

Drug, Alcohol & Tobacco Policy

Problematic drug and alcohol use is a growing concern both nationally and locally. Our school recognises this problem and works collectively with local authorities, with other schools, with relevant agencies and with the local community in order to tackle these problems.

While some local data, indicates that the use of illegal drugs, tobacco and alcohol by most 14 and 15 year olds in East Sussex is lower than for the country nationally, the numbers of young people presenting at Accident and Emergency departments with alcohol poisoning is worryingly high and alcohol use by young offenders is significant. We therefore recognise the need to further reduce levels of unacceptable use.

Within the school we have minimal drug related incidents. We do have reported incidents of tobacco smoking on school site and each one of these are dealt with in a fair and consistent manner. Outside of school a small number of our students have been involved in alcohol related incidents. For each of these cases referrals to the Substance Misuse team have been made in order to support the young person.

It is an offence for any person to bring illegal drugs onto our premises. The rules relating to prescribed medicines and alcohol are covered within this policy. Our school is a smoke free site, including our outside areas.

Our Aims

We at Willingdon believe and support the following educational aims in terms of substance use and misuse.

- To enable students to make healthy, informed choices by increasing knowledge , challenging attitudes and developing and practicing skills.
- To provide accurate information about substances.
- To increase understanding about the implications and possible consequences of use and misuse.
- To widen understanding about related health and social issues, eg sex and sexuality, crime, HIV & AIDS.
- To seek to minimise the risk that users and potential users face.
- To enable young people to identify appropriate sources of personal support.

Our policy is designed to ensure the well being and safety of all members of our community. We have adopted a range of sanctions and support when addressing the misuse of alcohol or drugs. The policy has been written to reflect the values outlined above and in accordance with the DfES (Department for Education and Skills) document "Drugs: Guidance for Schools" (2004)², the Home Office National Drug Strategy³ and National Alcohol Strategies including the Youth Alcohol Action Plan (2008) . The Personal, social, health and

Reviewed October 2015

economic (PSHE) education (2013), Guidance Young People and Drugs(2005)⁵. and the Dfe and ACPO drug advice for schools (sept 2012) have also been referenced. East Sussex Drug and Alcohol Education guidance and the PSHE advisory Association has also informed this policy⁷.

The policy further sets out the school's approach to our teaching and learning about drugs (including alcohol, tobacco and medicines), our rules relating to their use and also describes how we will manage any drug related incident either on or off school premises which contravenes these. Our rules apply to all members of our school community. These include:

- School Governors
- Headteacher
- Senior Leadership team
- Teaching staff
- Support Staff
- Site Management Team
- Students.
- Visitors, Guest Speakers & Outside Agencies

2 DFES Drug: Guidance for Schools, 2004

3 Tackling Drugs; Changing Lives 2008--2010

4 National Alcohol Harm Reduction Strategy for England, 2004. Youth Alcohol Action Plan, DCSF, 2008

5 Personal, social, health and economic (PSHE) education (2013) Dfe and ACPO drug advice for schools 2012 and Drugs DFES, Home Office, Dept of Health 2005

6 Government response to the report by the Advisory Group on Drug and Alcohol Education, DCFS 2008

7 East Sussex, Guidance for Schools: Drug and Alcohol Education 2003

Definitions:

A drug is any substance which, when taken into the body affects the chemical composition of the body and how it functions.⁸ It therefore includes:

- Legally controlled substances such as caffeine, alcohol, tobacco and solvents
- Substances sold over the counter or prescribed for specific purposes such as painkillers, tranquillisers and steroids
- Illegal substances such as cannabis, ecstasy, amphetamines and heroin
- New psychoactive substances (legal highs)

NB. These are just some examples and some drugs will fit into more than one category.

A drug-related situation is one where there is suspicion, disclosure or observation of the use of unauthorised drugs or the discovery of unauthorised drugs or drug-related paraphernalia.

