

St Margaret's Preparatory School



Safeguarding: Drug & Alcohol Abuse Policy

January 2016

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
Jan 2017	C Douglas	Review	Jan 2018

KEY FACTS:

- ✦ **This policy ensures our school approach to educating pupils about drugs and alcohol is within a framework of good practice. It links to other key policies.**
- ✦ **While promoting pupils' well-being, it sets out how to develop clear procedures for dealing with incidents.**
- ✦ **Pupils are involved in the consultative process.**
- ✦ **It is agreed by the Assistant Director of Education.**
- ✦ **Callum Douglas, Headmaster, will oversee any incidents.**

Our Vision

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

And this is what we aim to do

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

1 Introduction

- 1.1 This document applies to the whole school and to the Early Years (including the Nursery at St Margaret's School). The purpose of this policy is to show how it reflects the whole school ethos and the whole school approach to pupil health and wellbeing.
- 1.2 The aim of this drug and alcohol misuse policy is to acknowledge and clarify our role in drug prevention and education and ensure it is appropriate to meet pupils' needs. It provides information about drug education as well as procedures to respond to any drug-related incident.
- 1.3 This framework aims to offer a model of good practice for procedures to manage any substance related incidents for pupils, teachers, support-staff and outside agencies or individuals.
- 1.4 This school policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils need to receive up to date, relevant and accurate information as well as support.
- 1.5 Definitions and terminology - A drug is defined as any substance which, when taken into the body, affects the chemical composition of the body and how the body functions. The definition includes medicines, volatile substances, alcohol, tobacco, illegal drugs, other unauthorised substances and New Psychoactive Substances (NPS) often referred to as 'Legal Highs'. Drugs here are taken to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc.
- 1.6 This policy applies to all visitors, staff, pupils, parents/carers, those in a governance role for the school and partner agencies working with us. It also applies to any contractors working on site and to anyone hiring the school premises or running a club on site.
- 1.7 It applies e.g. travelling to/from school by bus, pupils in pre and post school care, school clubs and all who use the facilities of the school.
- 1.8 Our policy on medicines in school outlines all procedures and rules with regard to authorised drugs.
- 1.9 This policy should be read in conjunction with the school's mission statement, curriculum policies (PSHE, Science), SMSC, behaviour, safeguarding, health and safety, medicines, first aid and the staff code of conduct.

2 The school's stance on drugs and health

- *This school believes that the possession and/or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate. We also have a strict no smoking policy for our site.*
- Our first concern in managing drugs is meeting the health and pastoral needs of individual pupils in the context of the health and safety of the school community.

3 Statutory Duties

- 3.1 We have a statutory duty to promote pupils' wellbeing and hence have a clear role in preventing drug misuse as part of our pastoral care.
- 3.2 Although there is no statutory requirement to have a drug policy, it is the advice of the DfE, and a requirement for all Cognita schools, that we should have one as a clear procedure for managing any incidents. It is essential to protect staff, parent/carer(s) and children and young people.
- 3.3 Alcohol and tobacco education is non-statutory for independent schools in as far as it is included in National Curriculum Science; to which independent schools are not required to adhere.
- 3.4 The Statutory Framework for the Early Years Foundation Stage (2014) requires the following (3.56): 'Providers must not allow smoking in or on the premises when children are present or about to be present' and we uphold this on our site. This includes offsite trips and visits. Furthermore, practitioners must not be under the influence of alcohol or other substances.

4 Drugs Education

- 4.1 Drugs education is delivered by teachers through our Science curriculum and supported where appropriate by other agencies with an expertise in the field.
- 4.2 We would actively cooperate with agencies such as the Local Authority, police, health and drug agencies.
- 4.3 We aim to provide staff with access to on-going advice, support and training where necessary as part of their own professional development.

5 Staff support and training

- 5.1 All staff are expected to work within the agreed policy and their own professional and employment terms and conditions.
- 5.2 Training will be available to all staff on: basic awareness of drugs (including alcohol), emergency procedures, procedures in the event of an incident, confidentiality and disclosure, and awareness of the drug education teaching programme within Science, PSHE and citizenship and its consistency with the school's values. In addition, any specific professional development needs of teachers delivering aspects of drug education, will be incorporated into individual and team professional development plans when necessary.

6 Management of an incident

- 6.1 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.
- 6.2 We will ensure that all staff, parents/carers and pupils are reminded of these procedures on an annual basis.
- 6.3 We do not allow anyone to possess, produce, supply or offer illegal drugs on the premises in accordance with the Misuse of Drugs Act 1971.
- 6.4 The following will guide staff response to an incident of drug or alcohol misuse.

