



HOPE VIEW SCHOOL

DRUGS AND SMOKING POLICY

Drug and drug education in the context of this document are inclusive terms including tobacco, alcohol, illegal drugs, medicines and other substances such as solvents.

A teacher of drug education does not need to be an authority on drugs, as it is the life skills approach that is crucial to this area of learning.

Successful drug education should start early; the key to which is developing pupils' emotional intelligence, resilience and life skills. These same skills are crucial to successful Sex and Relationships Education and anti-bullying approaches.

This policy applies to all pupils, parents/carers, volunteers and staff members attending the school or whilst on school business including off-site visits and trips.

School Description and Context

At Hope View School we value the health and well-being of all within our community as a key priority. We believe that a healthy and safe environment is important in terms of physical well-being, and is also a vital factor in promoting emotional health, which in turn will affect the raising of standards.

It is important to us, that our policy and approach to smoking should reflect changing social attitudes, and actively reflect and support our goals for effective and lasting drugs education.

In-line with government guidelines, it is the policy of Hope View School, not to allow smoking at any school function or anywhere on the school premises. This includes:

- All school buildings
- All school grounds (including the school playing fields)
- All off-site activities
- All educational and other visits
- All outside lettings

The policy applies to **EVERYONE** involved with the school community in any way:

- Employees
- Pupils
- Voluntary helpers
- Governors

- Visitors
- Outside contractors working on-site

As a school we believe that everyone connected with us has a responsibility to be actively involved in the implementation of our no-smoking policy, and to assist in taking all necessary and appropriate steps to ensure its full implementation.

Principles (in keeping with the aims of the school)

Hope View School is committed to the Health and Safety of all its members and believe that we have a duty to support and safeguard the well being of all its pupils and staff. The school is committed to the principles of the National Healthy Schools Programme.

Effective drug education is an essential contributor to ensuring that all children and young people are able to make informed decisions regarding the dangers and effects of drugs.

The school values the importance of its pastoral role in the welfare of its pupils, and through the general ethos of the school, we seek to encourage and develop young people's learning and ensure support appropriate to their needs is accessible.

Education about drugs is not concerned merely with substance, but with people in their social and community settings. Therefore, drugs education should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

Drug issues and concerns extend across socio-economic and ethnic boundaries, and pupils of all ages and abilities will encounter both the positive and negative effects of drugs, whether used legally or illegally. Many pupils have some knowledge about illegal drugs through the media, "street talk", and personal experience. The school welcomes and encourages parent/carer and community involvement in the development of school policy and curriculum delivery.

This policy has been developed collaboratively by members of the school community, including pupils, parents/carers, staff and others where appropriate.

Expectations of Staff, Visitors and Pupils

Whilst it is appreciated that staff and visitors may be smokers any member of staff found in breach of this policy will be dealt with under the school's disciplinary procedures. This also applies to the use of E cigarettes and vapourisers. Visitors, hirers or contractors to the school found in breach of this regulation will be asked to leave the premises.

Pupils are not permitted to smoke anywhere on or near the school premises, this also includes during journeys to and from school in their taxis. Pupils should not bring any form of smoking equipment into school, e.g. lighters, cigarettes, tobacco, cigarette papers. Any pupil who is suspected of being in possession of smoking equipment can expect to be asked to hand the materials over to a member of

staff. Failure to comply will result in the pupil be searched. All smoking equipment found will be confiscated and, passed to Senior Leadership Team.

Any pupil found or suspected to have been smoking during school time, either on the premises or during an activity which may take place away from the school site will be dealt with in accordance with the school's sanctions procedures.

Aims of Drug Education

DRUGS' refers to ALL DRUGS including MEDICINES, VOLATILE SUBSTANCES, ALCOHOL and TOBACCO.

- To provide a safe, healthy environment in which pupils and staff can learn and develop.
- To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- To promote clarity about the management of drug related incidents in the school.
- To encourage and enable pupils to appreciate the benefits of a healthy lifestyle now, and in the future.
- To enable pupils to make reasoned, informed choices.
- To minimise pupils' experimentation with illegal or harm causing substances.
- To address and take account of local community needs, including the differences and diversity within the school community.
- To support and engage parents/carers and pupils in their own personal learning and responsibilities.
- To enable young people and staff to access support structures (including the voluntary sector), e.g. CXX, counselling, and treatment.
- To monitor, evaluate and review learning outcomes for pupils/students.
- To work with the LA and outside agencies, including the voluntary sector, to secure and support a balanced delivery of a drugs education programme, e.g. School Drug Education Advisers, Advisory Service Kent, other schools, the Healthy Schools Programme, Health Promotion, Health Care professionals, Kent Police, Youth Service and Kent Safe Schools.

