

## **Policy on Alcohol and Drugs**

Please read in conjunction with the following Policies:

Behaviour and Discipline;  
Safeguarding;  
Confidentiality;  
Healthy Schools;  
Off Site Visits;  
Pastoral Care and Pupil Support;  
Health, Safety and Welfare &  
SMSC

### **Introduction**

In September 2012, the DfE published an updated version of its guidance to schools about drugs in conjunction with the Association of Chief Police officers (ACPO).

In January, 2018, the DfE published a further updated document relating to 'Screening, Searching and Confiscation'.

This policy was developed by a working party consisting of Mrs. C. Tardios, Mr. Alexander Tardios, Mrs. Linda Robinson-Farenden, and Miss Virginie Hopp and reflects that guidance. It also accords with advice in the National Healthy Schools Programme. It also aims to set out the roles and responsibilities of all members of our community so that our children may receive consistent messages regarding drugs issues.

The term "drugs" is used throughout this policy to refer to all drugs including:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- all legal drugs, including alcohol and tobacco, and also volatile substances (those giving off a gas or vapour which can be inhaled);
- all medicines, whether over-the-counter or on prescription.

We are well aware of pressures on young people growing up in our modern society and we want to ensure we equip our children with the knowledge and skills to deal with all drug-related issues they encounter so that they are able to make the right choices to live a healthy life.

This policy is available to all staff in the Policy File in the Staff Room (Prep School site) the staffroom (Senior School site) and to all staff and parents on our Web Site.

### **Aims and objectives**

Our School aims to promote healthy lifestyles, good standards of behaviour and respect for all individuals in the School community. The aims of this policy are to:

- a) acknowledge and clarify the School's role in preventing the misuse of drugs and drug education and ensure that it is appropriate to pupils' needs;
- b) provide information about procedures in response to drug-related incidents;
- c) provide guidance to staff on the School's drugs education programme;
- d) safeguard the health and safety of pupils and staff in our School;
- e) enable staff to have clear procedures for responding to drug-related incidents and to apply appropriate sanctions.

### **St. John's Prep. & Senior School statement**

Our School believes that the presence of unauthorised drugs in our School is not acceptable. We understand the dangers inherent in the use of illegal drugs and we want to

ensure that our children are kept safe and free from harm. Consequently, we will consider any incident where illegal drugs are found on the School site with the utmost seriousness.

We want our School to be a safe place for us all to work, and the presence of unauthorised drugs represents a threat to our health and safety.

When prescription drugs are required for the good health of children they will be kept in a safe place and dispensed by an authorised adult.

## **Drugs education**

We regard drugs education as a whole-School issue, and we believe that opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in Science, SMSC. & Citizenship, R.E. and P.E. There are also opportunities in Form periods and Assemblies, when we may make use of visiting speakers, provided that they are felt to be in sympathy with the aims of the School's Drugs Education Policy. We also employ the services of a School Counsellor who is able to speak to the children on this subject.

Drugs education should enable pupils to develop their knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. It should:

- a) enable pupils to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes, and developing and practising skills;
- b) promote positive attitudes towards healthy lifestyles;
- c) provide accurate information, and clear up misunderstandings;
- d) increase understanding about the implications, and possible consequences, of use and misuse;
- e) widen understanding about related health and social issues e.g. sex and sexuality, crime, HIV and AIDS;
- f) seek to minimise the risks that users and potential users face;
- g) develop pupils' interpersonal skills, their understanding of rules and laws, and their self-awareness and self-esteem;
- h) enable young people to identify the sources of appropriate personal support.

We recognise that learning is most effective when it addresses the development of knowledge, attitudes and skills together and when teaching and learning are participative and active. We use a variety of teaching styles that are characterised by active learning. We find out what the children know already, we pose dilemmas, and we get the children to discuss choices. Wherever possible, the information we give is visually reinforced. We use drama, role-play and ICT to demonstrate various strategies and scenarios; in short, we seek to engage our pupils. We give them the opportunity to talk to groups or to the whole class. We encourage them to listen to the views of others, and we ask them to explore why drugs are such a problem for society.

## **Drugs at School**

Where children have medical needs, parents must provide details of the child's condition and medication. Parents at the Prep School will bring the medication to School in a secure, labelled container with a signed consent form for the class teacher to administer the medicine as necessary. Records will be kept of all medication given. Emergency medication may be stored securely in the classroom (for anaphylaxis or asthma);

Solvents and other hazardous chemicals must be stored securely, to prevent inappropriate access, or use by pupils. Teachers are cautious with older, solvent-based Tippex, with aerosols, with glues and with board-cleaning fluids.

Smoking is not permitted anywhere in the School.

Alcohol to be consumed at functions or parents' events will be stored securely beforehand. To sell alcohol, we must be licensed under the Licensing (Occasional Permissions) Act 1983. Rarely, members of staff may consume limited amounts of alcoholic drinks in the staff room for special occasions with the Head teacher's consent.

