

## Substance Misuse Policy

**This policy is applicable to:** South Hunsley School and South Hunsley Sixth Form College

**Intended audience:** Parents, Students, Staff

**Version 3.0**

<p><b>Important:</b> This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p><b>Name and Title of Author:</b></p>	<p>Tom Sergeant, Assistant Headteacher</p>
<p><b>Name of Responsible Committee/Individual:</b></p>	<p>South Hunsley School and Sixth Form Local Governing Body</p>
<p><b>Implementation Date:</b></p>	<p>Summer 2021</p>
<p><b>Review Date:</b></p>	<p>Summer 2023</p>
<p><b>Target Audience:</b></p>	<p>All Staff, Parents, Students</p>

# Substance Misuse Policy

## Contents

<b>Introduction .....</b>	<b>3</b>
1. The role of schools.....	3
2. Aims of the policy .....	3
3. Definitions of Drugs .....	3
<b>Reducing Demand.....</b>	<b>4</b>
1. Working with parents/carers.....	4
2. Drug Education in School.....	4
3. County Lines.....	4
<b>Drug Related Incident Management .....</b>	<b>5</b>
1. Principles.....	5
2. Staff Responsibilities.....	5
3. Drugs or Associated Paraphernalia in School or on School Trips .....	5
a. Reporting Incidents and Concerns.....	5
b. Responding to Incidents of Concerns .....	5
4. Storage and disposal.....	6
5. Search and Confiscation .....	7
6. Police Involvement .....	7
7. Involving parents .....	7
8. Parents/Carers Under the Influence of Drugs on School Premises.....	7
<b>Information Sharing and Multi-Agency Working .....</b>	<b>7</b>
<b>Monitoring and Evaluation.....</b>	<b>7</b>
<b>Appendix 1 – Current Drug Education Curriculum Plan.....</b>	<b>9</b>
<b>Appendix 2 - Useful Organisations.....</b>	<b>10</b>

# Introduction

## 1. The role of schools

Illegal drugs, unauthorised drugs and other drug-related paraphernalia are unacceptable within the boundaries identified with this policy. Staff and students have a responsibility, in relation to authorised drugs, to adhere to the school's policy and procedures for managing medicines. The first concern in managing drugs is the health and safety of the school's community and meeting the pastoral and health needs of the students.

As part of the statutory duty on schools to promote students' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Government's 'Drug Strategy 2017', the 'DfE and ACPO drug advice for schools' and associated legislation and guidance ensure that school staff have the information, advice and authority to:

- Provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service.
- Adopt a multi-agency approach and work with local voluntary organisations, health partners, the police, Youth Offending Service and others to prevent drug or alcohol misuse.
- Conduct search and confiscation for prohibited items legally, to reduce the impact of these in school.

## 2. Aims of the policy

The aim of the policy is to:

- Clarify the legal requirements and responsibilities of the school.
- Reinforce and safeguard the health and safety of students and others who use the school.
- Clarify the school's approach to drug use for all staff, students, governors, parents/carers, external agencies and the wider community, including students who are on Alternative Learning Programmes or on Vocational Placements with other providers.
- Give guidance on developing, implementing and monitoring the drug education programme.
- Enable staff to manage drug related incidents on school premises with confidence and consistency and in the best interests of those involved.
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school.
- Provide a basis for evaluating the effectiveness of the school's drug education programme and the management of incidents involving illegal and other unauthorised drugs.
- Reinforce the role of the school in contributing to local and national strategies.

Staff should treat drugs misuse as a Child Protection issue which will be dealt with in the best interests of the student and the wider school community.

This policy should be read in conjunction with the following related policies:

- Child Protection Procedure.
- Behaviour Policy.
- Managing Medicines Policy.