8 Drug and Alcohol Education – Guidance for Schools 2003

Consultation and involvement

Involving our whole school community in the development of this policy ensures that:

- the diverse needs, views and feelings of all stakeholders are taken into account.
- all stakeholders fully understand their responsibilities and their roles in implementing the policy
- all stakeholders feel an ownership of and a commitment to the policy

We have therefore involved:

- Our governors
- Our Senior Leadership Team
- Our staff (including non-teaching staff – Student Support Services & Health and Safety Office)
- Our students – Student Voice 'Tell us' Surveys
- Our parents/carers – Parent Forums

Our partners

Our partners in the community and within East Sussex Integrated Area Children's Services have supported the development of this policy and their continued feedback, advice and guidance will be valued as the policy is implemented. Our school has a good working relationship with:

- The Under 19s Substance Misuse Service (U19s SMS)
- East Sussex School Improvement Service, Inclusive Learning consultants and advisers (PSHE and Healthy School team)
- The Youth Development service (YDS)
- Targeted Youth Support
- Education Welfare Service
- Traveller Support

We also particularly value the support and guidance of:

- Sussex Police (and in particular with our Police Neighbourhood School's Officer, (NSO))

Responsibilities

The prevention of drug and alcohol misuse is a shared responsibility.

The headteacher and the Board of Governors are responsible for ensuring that this policy complies with all relevant legislation and for its successful implementation, evaluation, monitoring and review.

The Senior Leadership Team and in particular the designated teacher for managing drug-related incidents – Sue Dixon will support the headteacher in all aspects of implementation, evaluation, monitoring and review and in ensuring appropriate staff training.

All staff will familiarise themselves with the policy, support its aims, comply with its rules and ensure that the correct procedures are followed in the event of a drug related situation.

The PSHE Education Co-ordinator (Lesley Naylor) will be responsible for establishing an inclusive drug education programme using local guidance including the support of the PSHE & Healthy Schools team and in line with

the forthcoming statutory duty to deliver PSHE Education (including DATE) to all students. The DATE Planning Tool (developed by the PSHE & Healthy Schools team) helps shape this curriculum.

Parents and carers are responsible for supporting the aims of this policy and for supporting school staff with its implementation.

Students are responsible for supporting the aims of this policy and using it to inform their behaviour.

School visits & social events

This policy applies to all school activities including those which occur outside of normal school hours and whether on school premises (either inside or outside) or on any external school visit or residential trip. This includes activities run by non-school staff or adults other than teachers as a part of our Extended Services Programme.

On school visits and residential trips, staff and students will be briefed in advance about procedures and responsibilities. For overseas visits this briefing will include any difference in local laws regarding drugs. Where the rules of this policy are breached, this will be managed either as a school disciplinary matter and/or by the local police, depending on the severity of the incident.

At school social events this policy will apply to all those who attend.

Any individual causing or permitting nuisance or disturbance on our school premises will be asked to leave and police assistance will be called for if necessary. This includes those displaying signs of intoxication.

Willingdon Community School is Committed to Equality:

Over recent years, schools have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of this work is in response to new legislation that places an increased duty on schools and other settings. Legislation requires schools both to eliminate direct or indirect discrimination, victimisation or harassment and to promote equality for

Under 19s Substance Misuse Service (U19s SMS)

As a cross county, multi-disciplinary service and part of Integrated Area Children's Services within East Sussex, the U19s SMS provides support for schools, young people and families where there is suspicion or concern about a drug or alcohol problem.

The weekday duty worker is contactable by schools on **01323 464404** and can provide advice and information. The service is further able to visit families in order to explain the service offer and pro-actively seek their engagement.

pupils/students, staff and others who use school facilities. These developments reflect the growing awareness of the need to view different equality strands beneath one umbrella, rather than seeing them as separate factions competing with each other for time and resources.

In our school we work to ensure that there is equality of opportunity for all members of our community across a range of strands, which include: race, disability, gender (including transgender), sexual orientation, religion and age as well as any other factors which have the potential to cause discrimination, eg socio-economic factors. Therefore an Equality Impact Assessment (EIA) is carried out as part of the review process of this policy.