Objectives for Drug Education

- To provide opportunities for pupils to acquire knowledge and identify the distinction between authorised and unauthorised drugs.
- To develop and equip pupils with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.
- To build pupils' decision-making skills and increased self esteem.
- To engage parents/carers in the school community and learning process.
- To enable pupils and staff to access support if they have concerns about their own or others' drug use.

Principles of Teaching and Learning

In addition to Science, Personal, Social, Health and Economic Education (PSHEE) provides opportunities for drug education.

Knowledge and Understanding

Pupils are taught within the guidance of the National Curriculum (science programme of study, and the guidance for PSHEE). This includes:

Key Stage	Learning Objective	Learning Outcome
1	To know the dangers from household substances, if they are not used as instructed	I can identify different household substances and know that if they are not used properly, they can be dangerous
2	To know that there are different names given to drugs	I know the scientific names for drugs and that they also have other, common names
3	To understand that people can become dependent on some drugs and that there is help available to them	I know what drug dependency means and how it affects people's lives. I know where to go to get help locally
4	To explore a range of attitudes towards alcohol use	I recognise that different people have different attitudes towards alcohol and why they might feel this way

Attitudes, Values and Skills

Pupils are taught:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.

In teaching drug education, teachers use a range of teaching strategies, including role-play, discussion group work, draw and write, debate and circle time. The use of circle time or discussion is a key strategy for developing life skills.

Resources

To ensure effective drug education it is essential that:

- Teaching resources are up to date, differentiated and culturally and age appropriate.
- The school allocates adequate funding to drug education provision.
- Adequate staff resources, development and training are provided to address identified needs.
- There is a protocol for use of visitors contributing to the school programme (See Appendix A).

Cross-Curricular Links

Drug education has many cross-curricular links, with science making a particular contribution. However, the development of life skills and Emotional Intelligence are themes throughout the curriculum, within the programme for PSHEE, and enshrined in the values, which are embodied in the schools' ethos. There are links to other subjects, such as geography and physical education, and aspects of school life.

Policy Links:

Child Protection Policy

Curriculum Policy

Policy Review Date: August 2019

Responsible Person: Mrs C Lorne - Headteacher

Management of Drug Related Incidents

Responding to Concerns about Pupil Drug Misuse

If a pupil is suspected of being involved in substance misuse, is causing concern about his/her substance use, or makes a disclosure about their own or their family's substance misuse, the Headteacher in consultation with relevant senior staff will make an assessment of the extent of the drug misuse. Following this assessment action must be taken to safeguard the pupil and, if appropriate, refer the pupil to local Young Person's Substance Misuse Services for further support. The Drug Use Screening Tool (DUST) will be used to help support this process. Referral to the local Drug Intervention and Support Programme may also be an option.

Communication between staff and early involvement of parents/carers and police should set the scene for early, supportive pastoral intervention. An appraisal should take place to determine the nature of the pupil's needs and the additional support a pupil might need if, for example:

- their knowledge about drugs is low
- they rely upon frequent use of drugs
- their drug use is affecting performance at school
- their drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their (or someone else's) drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support
- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as Youth Clubs, extra-curricular events and activities, and external provision as part of Youth Service or Kent Drug & Alcohol Action Team (DAAT) activity)

Procedures for Managing Pupils Suspected or Found in Possession of Unauthorised Drugs

All teachers have a duty of care and the pupils' safety and care is of paramount importance.

If a pupil/student appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary, the young person go to the local Accident & Emergency Unit. A senior member of staff will contact his/her parents or carers and request they collect him or her from school. If they are unavailable, the pupil will be supervised in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual and circumstances has been taken. It may be necessary for a member of staff to accompany the pupil to A & E and stay with them until their parent or carer arrives.

If a pupil brings drink or drugs to school or the school has good reason to believe they have done so, or if a pupil is found with a substance or a drug thought to be unauthorised, the following procedures should be followed:

All unknown tablets, powders and substances should be regarded as unauthorised.

There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through KCC's Children, Families and Education Health and Safety Unit. (01622) 694144 in conjunction with "The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes" attached at Appendix D.

The Police Youth Crime Reduction Officer (YCRO) should be the first point of contact with regard to confiscation of suspected illegal drugs in schools.

The police recognise that these issues will impact on the young person, their families, friends and the wider school community.

In the first instance, the school will attempt to contact the Youth Crime Reduction Officer. In "emergency" situations where the YCRO is unlikely to be able to attend immediately, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999 or local police station).

Substances should **NOT** be destroyed or flushed down the toilets.

If a pupil/student has taken a drug, or there is reasonable evidence to assume so, a trained first-aider will be called immediately, and professional medical help sought where appropriate. If not, then another member of staff will be called for help and as a witness.

Staff will inform the head teacher as soon as possible after they have ensured the safety of the pupil and any other pupils/students involved.

The school will encourage co-operation from pupils when asked to empty their pockets/bags and hand over the suspected drugs. Police help will be obtained when a personal search is deemed necessary.

