

# Chilton Trinity Technology College

## Drugs, Alcohol and Tobacco Policy



## **INTRODUCTION**

This policy is a 'stand alone' policy that comes under the umbrella of Personal, Social, Health Education and Citizenship (PSHEC) in the school.

There are two main parts to this policy. Part A is concerned with the provision of drugs, alcohol and tobacco education and Part B is concerned with the management of drug related issues.

## **RATIONALE**

At Chilton Trinity Technology College, we try to nurture a climate where all students will want to learn. Through the curriculum we aim to promote the spiritual, moral, cultural and mental and physical development of all students at our school, to prepare them for the opportunities, responsibilities and experiences of adult life. We do this through reinforcing positive behaviour and providing a caring response to the learning needs of the students. We recognise that though drugs may not always be harmful, all carry the potential for harm. Safety and effective management therefore, underpin both the school's drugs education and its responses to any incidents. Medicines (over the counter and prescription) will be treated with the same priority, care and respect as non-medicinal drugs.

## **THE AIMS OF THIS POLICY**

The school drugs, alcohol and tobacco policy aims to :

- safeguard the health and well-being of all students at all times
- consider all drugs, legal, medicinal and illegal and to respond constructively to the issues raised by their availability and use in society.
- outline the aims, content and organisation of the school drugs, alcohol and tobacco education programme.
- provide clear guidance to staff about procedures for managing drug-related incidents.

## **SCHOOL DRUGS CO-ORDINATOR**

It is our policy to have a named School Drugs Co-ordinator. From September 2008 this will be Mrs J Taylor. The Schools Drug Co-ordinator will act as the school's central reference point for all matters related to drugs. Principal functions will be to oversee drugs, alcohol and tobacco education, attend to training and resourcing needs, co-ordinate the school's management of situations involving unauthorised drugs of any kind, ensure adequate communication at all levels, bring all relevant matters to the notice of the Senior Leadership Team and staff meetings, and to initiate review of this policy whenever appropriate.

## **PART A**

### **Content and Organisation of Drugs, Alcohol and Tobacco Education**

#### **AIMS**

We believe drugs; alcohol and tobacco education should not be delivered in isolation, but be firmly rooted in our Personal, Social and Health Education and Citizenship programme, supplemented by Science and other subjects of our taught curriculum.

The broad educational aims of our drugs, alcohol and tobacco education programme (which are progressive as students move through the school) are to:

- increase the knowledge and understanding of drugs, their use and dangers, the law and local and national agencies
- explore a range of views, clarify attitudes and challenge stereotypes
- develop a range of skills to enable young people to make their own informed decisions about drugs. (Such skills include assessing and avoiding risks, communicating with others, assertiveness, accessing information and advice, helping others, first aid etc.)

#### **CONTENT**

Drugs, alcohol and tobacco education is taught within the context of the requirements of the National Science Curriculum provision and also within the context of PSHEC provision (Appendix 1)

Through PSHEC provision, our drugs, alcohol and tobacco education plans to provide opportunities for the students to:

- take responsibility for themselves and others
- feel positive about themselves
- participate
- make real choices and decisions
- meet and work with people
- develop positive relationships
- consider social and moral dilemmas
- prepare for change

The intention is for all our students to follow a progressive programme for drugs, alcohol and tobacco education that identifies the requirements of the Science Curriculum and the PSHE and Citizenship Framework. *See Appendix 2 for further information.*

## **ORGANISATION**

Aspects of drugs, alcohol and tobacco education are encompassed within the ethos of the school and may be delivered through:

- PSHEC lessons
- Core and foundation subjects
- Assembly time
- Circle time
- Literacy/numeracy lessons
- Health weeks
- Focus days
- Collapsed timetable days
- Theatre in Education visits
- Project/theme lessons

The drugs, alcohol and tobacco programme will be delivered by:

- Specific teacher/s or a dedicated team of teachers

## **PLANNING TO MEET THE NEEDS OF STUDENTS**

The needs of students will vary according to the experiences and beliefs of individual students or groups of students and their families. An assessment of current levels of knowledge, understanding and attitudes and self-perceived needs at the start of any programme will highlight misconceptions and draw on relevant real-life experiences, using them as starting points.

