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Multi Academy Trust

Drug Education Policy

March 2016 – March 2019

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1. Introduction

We recognise the increasing drug use in society. The acquisition of knowledge, understanding and skills which enable young people to consider the effects of drugs on themselves and others is therefore of vital importance.

The term 'drug' throughout this document refers to all drugs; this includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances ("legal highs") and volatile substances, unless otherwise specified. We recognise the importance of exploring the beneficial use of drugs as medicines as well as the harmful effects of drug misuse.

This policy document identifies effective strategies that we will implement in this area of the curriculum and takes account of the proposed OFSTED inspection arrangements, the National Curriculum and the LA Curriculum policy Entitlement and Achievement. Guidance from the DfE and ACPO (Association of Chief Police Officers) drug advice for schools September 2012 is essential in supporting this policy.

This policy applies to all school/academy staff, students, parents / carers, governors and other partner agencies working with the school/academy.

This policy governs anywhere within the school/academy boundaries and covers students travelling to and from school/academy in provided transport as well as students found off the school/academy site within school/academy time. It will include residential trips where it will run in conjunction with the residential centre's policy, should there be one. If an incident happens whilst on a residential trip the lead staff will be responsible for using the school/academy guidance on drugs and liaising with their line manager or Drug coordinator on the issue. Should parents or carers have concerns about their child in their care or in school/academy care this policy should also be consulted for guidance.

2. Aims and Objectives

This school/academy believes that the essential aim of drug education should be to give students the facts, emphasise the benefits of a healthy lifestyle and give young people the knowledge and skills to make informed and responsible choices now and in later life.

We have prioritised the following objectives;

- promoting students' self-esteem and confidence.
- giving accurate information about drugs.
- considering and/or challenging attitudes students may have regarding drug use and misuse.
- providing opportunities for students to be equipped with, and to practise the skills they need to avoid the misuse of drugs.
- enabling any students who are misusing drugs or who have concerns about the misuse of drugs to identify sources of appropriate personal support.

3. Management and Co-ordination

In accordance with government guidance (DfE and ACPO drug advice for schools September 2012) All schools/academies within in the MAT will appoint a senior member of staff to manage/oversee any drug related incidents which occur within the school/academy remit. This includes the school/academy site and residential trips. She\He will communicate information to the Headteacher or relevant Senior Team Member directly. She/He will also manage the coordination of tutorial and PSHE programmes ensuring they comprise drug education across the school/academy. He/She will manage parents/carers and Child Protection issues arising. Each school/academy also must ensure that there is a drug education curriculum across the school/academy for all students. Staff INSET will be provided by PSHE staff in liaison with those leading on safeguarding. The senior team member will liaise with West Midlands Police and a COMPASS as appropriate.

The senior member of staff overseeing drugs incidents will have the responsibility for supporting policy implementation by providing advice and support to governors, senior managers, curriculum leaders, classroom teachers and support staff.

The responsible senior staff overseeing drugs incidents will ensure that:

- The Drug Education Policy is disseminated to all members of the school/academy community and is thoroughly discussed and understood.
- Clear roles and responsibilities for policy implementation are identified.
- The underpinning aims, values and attitudes of drug education are made explicit.
- The development of good relationships is promoted within and beyond the school/academy.
- Equality of opportunity is promoted.
- Provision is made for continued professional development within the field of drugs awareness and drug education.
- There is a link between drug education and other school/academy policies e.g. Child Protection, Discipline / Behaviour for Learning Policy.
- Drug education is coordinated across the whole school/academy to ensure students and staff have a clear understanding and awareness of drugs in society.

4. Staffing and Staff Development

INSET for all staff will be provided to refresh knowledge and understanding of issues surrounding drug misuse within a school/academy environment. It will also provide an opportunity for staff to consider the wider picture for students and how to deal with concerns outside the school/academy environment ie locally and nationally.

A list of relevant agencies and agencies who deal with advice information and guidance can be found in the Annex A.

5. Curriculum organisation and planning

Drug education will be delivered through a combination of planned curriculum opportunities and whole school/academy approaches appropriate to age and learning need. This will take the form of:

- **Curriculum time**

by having a discrete and planned drugs education curriculum for all students across all year groups in Life Skills lessons/PSHE lessons/tutorial sessions/focussed learning days/Science/PE/Sport as part of their syllabuses and English as part of studied text and stimulus material.

Schools/Academies will endeavour to record the names of young people who have missed vital units of work through absence (illness, holiday or exclusion) and provide future opportunities for them to re-visit these themes.

