



St Augustine's Catholic College

Drugs Procedure



Many schools - one goal.

This Procedure should be read and understood in conjunction with the following documents and policies:

- Child Protection Policy
- Behaviour Policy
- Teaching, Learning & Curriculum Policy
- Health & Safety Policy
- Data Protection Policy
- Complaints Policy
- Whistleblowing Policy
- Wiltshire Health & Safety Manual
- Drugs|: Guidance for Schools (2004)
- College's Code of Conduct
- Equalities Policy

This procedure is written in two parts:

- **Part A** which sets out the College's roles and responsibilities with regards to educating young children about drugs, their use and misuse.
- **Part B** which sets out the definitions, principles and procedures to be followed when dealing with a drug related incident

This Procedure has been devised by the staff and governors (and in consultation with children and parents) with due regard to the relevant documents. This Procedure applies to all staff, pupils, parent/carers, governors, visitors and partner agencies working with our college.

PART A – DRUG EDUCATION

Principles

Drug education comes under the umbrella of PSHEE and Science and reflects our statutory duty to provide a balanced and broadly based curriculum that:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the College and of society
- prepares pupils for the opportunities, responsibilities and experiences of adult life

Details of the schemes of work for Religious Studies and Science plus information on when the different topics are taught may be found within the relevant departments.

Philosophy

- Central to our ethos is that **St Augustine's Catholic College** should be both a safe and enjoyable place where children are free from harm.
- We want our pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but that every drug also has the potential to harm. All drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social status, their uses and effects.
- Children need to know the facts about drugs, both legal and illegal and what constitutes a drug. An effective drug education programme will enable them to make healthy and informed choices by:
 - increasing knowledge and understanding of drugs and their affects

- challenging their attitudes
- developing their sense of self-worth and self-esteem
- helping them to develop and practise skills

Aims

- Drug education in St Augustine's Catholic College aims to equip children with the understanding and ability to make healthy, educated and informed choices, by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practising decision making skills.
- It is based on national and local guidelines and is appropriate to the age and experience of our pupils as well as taking into consideration any specific special needs which children might have.
- Through our drug education programme we aim to:
 - give children accurate information about drugs and their affects
 - encourage responsible behaviour in relation to drug use and misuse
 - promote positive attitudes towards healthy lifestyles
 - challenge and try to modify behaviour that could be harmful to health and relationships

Key roles and responsibilities

- The member of staff responsible for drawing up the Drug Education Procedure is **Mr. A Holbrook**. The implementation of the Drug Education Procedure is the responsibility of several members of staff with delegated responsibility. The governor with responsibility for PSHEE and for Child Protection is **Mrs. Judith Starkey**.

Definition of drugs

- A drug is defined as a substance which, when taken into the body, changes the way we feel, the way we perceive things and the way our body works.
- This definition includes illegal substances and legal substances such as alcohol, tobacco, solvents and medicines.

Content and Delivery

- Normally the curriculum will be delivered by the subject teacher or another teacher who may have had specialist training in drug education.
- Where possible, Wiltshire Police and the County Adviser, Drugs, will be used in a planned way where they can add value to the College's programme(s).
- A range of techniques will be employed when delivering the curriculum to encourage active learning and maximum participation, for example:
 - Drama
 - Class discussion
 - Group work
 - Research (using websites and publications)
 - Quizzes
 - Videos / DVDs / ICT

This should not be viewed as an exhaustive or exclusive list as techniques will alter in response to the needs, understanding and abilities of the children.

- The children's initial level of understanding will be assessed through elicitation and lessons planned with reference to the frameworks for PSHEE and the National Curriculum Science Orders.
- The needs of vulnerable pupils and those with SEN will be assessed on a 'case by case' basis. Where appropriate, this will be done in consultation with parents.
- A sample of students will be asked to join with their subject teacher and the PSHEE Co-ordinator to evaluate the curriculum that has been delivered. Their opinions will help us to develop the curriculum in line with the needs and responses of children. The PSHEE Co-ordinator will also discuss with those teachers and agencies concerned the effectiveness of the lessons that are delivered and any changes that are felt to be required.

