

## **DRUG EDUCATION AND THE MANAGEMENT OF DRUG RELATED INCIDENTS**

**THIS POLICY LINKS WITH:**

- Behaviour policy
- Exclusions policy
- Child Protection policy
- First Aid and Medical Needs policy
- Trips and expedition policy

<b>Date of Latest Review:</b>	September 2018
<b>Next Review Date:</b>	September 2020
<b>Policy Available for Staff at:</b>	Website
<b>Policy Available for Parents at:</b>	Website
<b>Headteacher:</b>	Ms M Roberts

**THIS POLICY APPLIES TO ALL STUDENTS AT ST JOSEPH'S COLLEGE  
WHEN THEY ARE IN SCHOOL, TRAVELLING TO/FROM SCHOOL AND TAKING PART  
IN ANY SCHOOL ACTIVITY EG RETREATS, TRIPS, WORK EXPERIENCE, SPORTS FIXTURES, ETC**

## 1. CONTEXT

- We are an 11-18 five form entry mixed school with 775 students in Years 7 to Year 11 and approx. 400 in the Sixth Form. The school has grown rapidly since 1998. From 2004 this growth has continued post 16 partly as a result of Specialist College Status and partly because of the outstanding attainment and achievement of our students.
- The College draws from a very large catchment area. Parents are responsible for transporting students to us from as far as 25 miles away. For this reason local census data is not especially valuable in indicating the levels of social and economic advantage/disadvantage of our students. Stoke on Trent is both an opportunities are and a social mobility 'hot spot'.
- There is an equal balance of boys and girls in Years 7 to Year 11, but a slightly higher percentage of female students in the Sixth Form.
- There is a very low percentage of students who are entitled to free school meals (4.3%) and a low percentage who are entitled to the Pupil Premium Grant (7%).
- There is a very low percentage of students with identified Special Educational Needs compared to most secondary schools (2.3%)
- The proportion of students whose first language is other than English is 15%.
- 100% of students continue in full-time education and training beyond Year 11; over 90% choose to stay in our Sixth Form where they are joined by over 100 students from other schools

This policy applies to all students of St Joseph's college, both when they are in school, travelling to/from school and taking part in any school activity e.g. Retreats, trips, work experience, fixtures etc

## 2. POLICY DEVELOPMENT

<i>Name of Co-ordinator:</i>	<i>C Slattery</i>	<i>Deputy Headteacher</i>
<i>Contributions to policy development:</i>	<i>M Roberts</i>	<i>Headteacher</i>
	<i>L Snape</i>	<i>Subject Leader for biology</i>
	<i>C Machin</i>	<i>Inclusion Manager / Citizenship Coordinator</i>
	<i>S Shorey</i>	<i>Head of Year 7</i>
	<i>D Brierley</i>	<i>Head of Year 8</i>
	<i>B Weaver</i>	<i>Head of Year 9</i>
	<i>C Rooney</i>	<i>Head of Year 10</i>
	<i>P Johnson</i>	<i>Head of Year 11</i>

The school intends to publicize and distribute the developed policy. It will be readily available as a reference source and distributed through the following:

- Staff Meeting
- Governors meeting
- Staff Handbook
- Download Zone for parents on the website

*We have used the following in forming our Drugs Policy:*

- *Searching, screening and confiscation Advice for headteachers, school staff and governing bodies (January 2018)*
- *DfE and ACPO Drug Advice for Schools (DFE Sept 2012)*
- *Drugs: Guidance for Schools (DfES 2004)*
- *Drugs.Alcohol & Tobacco Education – Keystage 1 to Keystage 4 (QCA 2003)*
- *The Stoke on Trent Drugs Policy Template & Guidance Notes*

### **3. THE AIM OF DRUG EDUCATION**

For the purpose of this policy a 'drug' is a substance people take to change the way they feel, think or behave. This includes both legal and illegal substances, volatile substances (solvents), psychoactive substances, alcohol, tobacco and prescribed drugs.

St Joseph's College seeks to develop the whole person. We are a Catholic School inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church, and in Jesus, who came that we 'may have life and have it to the full.'

