

What preparation will be necessary, i.e. classroom layout, size of groups, content of session, A/V equipment etc. ?

Has the visitor been checked with the Criminal Records Bureau (CRB)? Child protection implications.

Have confidentiality issues been clarified, avoiding inappropriate disclosures?

How will the session be followed up?

How will the input be evaluated?

Is parental consent required?

(This is not a comprehensive list. Further guidelines can be found in the TACADE publication: 'Making the most of visitors – using outside agencies in school drug education.') The KCC Community Drugs Education Co-ordinators will be able to provide support and guidance in selecting school visitors.

## The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes

### **Risk Assessment**

It is important to assess the risk of removal of any found objects when considering what action is to be taken. Decide if it is safe for you to attempt removal. There should be a sharps disposal kit kept in the school. *You must not take avoidable risks. If unsure, discuss what action to take with your line manager or head teacher.* The area where the object is found must be safeguarded to protect others from injury. If the discovery is made when you are alone and children/young people or others are nearby, summon help by asking someone to get the sharps disposal kit, while you 'stand guard'. The incident must be recorded in the appropriate Health and Safety incident or record book. For KCC schools the Accident/Incident Report Form H5157 should be used.

### **Removal Procedure**

Close and safeguard the area until the sharps disposal kit is collected.

Follow the procedure as outlined in the sharps disposal kit.

If the sharps kit is unavailable, never place a needle in a bin without it first being placed in a hard protective container to avoid injury.

Report the discovery to the local Police Youth Crime Reduction Officer.

In the event of discovering isolated needles or syringes, the surrounding area must also be checked carefully. *In attempting to do so DO NOT COMB GRASS BY HAND.*

Neither children nor adults should be permitted to enter an area where syringes or needles have been found repeatedly, unless that area has been fully checked before its use.

### **First Aid Treatment**

IF an accident occurs where a needle or other sharp object has punctured the skin, then the following advice is recommended; *the injured person should:*

Encourage the wound to bleed gently.

Wash well with soap under cold running water.

Cover the wound with a waterproof dressing.

Seek medical attention as soon as possible, eg from his or her own doctor or an Accident and Emergency department at hospital.

Inform your manager.

Complete the accident/incident form.

Inform the Occupational Health Unit tel: (01622) 605518

An immediate response by the injured person can help reduce the risk of infections occurring.

Please refer also to the 'KCC Framework for Health and Safety', page 10.19. A copy should be kept in schools and in Youth Service premises.

### **Rubbish Picks**

Some schools conduct rubbish picks by pupils. This may be acceptable within the confines of a supervised building using proper protective equipment. However, it may not be advisable to do so outside in the play area or grounds where sharp objects may be concealed.