- **Promoting healthy lifestyles through school/academy ethos**

By schools/academies promoting healthy lifestyles as part of their ethos, supporting students, supporting students in personal responsibility, positive relationships, behaviour, self-esteem and confidence to seek support and advice where necessary

The responsibility for the taught drug education programme is held by the senior member of staff who, in consultation with staff, students and governors will develop key stage plans and schemes of work taking into account the National Curriculum requirements, school/academy priorities for the personal and social development of the students, local priorities and initiatives, government policies and the special needs and maturity levels of individual students.

6. Curriculum Delivery

Drugs education delivery should be relevant to the needs and experiences of all students, flexible and develop as they grow older. The programme should be presented within a positive climate in which students and adults feel able to talk openly and honestly.

In order to cover effectively all the aspects of drug education, a wide range of teaching and learning styles will need to be employed. A range of approaches which include: action research, literature, interactive ICT, mind mapping, discussion, local survey, case studies, drama, theatre groups, peer education, circle time, formal debate, questionnaires, creative writing, group work, quizzes, role / play simulations, structured games, theatre in education and video, supported by follow up discussions.

6.1 Resources, which support this area of the curriculum, will be up-to date, relevant to students and presented in ways that are consistent with the fundamental aims of PSHE and safeguarding.

6.2 Vulnerable Students

The school/academy is aware that some students are more vulnerable to drug misuse and other social problems. The table below illustrates the range of risk and protective factors associated with drug misuse.

Vulnerable groups	Risk factors	Protective factors
Homeless	Chaotic home environment	Strong family bonds
Looked-after children	Parents who misuse drugs or suffer from mental illness	

<p>School/academy truants</p> <p>Students excluded from school/academy</p> <p>Sexually abused</p> <p>In contact with mental health and criminal justice system</p> <p>Children of parents with drug problems</p>	<p>Behaviour disorders</p> <p>Lack of parental nurturing</p> <p>Inappropriate and / or aggressive classroom behaviour</p> <p>School/academy failure</p> <p>Poor coping skills</p> <p>Low commitment to school/academy</p> <p>Friendship with deviant peers</p> <p>Low socio-economic status</p> <p>Early age of first drug use</p> <p>Being labelled as a drug misuser</p>	<p>Experience of strong parental monitoring with clear family rules</p> <p>Family involvement in the lives of children</p> <p>Successful school/academy experiences</p> <p>Strong bonds with local community activities</p> <p>A caring relationship with at least one adult</p>
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The school/academy can help to reduce the impact of risk factors and strengthen protective factors by promoting:

- Supportive and safe relationships
- Regular school/academy attendance
- The ability to cope well with academic and social demands at school/academy
- Strong and supportive social networks
- Good social skills
- Realistic self-awareness and self-esteem
- A good knowledge of general health and how to ensure good mental health
- A good knowledge of how to access help and information
- Work with parents/carers, particularly around communication and setting boundaries
- Participation in extra-curricular activities
- Counselling and other support mechanisms

6.3 External Agencies and Services

The school/academy values and encourages the involvement of external agencies and services in supporting the delivery of this area of the curriculum. Where outside speakers are to be involved their contribution will be properly planned as part of the overall programme. Their contribution will complement other teaching and be appropriate to the age and learning needs of the students involved. Teachers will always be involved so they can deal with questions and concerns. A list of external agencies and agencies who deal with advice information and guidance can be found in the Annex A.

The School/academy will endeavour to use external agencies such as the West Midlands Police and COMPASS using the guidelines set out by the School/Academy/West Midland Police/LA Partnership agreement when involving the Police as visitors.

7. Partnerships

The school/academy values working in partnership with parents and carers and with the wider school/academy community, and sees these as an essential element of this policy and the school's/academy's drug education programme. We aim to support parents in their efforts to inform and support their children through meetings, guidance and partnerships with external agencies as appropriate.

8. Equality of Opportunity

In accordance with school and Academy Policy, a commitment to Equal Opportunities will be built into all aspects of drug education. We recognise that some students with learning difficulties may need more help than others in understanding what sorts of behaviour are/are not acceptable. Where students are taking prescribed medication they will be helped to distinguish between appropriate and inappropriate drugs. These elements will be ensured by provision for SEND/EAL students, resources used, explicit teaching about discrimination and stereotyping, promoting respect for others and a positive school/academy ethos.