In striving to fulfil this mission we continue the work of the CHRISTIAN BROTHERS and its founder Blessed Edmund Rice. In practice this means that we seek to:

- 1** Encourage, support and inspire young people and the wider school community in the journey of faith.
- 2** Create a well-ordered community where everyone is valued and respected.
- 3** Develop the intellectual, creative, physical, spiritual and religious potential of every student and encourage involvement in extra curricular activities such as sport, music, drama and community service
- 4** Work in partnership with parents, parishes, local industry and commerce, and the wider community in a spirit of mutual service for the benefit of all.
- 5** Prepare our young people for life beyond school and in particular develop personal integrity, moral values and a sense of justice so that they 'act justly, love tenderly and walk humbly with God'. (Micah 6:8)

In relation to drugs education, our mission is clear. In particular drug education is key in securing a safe environment for our young people to learn and develop.

The aim of drug education provides the opportunity for students/young people to explore and develop their knowledge, understanding, skills and attitudes to drugs and drug related issues to enable them to make informed decisions.

- ❖ Increases students' knowledge and understanding and clarifies misconceptions about:
  - the short and long-term effects and risks of drugs
  - the rules and laws relating to drugs
  - the impact of drugs on individuals, families and communities
  - the prevalence and acceptability of drug use among peers
  - the complex moral, social, economical and political issues surrounding drugs
  
- ❖ Develops students' personal and social skills in order to make informed decisions to keep themselves safe and healthy, including:
  - assessing, avoiding and managing risk
  - communicating effectively
  - resisting pressures
  - finding information, help and advice
  - devising problem-solving and coping strategies
  - developing self awareness and self esteem
  
- ❖ Enables students' to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influence.

In practice, Drug Education within St Joseph's College must:

- Support the ethos of the school
- Be appropriate to the age group of the students
- Identify those students who are vulnerable
- Provide support and refer to appropriate agencies where necessary

#### 4. PLANNING AND TEACHING DRUG EDUCATION

Drug education will be delivered through the PSHE curriculum because it focuses on providing students with the opportunity to develop their knowledge, understanding, skills and attitudes.

TOPIC	KS3	KS4	KS5
<b>SMOKING</b> – Physical Emotional effects	Y8 Science Y8 Decipher Y9 PE Y9 Tutor Prog	Y10 Science Y10 PSHE Day Y 11 GCSE PE	A Level PE
<b>DRUGS</b> Physical Emotional effects	Y7-9 Tutor Prog Y8 Science Y9 PE	Y10 Science Y10 PSHE Day Y11 GCSE PE	Y12 Crash Y13 Crash A Level PE
<b>ALCOHOL</b> Physical Emotional effects	Y7-9 Tutor prog Y9 Science Y9 PE	Y10 Science Y10 PSHE Day Y11 GCSE PE	Y12 Crash Y13 Crash A Level PE

Drug Education needs to be delivered in a safe, secure and supportive learning environment. Therefore it is essential that clear ground rules are negotiated with students and young people regarding confidentiality, rights to privacy and respect and boundaries. Young people should be actively encouraged to participate in their own learning and to question and think critically.

A wide range of active learning approaches should be used to ensure that all young people actively participate.

- Delivery should involve a wide range of teaching and learning approaches
- The students should be encouraged to participate actively in their own learning
- The programme should encourage two way dialogue with the students and enable them to speak openly
- Students should be encouraged to question and to think critically for themselves
- Rules regarding confidentiality and boundaries should be clarified and effective ground rules should be negotiated
- Resources should be carefully selected, be up to date and give accurate information

Teachers also need to ensure that the resources they use are relevant, up to date and appropriate in order to meet the needs of the children in their care.

- Various resources used within the Science Department
- Resources from Drug Team at the LA
- Resources through Our Health 5-19
- Resources from the FRANK service - [www.talktofrank.com](http://www.talktofrank.com)

## **5. STAFF DEVELOPMENT AND SUPPORT**

All staff should have a general drug awareness and a good understanding of the Schools policy for drug education, the management of drug related incidents and any other related policies.

It is essential that all staff involved in the teaching of drug education have the opportunity to develop skills and knowledge to enable them when working with young people to confidently address drugs and drug related issues. Activities to help their development can include:

- team teaching or teachers observing other skilled staff with ongoing support from a coach/mentor
- participating in collaborative enquiry and action research supported by teaching networks
- training courses with support to apply learning in the classroom

### ***Staff trained to deliver sessions to students:***

- |              |             |
|--------------|-------------|
| • E Ship     | • S Gilding |
| • E Leighton | • L Snape   |
| • P Johnson  | • S Montali |

## **6. ASSESSMENT, MONITORING, EVALUATION AND REPORTING**

Monitoring and evaluating enables the school to identify the relevance and effectiveness of the drug education programme through the teaching activities and resources used and whether they meet the needs and interests of the young people.

The Pastoral Curriculum is not assessed. However, form tutors do add a pastoral comment on the full school report.