To assess the needs of our students we use:

- group/class brainstorming
- graffiti sheets etc.
- photographs, pictures and objects to stimulate discussion
- student-to-student interviews or surveys
- a round where each student contributes something they know
- short quizzes

We use information from such enquiries to help us determine starting points and prioritise the content of drugs, alcohol and tobacco education. We deal with the subject of drugs, alcohol & tobacco education. We deal with the subject of drugs through a planned programme and also in response to opportunities as they arise in the classroom. We revisit issues as the students' awareness, readiness and experience grow with time, to build on previous learning.

The teaching methods used balance didactic input and written work with active learning opportunities to foster student participation.

## **INCLUSION**

The statutory requirements and guidance on inclusion as set out in *The National Curriculum Handbook for secondary teachers in England* (QCA/99/458) are used and applied when planning and delivering teaching and learning activities for drugs, alcohol and tobacco education. For example, some students with learning difficulties may need more help than others in understanding what sorts of behaviour are acceptable and to develop the confidence and skills to resist drugs. Alcohol and other drug misuse may be one of a number of symptoms of emotional or behavioural difficulties. Further guidance is followed from *'Planning, teaching and assessing the curriculum for students with learning difficulties in Personal, Social and Health Education and Citizenship* (QCA 2001).

Teachers will take account of potential barriers to learning drugs, alcohol and tobacco education that arise from student's personal circumstances, for example where students have drug or alcohol misusing parents, (for further guidance please refer to 'Substance Misusing Parents : Guidelines for inter-agency working in Somerset' (2001), or are themselves experiencing problems with misuse. We recognise that sometimes some students' needs cannot entirely be met in school and we aim to support the welfare of such students by accessing specialist sources of help. Specialist help may include support from:

- social care
- youth workers
- Connexions advisers
- drug and alcohol services. 'On the level'

## **MONITORING DRUGS, ALCOHOL AND TOBACCO EDUCATION**

We pay careful attention to monitoring and recording the drugs, alcohol and tobacco education provision, and the students' response to it, as recommended in the guidance document, *DfES Guidance for Schools* (3.10 p43)

Our drugs, alcohol and tobacco education is monitored to ensure teachers deliver good quality lessons following the agreed programme, and that appropriate training is provided to help them do this. Monitoring is undertaken through a variety of means :

- lesson observation
- lesson plan and evaluation monitoring
- gathering evidence of learning opportunities and changes in students' knowledge, understanding, attitude or skills through questionnaires, overviews of evaluations and assessments
- The support of staff training should be carried out in accordance with DfES guidance (3.7,8,9,10, p40-42)

*Drug, alcohol and tobacco education guidance for schools: (QCA 2003)*

The Schools Drugs Co-ordinator addresses the training needs of the staff delivering the programme, and the Inset Co-ordinator considers priority and available funding for external support.

## **USE OF OUTSIDE SPEAKERS AND VISITORS**

We are supported in our drugs, alcohol and tobacco education work by police, school nurse, health promotion specialists. Contributors are always informed of what has gone before and what is expected of them, and their role and contribution carefully negotiated to ensure it meets the needs of the students. A teacher is always present when visitors are working with our students. Where visitors are invited to deliver aspects of the drugs, alcohol and tobacco education programme, the school follows the guidance in '*School use of visitors and outside agencies in health promotion*' published by Somerset Healthy Schools Team, 2001. Use the DfES Guidance for Schools 04 (3.6 p38) and Appendix 6 and Citizenship and PSHE, working with external contributors – Guidance for Schools QCA 2003.

## **WORKING WITH PARENTS**

The school is committed to working in close partnership with parents and carers who have a role to play in teaching their children about drugs, alcohol and tobacco. Parents/carers are invited to attend consultation evenings to discuss the school's drug, alcohol and tobacco education programme and to view the teaching materials and resources that will be used.