## 3. Definitions of Drugs

For the context of this policy, drugs are defined as:

*A substance people take to change the way they feel, think or behave.*

This includes, but is not limited to:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971).
- All legal drugs, including alcohol, tobacco and 'legal highs'.
- Volatile substances and new psychoactive substances such as ketamine, khat and alkyl nitrites.

- All over-the-counter and prescription medicines.

This is the definition that we have adopted for our drug policy and this broad definition is reflected throughout the policy, in dealing with drug incidents and in the drug education curriculum.

Information relating to the management of prescribed or over the counter medicines can be found in more detail in the school's Managing Medicines Policy.

## **Reducing Demand**

The primary focus within school is to adopt an approach which suppresses demand from students through appropriate education and engagement.

### **1. Working with parents/carers**

The school recognises the need to work with parents/carers and students to provide effective drug education. Parents/carers are invited to share ideas for drug education and the management of drug related procedures are made clear to parents/carers and students. In seeking close partnership with parents/carers we aim to complement and support their role as parents in educating our students.

### **2. Drug Education in School**

Effective, evidence-informed drug education is a key element of drugs prevention and reducing demand. Drugs education is delivered as part of the school's PSHE curriculum, overseen by an appropriate member of leadership with suitable knowledge of the content who will lead the development of curriculum plans which meet the needs of the National Curriculum as well as our local context.

Drugs education is taught by a team of informed teachers, who follow a clear programme of drugs education. The current curriculum plan for which (under constant review) can be found in Appendix 1.

External visitors are used, as appropriate, to compliment this teaching and reduce the risk of students engaging in drug use.

Specialist teachers engage in a CPD programme to ensure that their knowledge is up to date, using resources such as FRANK. All school staff are updated regarding the local context at appropriate intervals to ensure vigilance and pastoral and safeguarding leaders meet with those leading the PSHE curriculum to ensure that content is appropriate to the local context and current trends.

The drug education programme also signposts students to appropriate support where necessary.

### **3. County Lines**

Students are taught about the dangers of gangs and County Lines involvement to deter their engagement and to allow them to know how best to seek support if they feel they are being groomed into a County Lines operation.

Where the school has a concern regarding potential involvement of students in County Lines operations these concerns are shared with appropriate agencies, with parental consent (See section on Information Sharing for where consent can be overridden).

Staff are updated, at appropriate intervals, regarding County Lines, the risk this poses to young people and how to ensure that they remain vigilant for signs of involvement. All concerns are recorded on the school's Child Protection Management System (CPOMS).

# Drug Related Incident Management

## 1. Principles

The over-riding principle for managing drug-related incidents **in school** is the welfare of the individuals concerned and that of the wider school community. We encourage open dialogue with students, parents/carers and the wider community which will help to identify the potential scale of the problem. Students must trust the adults who deal with the information to use their discretion.

In every case of an incident involving drugs, the school will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. Possible agencies include:

- Local Authority Designated Officer
- School nurse and Local GPs
- Childrens' Social Care
- Police Community Support Officers and School Liaison Officers
- Youth Services
- Youth Offending (and Pre-offending) Service
- Other agencies providing specialist help

## 2. Staff Responsibilities

All incidents of drugs in school will be overseen by the Headteacher, Deputy Headteacher for Student Support or Assistant Headteacher for Safeguarding.

Although responsibility for aspects of an incident, including search and confiscation may be delegated, oversight will remain with one of the colleagues above to ensure that the policy and associated legislation is complied with.

## 3. Drugs or Associated Paraphernalia in School or on School Trips

### a. Reporting Incidents and Concerns

- The school and all staff will be vigilant and responsive to all information received and the appropriate Assistant Headteacher will ensure a log of incidents and information is maintained.
- All staff should pass on any relevant information to the appropriate Assistant Headteacher. This information could take the form of:
  - Suspicion, rumour or overheard conversations.
  - Observation.
  - A reported incident.
  - Personal disclosure by a student.
- Staff should treat drugs misuse as a Child Protection issue which will be dealt with in the best interests of the young person, the family and the school.
- Parents/carers will be informed of any concerns about a student, even where there is little or no substantive evidence, so that the partnership between home and school is based on openness and trust. The school will treat information given by parents/carers with discretion.
- The school will maintain a close liaison with local police over drug-related incidents and concerns including those of a legal or illegal nature.