If the Police YCRO is called, he or she can carry out a search of the pupil/student and his/her belongings if he or she considers such a search is justified and within the law. The search must be done in the presence of an appropriate adult.

If a further search is necessary, a search of desks, drawers and lockers and other school property where pupils have access can be undertaken. The school will not search pupil's private property, including bags and school lockers rented from the school, unless we have good reason to believe there is a likelihood of harm to pupils or others.

The Police YCRO can retain, secure and have the substance analysed and offer advice and guidance regarding the alternative options. Kent Police work closely with the Local Authority and Kent Drug and Alcohol Action Team. There are agreed protocols about dealing with 'experimental' drug use which seek to reduce harm to the pupil/student and minimise school exclusions. (For a full range of responses see DfES: Drug Guidance for Schools sections 3.13.1 – 9)

It is legal for a staff member to confiscate substances thought to be illegal. Confiscated drugs should be sealed in a clear plastic bag, with the completed incident form attached, and locked away until the police arrive.

Where it is considered that the pupil has been at risk, or it is thought that the drug or substance is unauthorised, the pupil's parent or carer should immediately be contacted and asked to attend the school, unless this is not considered to be in the best interests of the pupil in which case Kent Safe Guarding - Child Protection Guidelines should be followed.

Teachers cannot guarantee confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information will be passed immediately to the school's child protection co-ordinator. A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place.

Staff should record what has happened and all actions taken as soon as possible and the witness should countersign your statement.

Staff

Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the pupils, therefore the head teacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.

This school is a smoke free school, in line with national legislation effective from 1 July 2007. Staff smoking on school premises or who bring illegal drugs on to school premises will be deemed to be in breach of their contract.

The school will make every effort to support any member of staff in these circumstances and encourage them to seek appropriate professional help.

Parents/Carers and Drug Incidents

This school informs parents about all aspects of its policies via a newsletter and via the school website. A proactive approach is used. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and pupils' safety issues are paramount. The school is not able to divulge any information about individual pupils. However, the whole school community can be

reassured that every effort and precaution is being taken to ensure the safe running of the school and pupils. The school informs parents/carers of any local concerns/issues.

The school aims to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

Where the help of external services might be needed, and the child's safety is not considered at risk, we will liaise with other professionals about possible referral to other agencies. The school policy on confidentiality will be carefully followed and the pupil informed at every step.

When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's/carer's behaviour.

Where the behaviour of an intoxicated parent/carer repeatedly places a pupil at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.

Equality and Diversity

Hope View School is committed to equality of opportunity for all pupils and staff in which people treat each other with mutual respect, regardless of: age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, gender identity, transgender, sexual orientation, trade union activity or unrelated criminal convictions. We strive to educate, promote and celebrate the wider diversity of society within our school community.

Links to Related School Policies

- No Smoking Policy
- Behaviour and Discipline Policy
- Equality and Diversity Policy
- Health and Safety
- Safeguarding Policy
- First Aid Policy
- Confidentiality Policy
- Reward and Sanctions Policy
- Exclusion Policy

The named contact for this policy is: Mrs C Lorne – Headteacher
Policy Review Date: August 2019

Checklist for Use of Visitors in Delivery of Drug Education

Drugs Education is a shared responsibility and schools need not be alone in providing effective and relevant drugs education for young people.

Visitors and staff from a range of statutory and voluntary agencies can support and enhance drug education programmes in schools when part of a PSHEE programme. However, they should not be used to abdicate the responsibility of the school, and be relied upon solely to deliver drugs education. The use of visitors needs to be part of a planned, coherent and integrated approach. The checklist below will assist the school in developing a partnership approach to drugs education delivery and support for young people.

Before involving a visitor, it is useful to consider the following:

- Consistency with school's ethos, values, drug policy and approach to drugs education.
- The most appropriate source of information/support – why do you want the agency's involvement?
- What is the visitor expected to do ?
- What will the teacher's contribution to the session be ?
- Is it clear to the visitor that the teacher will remain in the classroom ?
- What preparation will be necessary, i.e. classroom layout, size of groups, content of session, A/V equipment etc. ?
- Has the visitor been checked with the Disclosure and Barring Service (DBS)? Child protection implications.
- Have confidentiality issues been clarified, avoiding inappropriate disclosures?
- How will the session be followed up?
- How will the input be evaluated?
- Is parental consent required?

Resources

National Healthy Schools Standard – Drug Education (including alcohol and tobacco)
http://www.wiredforhealth.gov.uk/PDF/nhss_drug_education_2004.pdf

DfES guidance: “Drugs – Guidance for Schools”

<http://publications.teachernet.gov.uk/eOrderingDownload/DfES%200092%20200MIG373.pdf>

QCA guidance: “Drug, alcohol and tobacco education curriculum guidance for schools at key stages 1–4; Teacher’s booklet”

http://www.clusterweb.org.uk/docs/qca_dat_teacher_booklet.pdf