Initial response and investigation;

Inform senior colleague – who will guide investigation, ensure written record is made and decide about any disposal;

Consider responses, including whether to contact police – including possible disposal and further searching;

Contact parents / carers;

Consider contacting EE, LEA and other support services;

Consider sanctions / support needs of pupil(s) involved;

Draw up and implement action plan.

See Appendix B for full procedures in dealing with drug related incidents.

- 6.5 The school has the powers, with police assistance if necessary, to remove anyone from the site who is causing a nuisance or disturbance. This includes being intoxicated or under the influence of drugs.
- 6.6 The safety of pupils during the journey to and from school is important. If staff have concerns about the safety of a pupil due to parent/carer intoxication then discussion will be held with the adult and consideration given to moving the pupil to a safer environment and / or alternative means of travel home.
- 6.7 Situations requiring first aid will be dealt with immediately as per our school's agreed policies and procedures (see Appendix A). Information about emergency help for people who have had a bad reaction to drugs can be found at <http://www.talktofrank.com/emergency-help>.
- 6.8 In cases of substance misuse or supply on the premises during the school day or during school visits, the case will be discussed with the person and a written record taken (see Appendix C). Parents/carers will be informed by the Headmaster as soon as possible where necessary. The support of outside agencies will be sought if appropriate.

7 Police involvement

- 7.1 While there is no legal obligation to inform the police, they may be involved at the discretion of the Headmaster in consultation with our Education Executive and staff. The school will consider each incident individually and will employ a range of responses to deal with individual incidents. The Education Executive will be involved in all drug-related incidents as they are concerning other matters relating to the school.
- 7.2 We have an agreed sanctions procedure that recognises different types of incidents (including any repeat incidents) which will be applied consistently in all cases. This should be reflected in the scale/seriousness of sanctions (e.g. fixed term exclusions for first or minor offence, permanent exclusion for second or serious offence such as supplying to others or class of drug involved).
- 7.3 The Headmaster takes responsibility for any liaison with the media following the requirements of the Cognita Communications Officer.
- 7.4 If there is a significant seizure of a suspected illegal substance we would inform the police at an early stage; and take steps to minimise handling the substance to aid future forensic investigation.
- 7.5 Legal drugs - the police will not normally need to be involved in incidents involving legal drugs, but we may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the area.
- 7.6 Controlled drugs (including New Psychoactive Substances) - in taking temporary possession of suspected controlled drugs, staff must adopt the following procedures and ensure these are outlined in their school policy:
- ✓ Ensure that a second adult witness is present throughout.
 - ✓ Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present.
 - ✓ Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff. Do NOT dispose of the substance since disposal can now only be done by the constabulary.
 - ✓ Notify the police without delay who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the drugs were taken but the police advise that this is disclosed.
 - ✓ Record full details of the incident, including the police incident reference number if they are involved.

- ✓ Inform parents/carers, unless this is not in the best interests of the pupil.
- ✓ Identify any safeguarding concerns and respond appropriately.

8 Searching, Screening and Confiscations

- 8.1 (DfE: 2014) states that 'school staff can search a pupil for any item if the pupil agrees' noting that the ability to give consent may be influenced by the child's age or other factors.
- 8.2 The Headmaster and staff authorised by her have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items include alcohol and illegal drugs. The law says that the person conducting the search may not require the pupil to remove any clothing other than outer clothing. The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises.

9 The needs of pupils

- 9.1 We understand that schools are an important source of support for pupils experiencing problems with drugs and must ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young person with the duty to safeguard and promote the welfare of the young person and others. See list below for support links.
- 9.2 We follow Essex Safeguarding Children Board (ESCB) policies and procedures.

10 Information sharing

- 10.1 The agreement of the pupil and where necessary, parent/carer will be secured whilst ensuring that pupils' rights and needs are protected and our safeguarding procedures adhered to.
- 10.2 Confidentiality is an important consideration with respect to drugs and the boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive and which the pupil asks not to be passed on, the request will be honoured unless this is unavoidable in order for teachers to fulfill their professional responsibilities in relation to: child protection, cooperation with a police investigation or referral to an external service. Teachers cannot and should not promise total confidentiality.