9. Monitoring, Evaluation and Review

Provision for drug education, including the personal development of students, will be monitored, evaluated and reviewed by Senior Leadership Team. This will be done by checking that whole school/academy drug education objectives are met, standards of teaching and learning expected are achieved, there are adequate resources, Schemes of Work are being taught appropriately within the context of healthy living and consultation with staff, students, parents and governors takes places as appropriate.

10. Managing Drug Related Incidents

The first concern in dealing with a medical emergency involving drugs is to ensure the health and safety of the school/academy community and ensure their personal safety. If there is any question of a medical emergency the school/academy will immediately call for medical assistance. Appropriate help/first aid should be summoned before further issues are addressed.

It is recognised that there will still be some young people who choose to experiment with illegal and legal drugs including psychoactive substances ("legal highs") even if they have both the knowledge of the risks and the skills to resist peer pressure. Our aim is to balance the interests of the school/academy, the need to protect other young people and the need to help those who misuse drugs.

The Multi Academy Trust has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the school/academy boundaries.

The Multi Academy Trust recognises that there are instances where other non-

controlled drugs may legitimately be in the Academy.

Medicines

Some students may require medicines that have been prescribed for their medical condition during the school/academy day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever.

Volatile substances

Some solvents or hazardous chemicals are legitimately used by school/academy staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the school's/academy's Health and Safety policy.

Alcohol

Use and consumption of alcohol at school/academy is not acceptable. In the event of a student being in possession of alcohol or under influence parents/carers will be notified. The action to ensure the safety of the student concerned and others in the school/academy community will be priority. In keeping with our duty of care, employees are not permitted to consume alcohol during the school/academy day, or at any time when they will be subsequently supervising children. The school/academy recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school/academy. Staff are encouraged to discuss this with line managers so that support can be put in place. Confidential counselling can be booked. In addition, an Occupation Health Referral can be actioned if appropriate.

Tobacco

In keeping with the law, all Academies/Schools within the Multi Academy Trust are none smoking sites.

11.1 Student Discipline

The Headteacher will be responsible for deciding how to respond to particular drug related incidents and all influencing factors will be taken into account. E.g. the age of the student; whether the incident involved one student or a group of students; any evidence of particular peer group pressure; whether the incident involved possession, usage or dealing. The Behaviour for Learning Policy has clear disciplinary measures that will be applied to drug related incidents and a variety of consequences/sanctions are possible. Exclusion may be appropriate in certain serious cases.

11.2 Student support

In any such case when dealing with drug related incidents the school/academy will ensure that all students involved including excluded student will have access to professional support and advice from health and counselling services. A key worker from COMPASS (see annex for details) will work with the students for a fixed period of time as part of the student's reintegration back into the Academy. This can take place on or off site and with or without parents' involvement in the sessions. The Senior Member of Staff will coordinate the reintegration programme with students and parents and if appropriate to support the young person at risk.

11.3 Early Intervention Strategies

The school/academy recognises that certain groups of young people may be more at risk than others when misusing substances (Section 6.2). The school/academy will therefore work with local early intervention agencies to screen and support those students who may put themselves at risk in the future. They will work closely with COMPASS and other agencies that are deemed appropriate to the young person at risk to develop and deliver strategies that support them on a one to one basis.

All incidents will be recorded in line with the DfE and ACPO drug advice for schools guidelines.

11.4 Confiscating an illegal drug and its disposal.

Searches

The law permits school/academy staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

If we suspect that a student is concealing illegal drugs, we will encourage the student to voluntarily surrender the drug.

The Academy will always seek consent and ensure that a second adult witness is present. If this is refused the Academy will need to consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment and distress.

If the drug cannot be identified it will be treated as illegal. It should be placed in a sealed container and the police informed so they can collect it as soon as possible for disposal. We will always ensure that a witness should be present when taking temporary possession of any drug. A decision will then be made by the headteacher on how to proceed.

A written record of the action taken will be kept when responding, irrespective of the seriousness of the case.

Police Involvement: The police will be contacted to dispose of any illegal drug(s) found on a person(s) or the school/academy site.

This section should be read in conjunction with the relevant sections from:

- a) the DfE and ACPO drug advice for schools September 2012
<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00001-2012>
- b) guidance on the Safe Disposal of Discarded Needles and Syringes

Searches of personal property

Under no circumstances will any teacher undertake an intimate physical search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in their possession. Where the individual refuses, the drug is believed to be illegal, and the school/academy wishes to proceed along formal lines, then the police will be called.