For specific reference to these strands please refer to the Equalities policy.

Our drug education programmes incorporate a range of different teaching styles and learning opportunities in order to meet the needs of all individuals and groups. In responding to any drug related incident we will be sensitive to cultural difference and to other background influences (including medical needs) while prioritising our central commitment to the health, safety and well-being of all.

Vulnerable groups

Research identifies that particular groups of young people may be at greater risk of developing serious drug and alcohol related problems and we are committed to developing a range of appropriate interventions and support for these students.

Our staff know their students well and are skilled at and trained in identifying problems. In particular, we maintain a strong relationship with the Under 19s Substance Misuse Service who can provide specialist support and we are able to refer students to them.

We recognise that certain risk and protective factors can make students more or less vulnerable in certain situations.

Warning signs of drug use:

Staff use observation and anecdotal evidence to assess students and certain behaviours or changes in behaviour may indicate developing problematic drug use, for example:

- A decline in achievement (attainment in relation to potential)
- Falling in the rate of school attendance
- Decline in punctuality
- Behavioural changes such as altered mood swings and demeanour
- Change with regard to relationships. Altered attitudes to staff, family and peers
- Changing friendship groups
- Lack of appetite
- Sores /rashes: especially around mouth and nose
- Heavy use of scents/colognes to disguise the smell of drugs
- Excessive tiredness
- No interest in physical appearance.
- Use of drug takers slang
- Exchanging money or other objects in unusual circumstances
- Being the subject of rumours about drugs
- Talking to strangers on or near the premises

To address identified problems we are able to offer a range of support services at Willingdon

- Targeted Youth Support
- School counsellor
- Referral to school nurse
- Monitoring or peer support
- Work with targeted groups

Child protection, safeguarding and confidentiality

Our child protection policy ensures that all staff are alert to signs that a student's health or safety is under threat and have responsibility for referring any concerns to the designated senior person (Sue Dixon) responsible for child protection. Concerns may be triggered by disclosure or by other information suggesting a student's misuse of drugs or misuse by others in the family home. Where child protection procedures are invoked, action will be taken through the appropriate system.

Our wider safeguarding responsibilities take account of the right of every child to be healthy and stay safe. Our approach to safeguarding includes developing resilience amongst young people, empowering them to make positive, healthy decisions and to know and understand how and where to seek support.

The health, safety and well-being of our students are paramount. We encourage trust, between teachers, students and parents. However, the boundaries of confidentiality will be made clear to students who will not be promised confidentiality where they (or another's) best interests may be compromised. Our child protection Procedures are clear and where they are not appropriate we will work with the student to share information with an appropriate adult who will, most usually, be the parent/carer.

Confidentiality

Any student disclosing his/her own involvement in drug taking cannot be guaranteed total confidentiality.

Staff aware that a student might be about to disclose drug involvement should warn the student that the information given may not remain confidential and that parents, the police and other relevant agencies may have to be involved. The student should be assured that the information will not become generally known amongst the staff but that those people who 'need to know' should be able to provide him/her with the appropriate support and guidance

Medicines

We recognise individual medical needs (both long and short term) and will be inclusive of and supportive to those individuals.

Staff are responsible for the safe and secure storage of their own medicines and we provide safe and secure storage for students' medicines. Two named members of staff take this responsibility (Dawn Light / Amanda Worrall.) The school is not responsible for providing any form of medication and will not do so.

We encourage self-administration by students where possible and appropriate, within a supportive environment. Staff may administer medicines where there is a written agreement between the school, the responsible member of staff and the parents/carers. This policy applies both within the school day and on school trips and residential visits

Staff administering medication will complete a record of all medicines administered which will be updated at the time of each administration.

Health & safety

Hazardous substances and equipment (for example solvents) may have a legitimate use on our school site for a variety of reasons. Where this is the case, they are stored securely, managed in a way which prevents illegitimate access and used carefully and appropriately.