- 10.3 It may be necessary to invoke child protection procedures if a pupil's safety is under threat. In such circumstances the Headmaster will inform our child protection officer, of concerns. Relevant examples include a disclosure of illegal drug use by a pupil, and reporting of problematic substance misuse in the family home. Where there is disclosure of illegal substance use by a pupil, parents will be informed in all but the most exceptional circumstances.
- 10.4 The Data Protection Act and Crime and Disorder Act all allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent.
- 10.5 If a decision is taken to share confidential information, a written record of any concerns including the reasons for breaching a pupil's confidentiality should be made. The following questions will also be considered:
- How serious is the situation?
 - What immediate and significant risk does the young person face?
 - What implications (both positive and negative) could keeping a confidence have?
 - Could significant harm result from keeping the young person's disclosure confidential?
 - Young people must, whenever possible, be made aware of the limitations of confidentiality before they disclose a confidence.
- 10.6 If a confidence needs to be broken, the school should explain to the pupil (and parents/carers as appropriate):
- Why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected; why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected.
- 10.7 Parental substance misuse has the potential to impact negatively on outcomes for children and young people. Hidden Harm: Responding to the Needs of Children of Problem Drug Users (ACMD: 2003) estimated that 2-3 per cent of children are affected by problematic parental substance use. This estimate only covers parents with serious dependencies on heroin and crack cocaine, and does not account for children affected by alcohol or other drug use in the household.
- 10.8 Substance use in itself is not a reason for considering a child to be suffering or at risk of suffering significant harm although it may be a contributing factor.

10.9 Mrs Elaine Powling, the Headmaster is the person responsible for liaising with the police to agree a shared approach to dealing with any drug-related incidents. Allan Adam is Essex Police's Controlled Drugs Liaison Officer 01245 491491. In an emergency dial 999 or call the non-emergency number 101 for advice.

11 Staff conduct and drug use

11.1 The School's Staff Code of Conduct and the Administration of Medicines Policy provide full details on the school's policy in relation to staff drinking, smoking and other drug use.

12 The role of the Headmaster

12.1 The Headmaster takes overall responsibility for this policy and its implementation, for liaison with the Education Executive and any governance meetings, parent/carer(s), and appropriate outside agencies and bodies such as the LA. Cognita schools cannot knowingly allow premises to be used for the production or supply of any controlled drug (eg; the preparation of, or smoking of cannabis). Where it is suspected that substances are sold on the premises, details of those involved, as well as much information as possible, will be automatically passed to the police.

13 The Role of the Education Executive

13.1 Our Education Executive is Mark Seymour who has specific responsibility in policy for the development and oversight of the drug education programme, and any contribution to any case conferences called, or formal reviews against the application of the school's exclusion procedure.

13.2 Our Education Executive is kept well informed on drug issues as they affect the school through regular meetings and email contact.

13.3 Our Education Executive will review this policy annually.

14 National Support & Advice from Organisations

- Drinkline: a free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 08009178282.
- 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: telephone 0800 800 222.
- FRANK: national drugs awareness campaign to raise awareness among young people, their parents/carers www.talktofrank.com. Schools can receive free resources, updates, newsletters etc.
- Smokefree: NHS Smoking Helpline www.nhs.uk/smokefree.

- For advice on First Aid/What to do in an emergency, FRANK: Advice on what to do to help someone who's having a bad reaction to drugs
www.talktofrank.com/emergency-help.
- Resuscitation Council (UK): Guidelines for resuscitation procedures
www.resus.org.uk/pages/GL2010.pdf.

Related Policies, Guidelines, Templates and Forms

- Special Educational Needs
- Safeguarding: Child Protection Procedures
- Safeguarding: Dealing with Allegations of Abuse against Teachers & Other Staff
- EYFS Policy
- Compliments & Complaints Procedure
- Learning outside the Classroom: Educational Visits
- Accidents & Incidents Recording & Reporting
- Health & Safety
- Equality & Diversity
- Data Protection
- PSHE Policy
- Exclusion Procedures
- Supervision
- Spiritual, Moral, Social & Cultural Development
- Staff Code of Conduct
- School Disciplinary Procedures (Employee Handbook)
- Anti-bullying
- Use of Reasonable Force

Appendix A : Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. *If in any doubt, call medical help.*

Always:

- assess the situation
- if a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick(sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When medical help arrives