If the student refuses, the Headteacher will contact parents and/or the Police. We will always inform parents if the police are called to an incident. As our primary concern is the welfare of all our students alternative action may be taken, for example, it is felt that parents are directly involved in the situation causing concern or that they may cause harm to the child. Other appropriate agencies may be informed

Searches of personal property within school/academy property

The Academy will not search personal property within school/academy property without consent. If the Academy wishes to search personal property, including students' property stored within Academy property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will inform the student that the locker which is school/academy property will be opened by the Headteacher or staff member in their presence.

Searches of school/academy property (on loan to student)

Staff may search school/academy property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however, individuals will be made aware that if consent is refused the school/academy may proceed with a search. Where consent is refused, the Academy will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause and parents and police contacted.

School/academy staff will not attempt to analyse or sample an unidentified drug, but will take temporary possession of any drug suspected of being a controlled drug for the purpose of protecting our students from harm or committing the offence of possession.

After any search involving students, parents/carers will normally be contacted by the school/academy, regardless of whether the result of the search is positive or negative.

Disposal

In taking temporary possession and disposing of suspected illegal drugs staff will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- store it in school/academy safe.
- **without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a Academy to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures
- record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

Dealing with drug related litter on or near school/academy premises

The Premises Officer is responsible for checking the school/academy site daily. Any drug related litter will be carefully removed using the advice in the "Guidance on the Safe Disposal of Discarded Needles and Syringes" policy. The Headteacher will be notified immediately.

11.5 Managing Parents / Carers under the influence of drugs

Senior members of staff will need to assess the situation carefully. If the student is thought to be at 'risk of harm' if handed over to the parent, the school/academy can, in **extreme circumstances**, refuse to hand over the student. This can only happen if the parent is in no fit state to take care of the student. In such a case an immediate child protection referral needs to be made to Police and Social Care. The member of staff will need to record the situation and action(s), following local child protection procedures.

11.6 Confidentiality and Handling Disclosures

Members of staff cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of Senior Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.

- every effort will be made to secure the student's agreement to the way in which the school/academy intends to use any sensitive information. It may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school/academy will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:
 - where there is a child protection issue
 - where a life is in danger.

11.7 Smoking Policy

This school/academy is bound by the Law and smoking is not permitted anywhere on the Academy sites, including the grounds. Students are included within this policy. Students wishing to assert their right to smoke, particularly in Years 12 and 13 will be made aware of the Policy. Any disregard for school/academy restrictions on smoking will be treated as any other breach of Academy discipline. Staff will follow the same rules and will be discouraged from smoking off the Academy site when in the view of students.

11.8 The Role of Governors

The school/academy governors will be consulted on reviewing this policy. They will also be involved in disciplinary proceedings as and when needed.

11.9 Involvement of Parents / Carers

The school/academy is well aware that the primary role in children's drug education lies with parents. We wish to build a positive and supportive relationship with the parents of children at our school/academy through mutual understanding, trust and co-operation. In promoting this objective we will:

- Inform parents about the school/academy drugs education policy and practice;
- Invite parents to view the materials used to teach drugs education in school/academy;
- Answer any questions parents may have about the drugs education their child receives in school/academy;
- Take seriously any issue which parents raise with teachers or governors about this policy or the arrangements for drugs education in school/academy;
- Encourage parents to be involved in reviewing the school/academy policy and making modifications to it as necessary;
- Inform parents of any drug related incident or situation involving their child, unless it is a child protection issue. Under these circumstances the Headteacher and the Child Protection Co-ordinator will be informed immediately and child protection procedures followed.

- Inform parents about the best practice known with regard to drugs education so that the parents can support the key messages being given to children at school/academy.

12. Policy Review

This policy will be reviewed by the Academy every 3 years or following a change in guidance. This review will involve staff, students, parents and Governors.

This policy was approved by the Governing Body on 17.03.2016

Annex A

Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems.

Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

Compass Coventry A charity that works one to one with young adults who through their behaviour is putting themselves at risk from substances, relationships and sexual activity. 12 Warwick Row , Coventry , CV1 1ED, Telephone: 02476 251653 Fax: 02476 224300, Email: coventry@compass-uk.org

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: <http://www.drugeducationforum.com/>

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com

Schools/Academies can receive free FRANK resource materials, updates and newsletters by registering at <http://ddshl.broadssystem.com/freeleaflets.aspx>

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000 Website: www.ncb.org.uk

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, and develops innovative projects.

Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)

A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information line: 01785 810762

Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169

Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: www.starsnationalinitiative.org.uk

Directgov Young People can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and educational options, money, as well as helping young people find out about activities they can get involved in.

Website: <http://www.direct.gov.uk/en/YoungPeople/index.htm>

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: <http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm>