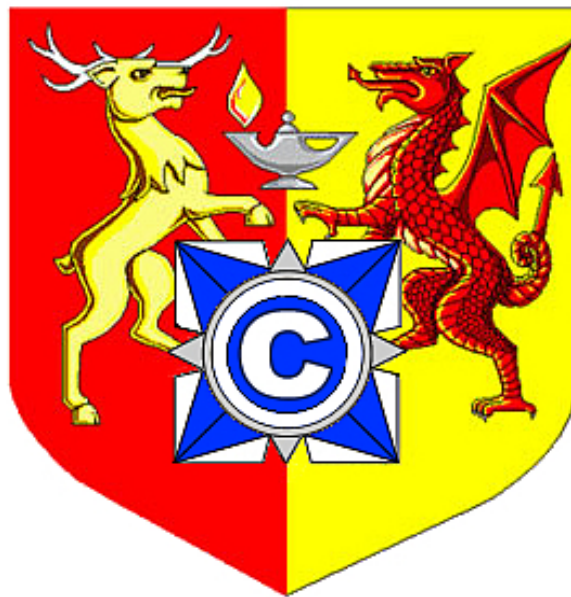


Cantonian High School Ysgol Uwchradd Cantonian



Drug & Alcohol Policy

October 2008
Reviewed April 2010
Reviewed January 2011

"Cantonian celebrates diversity and is committed to working towards equality regardless of race, age, gender, faith, sexual orientation, language or disability. It strives to create an inclusive culture in which every individual, regardless of ability and background, is enabled to participate and is valued as a member of the school community. We therefore promote positive approaches to difference and foster respect for people of all cultural backgrounds. The school complies with the Equalities Act 2010 and references to older legislation in school policies will be amended to reflect this as and when they are renewed"

All policies are available on request in large print format or translated into Welsh or community language

This policy was adopted by Governors on 09 February 2011

POLICY OVERVIEW

In brief, our policy is that:

- Drugs, alcohol and tobacco have no place in Cantonian High School.
- PSE lessons will give all students the chance to learn about substance misuse, including its dangers.
- Students who bring drugs to school or use drugs in a way that affects their behaviour in school may be punished using any school sanctions. External agencies, including the police, may be informed.
- Exclusion, including permanent exclusion, will be the response to: drug dealing on school premises, repeated drug usage, drug usage that threatens the health and safety of others, or possession of drugs while on school premises.
- If a pupil is on short-term medication (eg. antibiotics), their parent/carer is asked to inform the school. Parents retain responsibility.
- The school is informed by the school nurse if a pupil is prescribed medication that needs to be administered during the school day. The school nurse will complete a 'Health Care Plan' and a 'Request for Medication' form with parents/carers. Copies of these forms are kept with the medication.
- Staff who bring to school legal medication needed throughout the school day for personal use must ensure that this is stored securely.
- Staff who abuse substances or encourage substance abuse may face disciplinary action.
- Although recognising that individuals – whether staff or students – who abuse substances risk permanent harm to themselves, our main aim must be to help and counsel. This does not preclude disciplinary action.
- The school is not a main provider of counselling or health care – it is our role to direct a student or staff member towards the right sources of help. We will do the referral when it is appropriate or possible.
- We will normally inform and involve parents in any instance of substance misuse. We will also normally involve the police.

POLICY DETAIL AND PROCEDURES

Definition of “Drugs”

For the purposes of this policy statement the word “Drugs” includes all mood and performance changing substances, both legal and illegal, and including prescribed drugs, alcohol, tobacco and solvents. (See... “Useful Definitions”)

Medicines

Many drugs are lawfully carried as medicines. Children are expected to give prescription drugs (except inhalers) to a member of staff. Non-prescription drugs should not normally be brought to school. If students supply prescription drugs to others in school, this is treated as ‘dealing’ and so this policy applies.

Personnel

While the Headteacher has ultimate responsibility for implementation of the policy, all members of SMT have responsibility for overseeing the management of an incident involving substance misuse.

IN-SCHOOL PROCEDURES (with possible suggestions for action)

Staff who become aware of incidents involving pupils and drugs should inform a member of SMT who will inform the Headteacher.

Immediate action is needed when there is a clear risk to safety. For example:

- An adult collecting a child or young person appears to be under the influence of drink or drugs;
Action: apply locally agreed child protection procedures, involve the police if the health and safety of others may be compromised.
- A child or young person/adults appears ill or unsafe as a result of substance misuse;
Action: consider obtaining medical advice, note relevant facts and inform parent/carer/police.
- Substances are being supplied on, or near premises;
Action: contact police.
- There is ready access to controlled drugs;
Action: contact police.
- The premise has potentially hazardous substance misuse related litter e.g. needles, syringes;
Action: arrange safe removal of litter according to Health and Safety policy, involve police if related to illegal substance misuse.
- Substance misusers behaving aggressively;
Action: seek urgent police assistance.
- A child/young person discloses that they are misusing drugs/substances or their parent or family members are misusing drugs/substances;
Action: contact social services or specialist substance misuse service for

advice on how to respond. Confiscate drugs/substance. Explain that the police may have to be involved.

Less immediate action e.g. observation, interview, consultation with other agencies (including the police), continued monitoring, may be appropriate when there are for example:

- Generalised allegations or concerns about a particular child/young person or family;
- Refuted/inconsistent disclosures;
- Concerns but no evidence of substance misuse or related harmful criminal conduct (such as supply of drugs or other harmful substances);
- Concerns but no evidence of immediate risk to safety.

Actions requiring referral to other organisations (e.g. the police) may include:

- Investigation of criminal activity, including searching persons or personal property;
- Apart from immediate first aid, any health or medical emergency which should be attended by appropriate medical personnel;
- Assessment and providing support and services to vulnerable or troubled children and families are matters for social services;
- Counselling and drug treatment programmes require trained staff, normally accessible through social services, health or specialist substance misuse services.

SURRENDER OF ILLEGAL DRUGS

Some students will offer to voluntarily surrender illegal drugs, particularly if offered anonymity. If this happens, the student should then be warned that it is the school's policy to inform parents in each case. The school always involves the police.

No drugs should be confiscated if there is a possibility that this could hamper a police investigation.

If any drugs are surrendered, they must be clearly labelled and sealed with self adhesive tape into a robust envelope, with the time, date and name of member of staff taking charge of the drugs marked clearly on the outside. These must be handed to the Headteacher or Child Protection Officer as soon as reasonably practical. The local police should be consulted on disposal.

LINKS WITH POLICE / POWERS OF SEARCH PROTOCOL FOR THE INVESTIGATION OF DRUG INCIDENTS IN CANTONIAN HIGH SCHOOL

When school staff are made aware that students are likely to be in possession of, or attempting to trade, illegal drugs on school premises then the following protocol should form strong guidance in determining the sequence of actions:

Quality of Information

The school should attempt to assess the quality of the information –

Is the source of information thought to be reliable?

Are there any other motives for giving this information?

Is the source of information prepared to pass this information without it being anonymous?

Is the information based on direct observation or hearsay?

Would the source wish to remain confidential?

Note: it is only necessary for the information to appear to be reliable. It does not need to be proven in advance.

Contact with Parents

There should only be a reasonable attempt to contact parents to inform them that a search will be taking place. Parents do not have the right to prevent such a search nor delay it unduly. The police are limited in their powers to detain a person in advance of a search.

If parents can be contacted and are able to attend the school site, they should be escorted to the room in which the search is to take place.

Contact with Officers

When information is passed to the police, a search should be requested. If pupils are requested to provide write-ups of incidents they have been involved with or witnessed, these must be referred to as 'write-ups in order to clarify facts', not as statements, which it is the duty of the police to obtain.

On attending, officers should be briefed as to the nature of the allegation and the confidence in the source of information. They should be escorted to the room in which the search is to take place.

If the child is already present, they should then be escorted to this room for the search to be conducted. If the parents are not present a member of school staff (teaching or non-teaching) must be present throughout the search. Note that although some questioning associated with the search is allowable, no formal interview must be permitted unless parents are present. It is very unlikely that such an interview would take place on school premises.

If the student must be collected from a teaching room or other area within the school wherever possible this should be done by two adults of the same sex as the pupil. Staff should be wary of any attempt of the student to escape to jettison drugs, or attempt to pass drugs to any other student either in the classroom or on the way to the search.

Awareness

This protocol should be communicated to all staff who may make initial contact with the police. Such contact should normally be limited to:

- The Headteacher
- A member of SMT
- The Child Protection Officer

Out of School Procedures

The school has no role in dealing with drug incidents outside school hours and premises other than:

- On school trips and visits, when the same rules and procedures should be applied as far as is reasonable and practicable.
- While the pupil is in school uniform or is representing the school.
- To the extent that the effect of some substances may persist into school time.
- By passing information onto relevant agencies when the safety or well being of students is threatened.
- To assist police in preventing the use of land surrounding the school for drug trading.
- Whilst the pupil is travelling to and from school

On residential trips with sixth form students, staff must not allow students to use alcohol unless

- 1) the student is over 18 and agrees that alcohol usage will be responsible; and
- 2) the alcohol is a maximum of 2 units of wine, beer or cider consumed with a meal in a restaurant.

PROCEDURE FOR DEALING WITH YOUNG PEOPLE AFTER AN INCIDENT

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a student to behave inappropriately will not be seen as a mitigating factor – the behaviour will be punished using the normal range of school sanctions, which may include exclusion, either fixed-term or permanent.

It would be normal practice to contact police according to the agreed protocol if a search is required or if there is a concern about dealing in illegal drugs.

Permanent exclusion is an appropriate punishment for using or possessing alcohol or drugs on school premises. The decision whether or not to exclude a pupil, and the nature of the exclusion, rests with the Headteacher.

A child found to be dealing drugs will be permanently excluded from school. This means selling drugs for cash or other goods.

It is not the role of the school to provide medical care to those under the influence of drink or drugs. If a child is at risk because of impaired mental/physical state, parents should be contacted and required to take control of their child. Failing that, any emergency contact could be asked to assist. Failing that, social services and police can be called for advice. However, if the school is concerned about the pupil's health & safety, an ambulance may be called. Parents/carers will be required to attend hospital immediately. The school cannot release staff to attend.

A child must not be released to walk, cycle or catch the bus home if there is concern about mental/physical impairment resulting from drink or drugs. If necessary, reasonable force may be used to restrain the child. Any employee is authorised to use force in these circumstances.

Refer to the school's Child Protection Officer.

INFORMING PARENTS

Parents should be informed of any drugs related incident unless:

- There are child protection concerns
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the child for another reason.

Parents would normally be contacted directly by telephone in the event of proven or suspected drug usage.

PROCEDURE FOR DEALING WITH INCIDENTS INVOLVING STAFF

- Staff attention is drawn to the Code of Professional Conduct & Practice for Registered Teachers (GTCW).
- Substance-misuse-related incidents involving staff are subject to Cardiff County Council's employment and disciplinary policy and procedures, as adopted by the Governors of Cantonian High School.
- Substance misuse on school premises or in school time will result in suspension and the disciplinary policy being applied.
- Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student or staff safety is at risk, the member of staff can be suspended pending disciplinary action. This may include dismissal.
- Supply of illegal drugs or alcohol to school students or other staff members in school or on school visits is potentially gross professional misconduct and would normally be reported to the General Teaching Council for Wales and the police. Suspension would be a normal consequence while an investigation took place.

MEDIA CONTACT

Staff must not report incidents and/or issues concerning drug misuse to parents, to the local press and media generally. The Headteacher, in consultation with the LEA and Governors will deal personally with all media matters.

CURRICULUM ISSUES

The approaches used for substance misuse education should provide opportunities for issues to be explored as well as information to be gained. Largely, education about substance misuse takes place in PSE and Science lessons.

Account should be taken of:

- The knowledge children and young people already have
- What they need
- What they are able to say and do
- What responsibilities they can take
- How they feel
- What anxieties they might have
- Evidence from research as described below

Evidence from research on the effectiveness of substance misuse education shows that no single method is effective alone and multi-faceted sustained approaches are more productive.

The methods used should:

- Identify clear learning outcomes
- Emphasise enquiry and investigation rather than formal presentations
- Offer structured opportunities for discussion in pairs and groups of various sizes
- Involve an appropriate balance of planned learning activities, including questionnaires, games, surveys, role-play, case study and discussion
- Allow for graphic as well as written and oral responses
- Stimulate interest and motivation without resorting to sensationalism

Research shows that young people value approaches that provide:

- Consistent accurate information presented simply and clearly
- Informative and accessible reading material
- Access to peers and credible adult experts, in addition to teachers/youth workers
- Stimulating and enjoyable tasks
- Appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part

Evidence suggests that substance misuse education is not effective when it relies solely upon:

- Stand alone or one off talks and sessions which are not part of a whole organisation programme
- Fear arousing approaches. Reliance on using this approach alone has been shown to lack credibility and may at worst glamorise substance misuse. Research has shown such approaches are not effective particularly in the long term.
- Information only. Evidence shows that information approaches alone will not change behaviour. Information does have a role as part of a broader life skills approach.
- Single messages e.g. just say no. Such approaches may limit open, honest debate and discussions, which are building blocks of effective