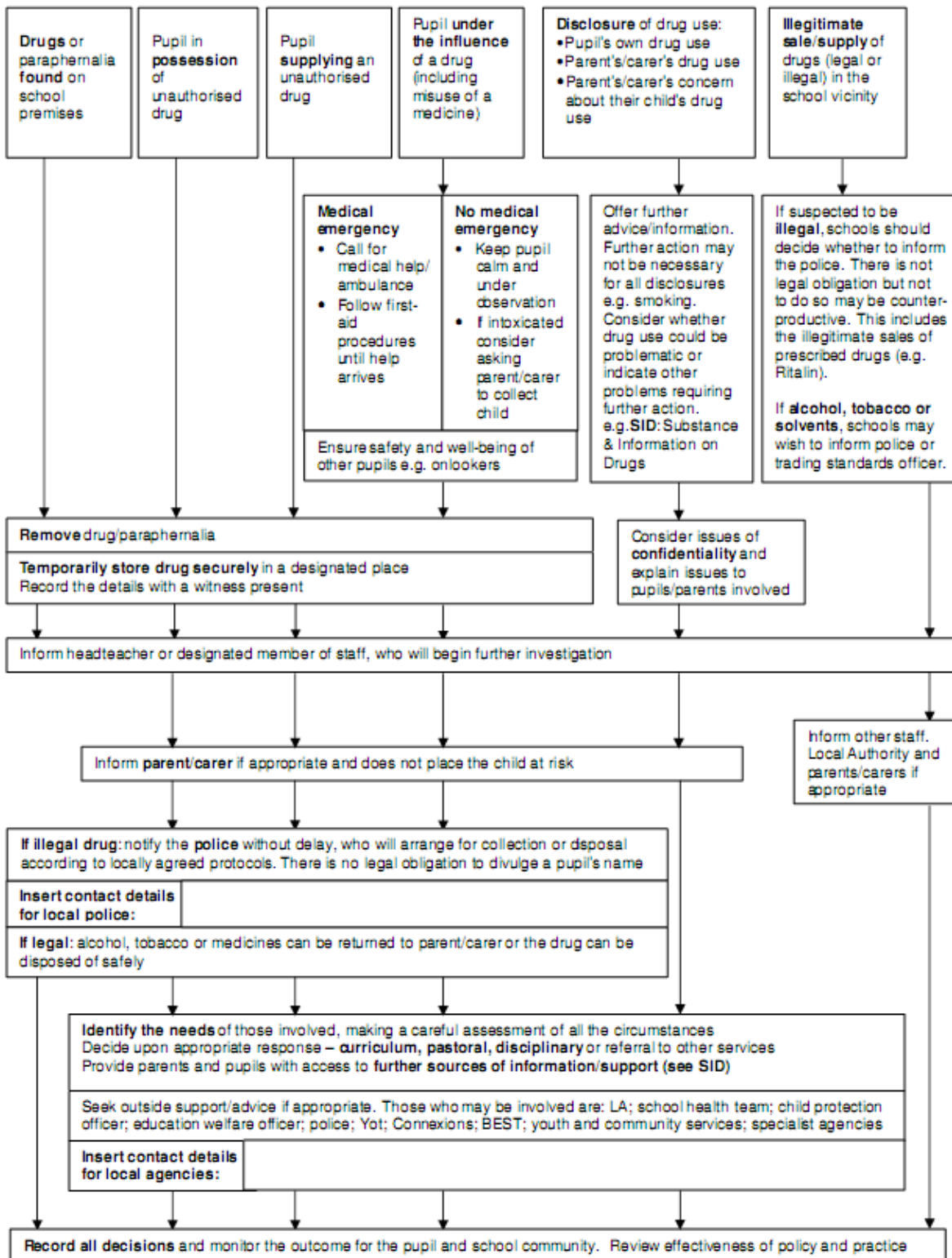
- pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools*.

"Drugs" refers to all drugs including medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs

APPENDIX B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the pupil involved
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

Drug or paraphernalia found ON school premises	<input type="checkbox"/>	Pupil disclosure of drug use	<input type="checkbox"/>
Emergency/intoxication	<input type="checkbox"/>	Disclosure of parent/carer drug misuse	<input type="checkbox"/>
Pupil in possession of unauthorised drug	<input type="checkbox"/>	Parent/care expresses concern	<input type="checkbox"/>
Pupil supplying unauthorised drug on school premises	<input type="checkbox"/>	Incident occurring OFF school premises	<input type="checkbox"/>

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

Ambulance/Doctor called? YES NO
(Delete as necessary)

First Aid given by:

Called by: Time:

Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)	Drug found/removed? YES / NO
	Where found/seized:
Senior staff involved:	Name and signature of witness:
	Disposal arranged with (police/parents/other):
	At time:
	If police, incident reference number:

Name of parent/carer informed * :	(* for school records only)
Informed by:	At time:

Brief description of incident (including any physical symptoms):
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Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)
--