### b. Responding to Incidents of Concerns

Drug incidents may include:

- Drugs or associated paraphernalia found on school premises.
- A student demonstrates, perhaps through actions or play, an inappropriate level of knowledge for their age.
- A student is found in possession of drugs or associated paraphernalia.

- A student is found to be supplying or making / accepting payment for drugs on school premises (friends sharing drugs / student being coerced to supply drugs, a group of friends taking it in turn to bring drugs in for their own use).
- A student, parent/carer or staff member is thought to be under the influence of drugs.
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area.
- A student discloses that they or a family member/friend are misusing drugs.

Following any of the above incidents being reported, a careful investigation will take place to judge the nature and seriousness of each incident, the needs of those involved and the most appropriate response. Questions considered will include:

- What does the student have to say?
- Is this a one-off incident or an established pattern of behaviour?
- Is the drug legal or illegal?
- What quantity of the drug was involved?
- What was the student's motivation?
- Is the student knowledgeable and careful or reckless as to their own and others' safety and how was the drug being used?
- What are the student's home circumstances?
- Does the student know and understand the school policy and school rules?
- Where does the incident appear on a scale from possession to intent to supply.
- If supply of illegal drugs is suspected, how much was supplied, and was the student coerced into the supply role, were they 'the one whose turn it was' to buy for others, or is there evidence of organised or habitual supply?

Any response, following investigation, will balance the needs of the individual with those of the wider school community and aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

Possible responses include, but are not limited to:

- Early intervention and targeted prevention.
- Referral to substance misuse specialist.
- Counselling.
- Behaviour and Pastoral Support plans to minimise risk of permanent exclusion.
- Inter-agency programmes with Youth Services / Youth Offending Service.
- Fixed term exclusion.
- Managed Move.
- Referral to Alternative Provision.
- Permanent Exclusion.

Some responses may serve to enforce and reinforce school rules. Any sanctions will always be justifiable in terms of:

- The seriousness of the incident.
- The identified need of the student and the wider school community.
- Consistency with published school rules, codes and expectations.
- Consistency with disciplinary action for breaches of other school rules (such as theft, violence or bullying).

#### **4. Storage and disposal**

Where a student or adult on school premises is found to be in possession of an unauthorised drug, it will be confiscated. If the drug is, or is suspected to be illegal, the school will contact local policing for discussion and

advice. Illegal substances will be handed to the police to be legally destroyed as soon as possible and not stored on the school site. Where illegal drugs have to be stored until they are able to be handed to a police officer, they will be stored in a locked cupboard with a clear inventory.

### **5. Search and Confiscation**

In line with current legislation, school staff have the powers to search students and their possessions, where there are reasonable grounds to suspect that a student is in possession of a prohibited item, including drugs and related substances or paraphernalia. More details regarding search and confiscation can be found in the school's Behaviour Policy.

### **6. Police Involvement**

Where illegal drugs (or items suspected to be illegal drugs) are found on school premises, the police will be contacted. Either via 101 or our local community policing team through the Safer Schools' Partnership.

### **7. Involving parents**

Where a student is suspected of an incident involving illegal or other unauthorised drugs, parents will be informed, with the exceptions outlined in the schools' Child Protection Procedure where this may put the child in increased risk or, through consultation with SaPH and / or Police, it is felt there is sufficient risk to the child to override parental consent, when not given.