Illicit drug related paraphernalia or suspected paraphernalia found on the school site will be handled by a member of staff within existing health and safety procedures using appropriate safety equipment. Students are advised not to touch any suspect items found but to alert a member of staff.

Where any individual on school premises is believed to be under the influence of any substance which is affecting their behaviour inappropriately our primary concern will be the health and safety of all in the vicinity. First aid will be administered when necessary and always in the case of a child or young person in our care who is thought to be intoxicated. We have trained first-aiders within the school and first aid equipment. Emergency medical services will be contacted as appropriate.

Drug related situations

A drug related situation is one where there is suspicion, disclosure or observation of the use of unauthorised drugs or the discovery of unauthorised drugs or drug-related paraphernalia.

In all cases, the senior member of staff with responsibility for drug related situations will be notified – Sue Dixon.

Our response to any drug related situation reflects the messages students receive within their DATE and we have developed a range of both immediate and longer term responses which prioritise the safety and well-being of our students and our whole school community and includes both sanctions and support for those involved. Where appropriate we will involve partner agencies, with whom we have very positive working relationships, in order to tackle drug related situations and we have clear procedures regarding their involvement, most particularly with Sussex Police and with the Under 19s Substance Misuse Service. Our prioritised actions within any situation will be as follows:

Emergency action

In order to ensure the safety of students and others, first aid will be administered or an ambulance called for where necessary.

Initial investigation

- An initial investigation will be led by a senior member of staff who will facilitate an assessment of how best to manage the situation, whether the police should be involved and, if so, in what capacity. A written report will be kept detailing any incident.
- In all but the most unusual circumstances, (and where this is the case, the reasons will be logged), parents/carers will be informed about the situation and invited to the school to discuss it. Contact with parents/carers will be maintained throughout the management of the incident.
- The Chair of Governors will be informed about drug-related situations.

- The Children's Services Authority may be informed, depending on the severity of the situation.
- Following this initial investigation, a decision will be made about whether any immediate actions should be taken. However, most incidents will benefit from a further period of investigation.

Removal and security of a suspected unauthorised substance

- Where there is reasonable suspicion that a student or students are in possession of an unauthorised substance they will be asked to turn out their pockets and bags.
- Staff who have reasonable cause to believe a student's locker contains unlawful items should inform a member of the SLT. The locker can be legally searched.
- Schools have no legal power to search students.
- Where students agree to a search, this will be carried out by a staff member of the same sex with another adult present.
- Where a student refuses, then their parent/carer or Sussex Police will be called in to carry out the search.

Contacting the police

- While schools have no legal obligation to report the finding of any suspected illegal substance to Sussex Police, we will adhere to the "Sussex Protocol for Suspected Illegal Drugs found by Schools". The police will, in general, be called into Willingdon Community School when a drug related incident occurs. In most cases the school will attempt to use the school's Police Liaison Officer rather than the police in general.
- Only the Headteacher or Deputy Headteachers may take the decision to call in the police.
- If the police are called into interview students then the school will do all in its power to inform parents prior to the interview taking place. A parent or responsible adult must be present with the police at the interview. Parents have the right to refuse to allow their child to be interviewed.

- We are permitted in law to take temporary possession of any suspected illegal substance. The substance will then be placed in a lockable, secure location and the police notified in order for them to collect it.
- Alcohol and tobacco products will be confiscated and disposed of by the school.

Further police involvement

- Any decision to request a police investigation will be informed by the findings of the internal initial investigation and will take account of the quantity and nature of the substance and whether it was held for personal use or to supply others, as well as a range of other factors. If supply is suspected the names of students will be passed to the Police together with a full report detailing the incident and we will co-operate fully with the police investigation.

Contacting Parents

- Whilst there is no legal obligation to contact parents it is school policy that parents should be contacted, preferably as early as possible.
- Consideration might be given to not contacting parents if there is concern about parental reaction to the child, if parents are implicated themselves or if the police advise against it. A decision not to contact parents may only be taken by the Headteacher.
- Contact with parents regarding a drug related incident should be approved by the Headteacher or Deputy Headteachers. The DOSP's should generally be consulted prior to contact being made to ascertain the pastoral background.
- Students involved in a drug-related incident should generally be informed that parents are to be notified prior to contact being made.