PART B – MANAGEMENT OF DRUG RELATED INCIDENTS

Principles

- The possession, use or supply of illegal drugs and other unauthorised drugs within the College boundaries is unacceptable and is not permitted either by children or adults connected to the College.

- The first priority in managing any drug related incident is the health and safety of the College community and supporting the needs, both physical and pastoral of those involved.¹
- Where an incident falls under the category of child protection, procedures as outlined in the Child Protection Policy need to be followed.
- Where an incident does not fall into the category of child protection, the procedures outlined in this policy should be followed.

Philosophy

- Pupils need to feel able to talk to members of staff about drug related problems without fear of being judged or reprimanded. Teachers and those dealing with such incidents need to understand questions of confidentiality together with legal responsibility. (Appendix D details the basic principles and procedures that members of staff should follow when dealing with a drug related incident).
- College management of sensitive issues, including incidents involving theft, bullying and drugs, should be seen in wider terms than simply issues of law or rule breaking. A more complex understanding and flexible approach to such incidents, while not condoning inappropriate behaviour, is more likely to result in a positive outcome for the individual and College community. However, it is important that we recognise and work within the legal framework and guidelines to ensure good practice.

Key roles and responsibilities

- The Head of Pastoral is responsible for coordinating the management of drug related incidences in consultation with the Head Teacher including the involvement of outside agencies in line with agreed procedures. In the absence of the Head of Pastoral, the incident will be coordinated by the Headteacher or a member of the SMT and set procedures will be followed.
- The Head of Pastoral should be aware of both local and national guidance regarding the management of drug related incidents to ensure a consistent and informed approach is undertaken.
- All staff should be made aware of the College procedures for managing incidences (as outlined in Appendix D), including when to pass on information and to whom and this is the responsibility of the Head of Pastoral. This Procedure should be included in the induction information for all new staff.
- All members of the Senior Leadership Team must have a working knowledge of the procedures in the event that the Head of Pastoral is absent from the premises when an incident occurs.
- The College has a clear procedure in place to meet the needs of those pupils who require prescribed medication to be administered during College hours which is in line with LA Guidelines. Procedures as detailed in the Wiltshire LA Health and Safety Manual are followed at this College. The College can refuse to administer medication as long as such refusal does not conflict with their duty of care under the Disability Discrimination Act 1995 or the Equality Act 2010. Office staff who are normally responsible for the administration of prescribed medication are aware of the procedures and who to consult should they be presented with an unfamiliar situation.

Responses to Drug Related Incidences

- Incidences can be varied and it is therefore difficult to give a set procedure or response for every possible incident however, the response of the College needs to be proportionate and operate within a legal framework, whilst considering the pastoral needs of those involved and the range of options available.
- It is necessary to assess each instance according to the circumstances surrounding it and the pupil/s involved. Any response should balance the needs of the individual with those of the wider college community aiming to provide pupils with the ability to learn from their mistakes and develop as individuals. As drug problems rarely occur in isolation, a holistic approach may be more appropriate than one that focuses solely on the drugs.
- The Head of Pastoral should coordinate the response to a drug related incident, including consultation with the Head teacher, College governors and outside agencies.
- When dealing with a medical emergency first aid should be administered, where appropriate, by the College in the first instance with additional medical expertise being sought as needed. More detailed procedures are given in Appendix D.
- The Head of Pastoral must investigate the nature and seriousness of each incident. They should inform, consult and involve others as necessary. Guidance in responding to incidences is given in greater detail in Appendix A, Section 5.