### **8. Parents/Carers under the Influence of Drugs on School Premises**

When dealing with parents/carers who appear to be under the influence of drugs (legal, illegal and including alcohol) on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, discuss with the parent/carer if alternative arrangements could be made, for example, asking another parent/carer to accompany the child home. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of parent's/carer's behaviour.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parents/carer becomes abusive or violent, staff should consider whether to invoke child protection procedure and/or the involvement of police. A full record of the incident **will be made** on the school's online safeguarding log (CPOMS)

## **Information Sharing and Multi-Agency Working**

South Hunsley School adopts a multi-agency approach with regards to drugs and drug-related concerns. Members of the Senior Leadership Team meet with appropriate agencies, including but not limited to Police, Youth Offending Service, Safeguarding & Partnership Hub and Social Services to share information and concerns relevant to tackling drug use within the local community as appropriate. This is always done whilst ensuring sensitive information is only disclosed in line with the student's rights and needs.

Parental consent will be sought when sharing information with other agencies, with the exceptions outlined in the schools' Child Protection Procedure where this may put the child in increased risk or, through consultation with SaPH, it is felt there is sufficient risk to the child to override parental consent.

## **Monitoring and Evaluation**

The delivery of drugs education is monitored and evaluated regularly. We use staff and student feedback along with discussion between staff involved to evaluate information given and concepts covered. Incident data is also reviewed so that intervention can be appropriate and targeted if patterns develop.

Governors, including the Designated Safeguarding Governor are updated as appropriate regarding drug issues that affect the school, including those that result in exclusion.



# Appendix 1 - Current Drug Education Curriculum Plan

## Year 7 Unit 4: Staying Safe Online and Offline

**Key themes studied:** *Social Networks and Staying Safe; Drugs; Alcohol; Nicotine; Gangs*

Lesson 1: Why not to join a gang

Lesson 2: Staying Safe Online (social Networks)

Lesson 3: Fortnite and Safety in Gaming

Lesson 4: Drugs - Alcohol

Lesson 5: Drugs - Nicotine

## Year 8 Unit 5: Staying Safe Offline and Online

**Key themes studied:** *County Lines (Gangs); Drugs; Online Safety; Grooming; Drugs and Substance Misuse*

Lesson 1 - County Lines - What is it (Gang Culture)

Lesson 2 - County Lines - Who is at risk

Lesson 3 - Substance Misuse

Lesson 4 - Cyber Bullying and online safety

Lesson 5 - Grooming (Boys & Girls)

Lesson 6 - Drugs - Alcohol and Society

## Year 9 Unit 3: Legal and Illegal Drugs

**Key themes studied:** *Drugs Education; Addictions; Drug classification (The Law); Negative impacts of drug abuse*

Lesson 1 - Introduction to Drugs Education

Lesson 2 - Different Types of Addictions

Lesson 3 - Cannabis Products

Lesson 4 - Drugs and their Classifications

Lesson 5 - Illegal Drugs (Party Drugs)

Lesson 6 - Drugs Illegal (Class A and B)

## Year 10 Unit 2: Mental Health and Wellbeing

**Key themes studied:** *Child Sexual Abuse; Mental Health; Emotional Wellbeing; Suicide and Self Harm, substance abuse*

Lesson 1- Child Sexual Abuse (CSE)

Lesson 2 - Screen Time & Safe use of Mobile Phones

Lesson 3 - Common Types of Mental Ill Health (Anxiety, Stress and Depression)

Lesson 4 - Self Harm AND SUBSTANCE ABUSE (Causes and Support available)

Lesson 5 - Suicide (Thought and Feelings)

Lesson 6 - Promoting Emotional Wellbeing (Exercise and Mental Wellbeing)

## Appendix 2 - 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](http://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](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://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](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://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](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://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](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://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](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**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/](http://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: [www.drugeducationforum.com/](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](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://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](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**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](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://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](http://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](mailto:information@re-solv.org)

Website: [www.re-solv.org](http://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](http://www.starsnationalinitiative.org.uk)

**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: <https://www.gov.uk/youth-offending-team> 15