The Media

No contact should be made with the media without the permission of the Headteacher. If staff are contacted directly by the media they should refer them to the Headteacher without making any specific comment. If in doubt plead ignorance. Contact will only be made with the press through the Headteacher or Deputy Headteacher in relation to drug related incidents. The PSHE Co-ordinator may also make comments on general drug education.

Sanctions & Support

- The school will treat any drug –related incident with the utmost seriousness.
- In cases where a police investigation is not considered appropriate we have a range of sanctions and support available for use, including monitoring, counselling and isolation in school.
- Our primary source of support in any instance where substance misuse is identified or suspected, and is impacting negatively upon a student's behaviour, is the U19s SMS. Suspicions may be prompted by attendance or behaviour problems, by deterioration in academic performance/interest or by a range of other changes in a student's behaviour. Following an initial assessment, the U19s SMS may refer the student to another service to act as the Lead professional, particularly where co-existing difficulties are prioritised above the substance misuse issue.
- Fixed term exclusions are likely to be imposed as a sign of seriousness the school attaches to such incidents. In all cases resulting in exclusion, the LEA will inform the U19s SMS who will respond within 5 days.
- Dealing in drugs as opposed to possession will be treated more seriously with longer fixed term exclusion or permanent exclusion being considered depending on the situation.
- Our pastoral team will consider what further interventions and support should be put in place. These may include the involvement of our School Nurse or the Youth Development Service. Students may be invited, or required to attend individual or group sessions.

- We will review our DATE programme and seek advice from the PSHE Advisory team to ensure relevant learning opportunities are made available.
- In the most serious situations exclusion (and, ultimately, a permanent exclusion) will be considered. If exclusions are implemented, the school will ensure that appropriate support is in place. Where appropriate, we will consider sanctions which withdraw certain privileges and freedoms.

Family issues

Where problems with family substance misuse are identified, the school will work with the family and appropriate agencies including Social Services, the Family Substance Misuse Service, and Young Carers as appropriate to ensure that the family and therefore the student has support.

Staff issues

All our staff are responsible for adherence to and implementation of this policy. Staff requirements are further contained within their own professional and employment terms and conditions. In order to support them, we will make available a range of training and personal development opportunities including:

- Basic drug awareness training
- First aid and emergency procedure training
- Confidentiality, child protection and safeguarding training

In addition, the specific development needs of those delivering the DATE programme are considered and support and training is taken from the PSHE advisory team.

Curriculum

Drug alcohol education is delivered within our Personal, Social and Health Education programme and also forms part of the statutory science curriculum.

Content and delivery are informed by national guidance and statutory requirements as well as local guidance. The curriculum also reflects our school's ethos and the identified needs of our community.

The goal of DATE is for students to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to their own actions, both now and in their future lives.

The DATE Programme is delivered by a specialist team of staff, the co-ordinator of which is Lesley Naylor: The programme is delivered across the 5 years with each year group receiving an hour lesson every fortnight.

Our DATE programme incorporates a range of teaching and learning opportunities which are appropriate to the age, understanding and ability of students.

We recognise and value the contributions towards our DATE programme by visitors especially, U19s SMS, Sussex Police the School Nurse service and other local service providers. When they are made, these contributions form a part of our planned programme.

Implementation and dissemination

The headteacher and board of governors are responsible for the dissemination and implementation of this policy, supported by the Senior Leadership Team.

The policy (which has been widely shared and consulted on during its developmental process) will be available to all our stakeholders.

This policy is available to all staff, students and parents through the schools website.

Monitoring, evaluation and review

This policy is reviewed regularly and should a drug related situation occur, we will consider the need to amend our policy or to add work to our action plan.