Assessment in Science and RE is part of the National Curriculum

*The PSHE Curriculum is reviewed as part of Pastoral Care*

## **7. MANAGING DRUG RELATED INCIDENTS**

Staff member responsible for co-ordinating the schools response to drug incidents: **CHARLOTTE SLATTERY**

The primary concern for St Joseph's College is the care and welfare of its students. St Joseph's College will seek to balance the safety and security of students.

### **Medical Conditions:**

There are a number of students within school and other educational establishments who may require medication to be administered during the school day. Students with medical conditions requiring medication on a regular basis should be made known to Mrs Slattery, Mrs Machin and Heads of Year who will disseminate information to staff and members of the school community:

- All staff are given a list of students with specific medical conditions at start of the academic year
- All medication and emergency medication is kept in the main school office.
- Emergency supplies are also kept at the Games field where appropriate.
- Supplies are sent with the trip leader on all out of school trips.
- Parental consent forms are kept on file.

### **Drug Incidents:**

St Joseph's College states that drug incidents can involve suspicion, observations, disclosures or discoveries of situations involving illegal and other unauthorized drugs.

A drug incident covers a range of situations including:

- Rumours and reports of students using drugs
- Use of drugs by students on the premises or at a school event
- Students bringing drugs onto the premises or to school event
- Students supplying drugs on the premises or at a school event
- Drugs being sold to students by outsiders in the vicinity of the school
- Students disclosing to staff
- Finding drugs on site
- Parents/carers seeking advice from school about possible drug use by a student

### **Response:**

The first response is to ensure the safety of the students involved and the students of St Joseph's College.

This will involve seeking medical advice and taking temporary possession of any suspected illegal or unauthorised drugs

The College will then follow procedures as outlined in its behavioural policy

**THE LAW PERMITS SCHOOL STAFF TO TAKE TEMPORARY POSSESSION OF A SUBSTANCE SUSPECTED OF BEING AN ILLEGAL DRUG FOR THE PURPOSE OF PREVENTING AN OFFENCE FROM BEING COMMITTED OR CONTINUED IN RELATION TO THAT DRUG, PROVIDING THAT ALL RESPONSIBLE STEPS ARE TAKEN TO DESTROY THE DRUG OR DELIVER IT TO A PERSON LAWFULLY ENTITLED TO TAKE CUSTODY OF IT.**

### **ST JOSEPH'S COLLEGE TAKES A ZERO TOLERANCE APPROACH TO THE MISUSE OF DRUGS**

***POSSESSION OF, OR BEING UNDER THE INFLUENCE OF AN ILLEGAL OR UNAUTHORISED LEGAL DRUG, WITHIN SCHOOL, TRAVELLING TO/FROM SCHOOL, OR AT A SCHOOL EVENT WILL RESULT IN PERMANENT EXCLUSION FROM THE COLLEGE.***

***POSSESSION OF, OR BEING UNDER THE INFLUENCE OF ALCOHOL WITHIN SCHOOL, TRAVELLING TO/FROM SCHOOL, OR AT A SCHOOL EVENT WILL RESULT IN A FIXED TERM EXCLUSION FROM THE COLLEGE.***  
***USE OF CIGARETTES/SMOKING MATERIALS WITHIN SCHOOL, TRAVELLING TO/FROM SCHOOL, OR AT A SCHOOL EVENT WILL RESULT IN A FIXED TERM EXCLUSION FROM THE COLLEGE.***

**ANY STUDENT CAUGHT SUPPLYING DRUGS TO ANOTHER STUDENT IN SCHOOL, TRAVELLING TO/FROM SCHOOL, OR AT A SCHOOL EVENT WILL, IN ADDITION TO THE SCHOOL SANCTION FROM THE SCHOOL, HAVE THE MATTER REPORTED TO THE POLICE.**

## **PERSONAL SEARCHES**

When a student is suspected of concealing illegal or other unauthorised drugs it is not ideal for a member of staff to carry out a personal search without consent; this includes the searching of outer clothing and inside pockets. Every effort should be made to persuade the person to voluntarily hand over any drugs, in the presence of a second adult witness. **However, the headteacher, or staff authorised by the headteacher, has the right to search without consent if deemed necessary. This would be carried out with a second member of staff present.**

Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the police must be called. The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest. Schools are not permitted to detain a person without their consent unless a citizen's arrest is made.