## **Drugs incidents**

In the unlikely event that an incident involving unauthorised drugs is discovered in School, the first priority is safety and first aid, i.e. calling the emergency services and placing unconscious people in the recovery position. An intoxicated pupil does not represent a medical emergency, unless unconscious. Pupils suspected of being intoxicated from inhaling a volatile substance will be kept calm; chasing can place intolerable strain on the heart, thus precipitating sudden death.

Any drug suspected of being illegal will be confiscated and stored securely, awaiting disposal; these precautions must be witnessed and recorded. Staff should not taste unknown or confiscated substances.

Where a pupil is suspected of concealing an unauthorised drug, the Headteacher can authorise staff to search pupils, or their possessions without consent, where there are reasonable grounds for suspecting the pupil has a prohibited item; illegal drugs are prohibited in Schools nationwide. In carrying out the investigation, it is important to note that:

- The pupil should be reminded of the importance of co-operation with the School.
- Two staff should be present (except for the preliminary investigations) and careful written records kept.
- The pupil should be asked whether they are in possession of drugs. If they say 'no' they should be invited to co-operate by turning out their pockets and handing over their bag to be searched. (Guidance on searching with or without consent can be found in the DfE advice for headteachers, School staff and governing bodies booklet 'Searching, Screening And Confiscation' January 2018 at the back of this policy.) Pupils may be asked to unlock their locker and the School can search this without the pupil's consent if necessary.
- If the pupil refuses to co-operate, a decision must be made as to whether to release him/her or whether to ask parents to come to School and use their authority to ensure co-operation. If a personal search is unavoidable it may be appropriate to contact the police and request this.
- Any pupil who is in possession of drugs is likely to try and 'dump' them surreptitiously. Teachers need to be aware of this and to keep a watchful eye. The request to 'go to the toilet' is one obvious ploy. Teachers also need to be aware that pupils, even if 'isolated' may communicate by text message/mobile phone.
- Any drugs confiscated from pupils will be given to the police for disposal as soon as possible.
- Whether or not drugs are found, parents must be informed of the School's investigation.
- There is no legal obligation to inform the police, but the School will do so if it is considered necessary. A School cannot knowingly allow its premises to be used for

the production or supply or consumption of any controlled drug. If it is suspected that substances are being exchanged or sold on the premises, the School reserves the right to bring into School drug dogs to check for drugs on the premises or on pupils on site.

- The Headteacher will decide whether the police need to be called or whether the School will manage the incident internally.

A full record will be made of any incident.

### **Sanctions**

The Headteacher will conduct an investigation into the nature and seriousness of any incident, in order to determine an appropriate response. He will seek to balance the interest of the pupil involved, with the interests of other School members. Because of the severity of drug misuse/abuse, any pupil who possesses an illegal substance at School or on a School activity will almost certainly be suspended and may be expelled. Under unusual circumstances the headteacher may consider keeping the pupil at the School on the understanding that he/she agrees to random drug testing and that any positive test would result in automatic expulsion.

### **Responsibilities**

The Headteacher is our designated person to take responsibility for this policy and she/he will:

- a) ensure that staff are informed about this drugs policy;
- b) ensure that the policy is implemented effectively;
- c) manage any drug-related incidents;
- d) ensure that staff teach effectively about drugs, and handle any difficult issues with sensitivity;
- e) liaise with external agencies if this should become necessary;

### **The role of parents**

The School is well aware that the primary role in children's drugs education lies with parents. We wish to build a positive and supporting relationship with the parents of our pupils, through mutual understanding, trust and cooperation. To promote this objective, we will:

- a) answer any questions that parents may have about the drugs education that their child receives in School;
- b) take seriously any issue which parents raise with teachers about this policy, or about arrangements for drugs education in the School;

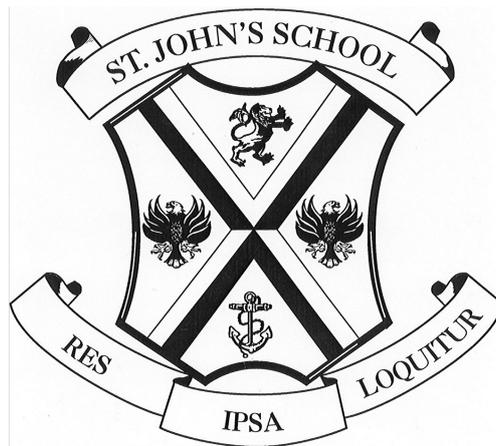
When an incident concerning unauthorised drugs has occurred in School, and a pupil is involved, we will inform the parents, and explain how we intend to respond to the incident.

Staff will be cautious about discharging a pupil to the care of an intoxicated parent, particularly when the parent intends driving the pupil home. Staff will suggest an alternative arrangement. The focus will be the pupil's welfare and safety. Where the behaviour of an intoxicated parent repeatedly places a child at risk, or the parent or carer becomes abusive or violent, staff should consider whether the circumstances of the case are serious enough to invoke child protection procedures, and possibly the involvement of the police.

### **Monitoring and review**

The Head teacher will take overall responsibility for the policy and its implementation and monitor the drugs policy on an annual basis.

# St. John's Prep. & Senior School



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