Appendix 1

Contact details of local and national support agencies

Local organisations

East Sussex U19s Substance Misuse Service

Ground Floor
St Mark's House
14 Upperton Road
East Sussex
Eastbourne BN21 1EP
Tel 01323 841470
Fax 01323 841380
Email: U19SMS@eastsussex.gov.uk

For information about more localised organisations see the DATE Planning Tool

National Organisations

1. Adfam

25 Corsham Street
London N1 6DR
Tel 020 75537640
Fax 020 72537991
Email admin@adfam.org.uk
Website www.adfam.org.uk

National organisation for the parents and families of drug & alcohol users; provides publications and training.

2. AL-ANON Family Groups UK & Eire

61 Great Dover Street
London SE1 4YF
Helpline 020 740 30888 (1000 – 2200 every day)
Fax 020 737 89910
Email enquiries@al-anonuk.org.uk
Website www.al-anonuk.org.uk

Al-Anon is world-wide and offers understanding and support for families and friends of problem drinkers, whether the alcoholic is still drinking or not. Alateen, a part of Al-Anon, is for young people aged 12 to 20 who have been affected by someone else's drinking, usually that of a parent. For details of meetings throughout the UK and Eire please contact the helpline.

3. Alcohol Concern

64 Leman Street
London E1 8EU
Tel 020 7264 0510
Fax 020 7488 9213
Email contact@alcoholconcern.org.uk
Website www.alcoholconcern.org.uk

Alcohol Concern is the national voluntary agency on alcohol misuse. Its principal aims are to reduce the incidence and costs of alcohol related harm and to increase the range and quality of the services available to people with alcohol-related problems. The website provides downloadable fact sheets on topics including good practice, research and prevalence.

4. Alcoholics Anonymous

PO Box 1
10 Toft Green
York YO1 7ND
Tel 01904 644026 (admin)
08457 697 555 Helpline (24 hour)
Fax 01904 629091
Website www.alcoholics-anonymous.org.uk

World-wide fellowship of men and women who share their experiences to help others to recover from alcoholism. AA website has detailed information for drinkers and professionals, group meetings and self-help groups.

5. Drugscope

Prince Consort House
Suite 204 (2nd Floor)
London EC1R 3BW
Tel 020 7520 7550
Fax 020 7520 7555
E-mail info@drugscope.org.uk
Website www.drugscope.org.uk

National centre of expertise on drugs provides drug information

10. Re-Solv

(Head Office) 30a High Street
Stone, Staffordshire
ST15 8AW
Tel 01785 817885
Monday-Friday 0900-1700 excluding public holidays
Helpline 01785 810762
Website www.re-solv.org
E-mail office@re-solv.org

Re-Solv is the national charity for the prevention of solvent and volatile substance abuse (VSA).

Publications, information, schools work and training.

11. Drinkline

The national alcohol Helpline Tel 0800 917 8282

12. FRANK the National Drugs Helpline

Tel 0800 77 66 00

WEBSITES

These are a few key services in addition to those already listed under national organisations. A comprehensive range of links is available through:

Drugscope
(www.drugscope.org.uk)

Alcohol Concern
(www.alcoholconcern.org.uk).

www.safeineastsussex.org.uk

Drug and Alcohol Action Team website has details of services in East Sussex, training, meetings, drug strategy and much else.

www.drugs.homeoffice.gov.uk

Cross government website to support the national drug strategy and the work of drug action teams including detailed information on the strategy. It also includes the registration point for FRANK.

www.talktofrank.com

www.wiredforhealth.gov.uk

Health information for teachers covering key stages 1 to 4. Information on national grid for learning, the gateway to resources on the internet.

www.sussedaboutdrugs.net

Local East Sussex service provided by Health Promotion, with drug information for young people, students and parents.

www.cauk.org.uk

Cocaine anonymous Helpline 0800 612 0225
For cocaine/crack and other substances

www.knowcannabis.org.uk

This website can help users assess their cannabis use, its impact on their life and how to make changes if they want to. It also includes information and a self-help programme.