## **SEARCHES OF SCHOOL PROPERTY**

Staff may search school property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent may be sought. Individuals should be made aware that if consent is refused the school may proceed with a search. However, where consent is refused, the school will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

### **Confiscation:**

*DfE and ACPO Drug Advice for Schools* (DFE Sept 2012) states that **"schools' general power to discipline...enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so."**

In taking temporary possession and disposing of suspected illegal drugs a member of staff will inform a member of SLT who will then take control of the situation.

The member of SLT (normally the Deputy Head) will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- store it in a school safe or other lockable container in the Finance Office with access limited to two senior members of staff
- **without delay** notify the Police, 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 student from whom the drugs were taken. Where a student is identified, the police will be required to follow set internal procedures
- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this would jeopardise the safety of the student.

School staff should not attempt to analyse or taste unknown substances. Police can advise on analysis and formal identification, although this is normally carried out only if it will be required as evidence within a prosecution.

If formal action is to be taken against a student, the police should make arrangements for them to attend a local Police Station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

## **SCHOOL TRIPS**

Adherence to school rules, including rules relating to illegal and other unauthorised drugs, will be part of the consent form signed by the student and parent/carer prior to the trip.

St Joseph's College will insert a clause that if a student breaches the rules and is returned home, parents/carers will need to meet the cost of these arrangements.

On a trip, it may not be possible for a member of SLT to be present. In this case, the party leader will assume this role.

### **SEARCHES OF PERSONAL PROPERTY**

Schools should only search personal property without consent if there are reasonable grounds for suspecting that a pupil is in possession of a prohibited item (this includes alcohol and illegal drugs). If the school wishes to search personal property, including students' property stored within school property, for example a bag or pencil case within a locker, they should initially ask for consent. Where consent is refused they will need to consider, in the case of students, the grounds for the search and notifying parents/carers, who may persuade their child to give consent. The school may also choose to proceed along formal lines by calling the police.

### **FINDING DRUG PARAPHERNALIA**

Needles / syringes found on school premises should be placed in a sturdy, secure container (sharps box located in the Admin Office), using gloves

### **INVESTIGATION:**

St Joseph's College will conduct a careful investigation to judge the nature and seriousness of each incident. The emphasis should be on listening to what students have to say and asking open-ended questions. St Joseph's College will separate any students involved in the incident and ensuring that a second adult witness is present. Issues such as confidentiality, child protection, police intervention and referral to external agencies will be given careful attention to safeguard the needs of those involved and to ensure an appropriate response is taken. Any incident involving the misuse of drugs will take account of:

- the age and maturity of the child or young person
- any previous incidents of drug misuse by the child or young person
- which drug(s) are being used/supplied
- is the drug legal or illegal
- how much is being used and how often
- how they take the drug, where, with whom
- how long has it been going on

Any response should 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.

Drug/alcohol related problems are rarely, if ever, isolated and are usually indicative of wider issues in a young person's life. A holistic approach is essential when assessing drug/alcohol use and other factors that are impacting on a young person's life and behaviour.

### **Referral:**

When referral needs to go outside of school, we will use the following:

Stoke on Trent Safer City Partnership Drug and Alcohol referral tool. This may involve referring to:

- Stoke on Trent Community Drugs and Alcohol Service
- T3
- Young People's Drug Project / Dreams
- Wise UP
- NACO (The National Association for Children of Alcoholics)

The Pastoral Team will make the referral.



## **8. CIRCUMSTANCES DEFINING WHERE PARENTS/CARERS/OTHER AGENCIES INCLUDING THE POLICE, MAY NEED TO BE NOTIFIED:**

The School does not legally have to refer an incident to the Police.

However, if deemed necessary, the contact officer is PC25198 – Terry Bell (Neighbourhood Officer for Trent Vale)

Each case will be judged individually before a decision to refer is taken.

Under normal circumstances, parents will be contacted immediately.

The Designated Safeguarding Lead in School is *Charlotte Slattery* – please refer to the Child Protection Policy

**Inclusion in mainstream education provides the structure and stability necessary when drug/alcohol and other problems are evident in a young person's life and contributes to reducing other vulnerabilities. Where schools feel they have no choice but to issue fixed term or permanent exclusions, they need to ensure that there are adequate and appropriate care pathways available to the young people and their families/carers.**

## **9. RESPONSIBILITIES**

The Governing Body will be involved in substance education and substance related incidents in the same manner as any other matter concerning the direction of the school

**THE WHOLE SCHOOL COMMUNITY SHARES A RESPONSIBILITY IN THE  
SUCCESSFUL IMPLEMENTATION OF THIS POLICY.**