¹ For definitions of terms used in this policy see Appendix C

- After having established the nature of the incident and the needs of all concerned, an appropriate response can be chosen from the range of possible responses. Possible responses that can consider include:
 - early intervention and targeted prevention
 - referral
 - counselling
 - behaviour support plans
 - inter-agency programme
 - fixed-period exclusion
 - pastoral support programme
 - permanent exclusion
- Some responses may serve to enforce College rules. Any sanctions should always be justified in terms of:
 - the seriousness of the incident
 - the identified needs of the pupil and the wider College community
 - consistency with published College rules, codes and expectations
 - consistency with disciplinary action for breaches of other College rules (such as violence, theft, bullying)
- There is no legal duty to inform parents/carers about a young person's involvement in a drug related incident but as a College we would normally involve parents/carers and explain how the College intends to respond to the incident and the pupil's needs. Any decision as to whether or not parent/carers should be informed must be taken in the best interests of the child concerned and with reference to confidentiality and child protection.
- Parents/carers are encouraged to approach the College with any drug related issues or concerns that they have regarding their own child so that appropriate support can be given.
- As with drug education, the College must identify vulnerable children and endeavour to provide them with appropriate support through the curriculum, pastoral system or referral to other services.
- The College has no legal obligation to report an incident involving illegal drugs to the police but not informing the police might be counter-productive to the College and wider community.
- The police should be involved in the disposal of suspected illegal drugs found on the College premises. The College does not have to divulge the name of the pupil from who the drug was taken.
- The police can be approached to give advice on a case by case basis without the name/s of those involved having to be divulged.
- The College can search pupils with their consent for any item which is banned by the College rules and are not required to have formal written consent.
- The College should make it clear in their behavioural policy and in communication with parents what items are banned.
- The Head Teacher or member of college staff (as authorised by the Head Teacher) may carry out a search without the pupil's consent under specific conditions. There must be reasonable grounds for suspecting that a pupil has a prohibited item in their possession.
- A member of staff can refuse to carry out a search when the pupil refuses to consent even if requested to do so by the Head Teacher.
- The legal basis, definitions and procedures for searches with or without consent are clearly laid out in government guidance 'Screening, searching and confiscation in schools: Advice for Head Teachers, Staff and Governing Bodies (2014 – updated, September 2016). It is important that Head Teachers are familiar with this document and the steps and procedures laid out in it.
- Staff may search college property (e.g. desks or lockers) if they believe drugs to be stored there.
- The Head of Pastoral must inform, consult and involve others as necessary. It is important to listen to what people have to say and to ask open ended questions.
- Staff or adults who discover an incident should be asked to record the event in writing. They should also make notes of conversations which have taken place (bearing in mind the issue of confidentiality as outlined in Appendix D).
- The College will refer to the LA guidelines and the publication, DfE & ACPO Advice for Schools, January 2012 when deciding on the response required once all the available information has been gathered.
- Where the incident involves a member of staff or adult connected with the College who is providing a service to the College it is important to address the professional, health and welfare needs of staff and to ensure that arrangements are in place for appropriate occupational advice and support.

- Teachers have a duty of care to pupils entrusted to the College, including on College trips and residential visits and teachers' misuse of alcohol on such occasions will be treated as a disciplinary matter and a member of staff may be deemed unfit to work if he or she is medically incapable of performing teaching duties and fulfilling their duty of care.
- Where parents/carers are believed to be under the influence of drugs or alcohol whilst on college premises the focus of the staff should always be the welfare of the child rather than the moderation of the adult's behaviour. There may be occasions when teachers may have cause for concern about discharging a child into the care of a parent or carer. In such circumstances the Head of Pastoral or a member of the SLT should be involved (if possible) to see if alternative arrangements can be made for the care of the child. Where repeated incidences place a child at risk or the adult becomes abusive or violent, the incident should either be regarded as a child protection incident, or dealt with accordingly, or the police should be involved.
- A full record must be made of every incident, whether they are emergencies or not. Any sensitive information stored should be secure and should meet the requirements of the Data Protection Act 1998. This is the responsibility of the Head of Pastoral who will request input and information from those involved. It is important to note that the College's records or notes or a conversation may be requested for use in any subsequent court proceedings. The incident will be recorded in detail and the details kept securely.

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

Staffing

Members of staff involved in the creation and implementation of the Drugs Education Procedure document include:

Mr. Alastair Holbrook	Teacher with responsibility for writing and delivering the drugs education schemes of work within Religious Studies Department
Teachers of Religious Studies	Responsible for delivering the drugs education schemes of work within Religious Studies Department
Dr Jacqui Papadopoulos	Teacher with responsibility for writing and delivering the drugs education schemes of work with Science
Teachers of Science	Responsible for delivering the drugs education schemes of work within Science
Mrs Helen Hicks	Head of Pastoral Care + Child Protection Officer
Mr. Joe Alsop	Head Teacher

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