## **WORKING WITH THE MEDIA (*See DfES Guidance for Schools 2004 6.7 p82*)**

The media will always be interested in drugs issues in school. If a school wishes to work with the media to give information about drugs education at the school or to respond to media interest when an incident has taken place, advice should be sought from the School Drugs Advisor and the Children and Young People's Services Directorate

Only members of the SLT should engage with the media. (See Appendix 4)

## **PART B**

### **THE MANAGEMENT OF DRUG RELATED ISSUES**

#### **(i) Medicines**

We ensure that students know the school rules that all medicines need to be managed at school by the First Aider and can only be brought on to school premises with teachers' knowledge and approval. Medicines will always be in the care of the First Aider or managed by students with the First Aider's supervision as specified in the following guidance:

Managing Medicines in Schools and Early year Settings DfES/DH Guidance March 2005 '*Guidance for Schools*', Volume 4, '*Health and Safety*' (Somerset County Council)  
'*Guidance for children and young people in receipt of medication and/or nursing procedures*' (Somerset Education 2000) and [www.teachernet.gov.uk/medical](http://www.teachernet.gov.uk/medical) and DfES Drugs: Guidance for Schools 04 (4.5 p55)

Parental authority forms are to be found in the Medical Room.

#### **(ii) Legal Drugs**

Students are not permitted to be in possession of or use alcohol, tobacco, matches, lighters or volatile substances either in school, travelling to and from school or on school trips. Any found will be confiscated, and returned to parents, who will normally be informed as a matter of course.

If any student is under the influence of a drug or otherwise thought to be in need of medical help, it will be sought at once. The following person is qualified in First Aid, and will be summoned if necessary: Ms. R. Currie.

#### **(iii) Tobacco**

Smoking is not allowed on the school premises both within the school building and school grounds. Parents know that students are not allowed to smoke in school, nor are they permitted to have cigarettes, lighters, matches etc in their possession. The school extends this policy to:

- when a student is on the way to or from school
- when a student is out of school during the day
- when a student is on a school residential activity

If a student is caught smoking or in possession of cigarettes, matches etc the Head of Year must be informed. The item(s) should be confiscated and returned to the parents on request or, with the parent's permission, destroyed. The student is punished according to the Behaviour Policy guidelines, which is typically an after school detention with an appropriate letter sent home.

If cigarettes are in the possession of one or more students, the teacher should confiscate them. Professional discretion should, however, be exercised and if the student refuses to hand over the item(s), a member of the SLT should be called immediately.

It will not be necessary to search a pupil, but to ask them to turn out their pockets and open their bags will be appropriate. Any further sanctions may take into account how accommodating the students are in this respect.

The no-smoking policy applies to all visitors to the school, for example, parents, suppliers, supply or temporary staff and contractors. For more detailed information regarding smoking, please refer to our Smoking Policy located in the Policies File. (*For further guidance please refer to 'Guidance on drug policy development' (Somerset Education 2000).*)

## **Smoking Cessation**

We have a trained 'Support-to-Stop' smoking adviser (Hilary Wilcox) who is able to support students who would like to stop smoking. The adviser is available at the Drop in Clinic on a Wednesday in F2. For further information regarding our school's smoking cessation provision, please refer to our Smoking Policy located in the Policies file.

### **(iv) Alcohol**

Alcohol is sometimes permitted on the school premises (with permission from the Head Teacher) during social events, for example, cheese & wine evenings. Non-alcoholic drinks will always be available during such events. *(For further guidance please refer to 'Guidance on drug policy development' (Somerset Education 2000)*

### **(v) Illegal Drugs**

If any student is found in possession of an illegal drug, or drug paraphernalia it will be confiscated and stored in the Head Teacher's safe until arrangements are made with the local police for its collection. When confiscating a suspected illegal substance we follow the guidance set out in *'Police Response Policy in Relation to Drug-Related Incidents at Educational Establishments'* (Drug Strategy Unit, Avon and Somerset Constabulary 2000). This is current but due for review by the Police Authority. See Guidance for Schools 04 Appendix 8 Responding to Incidents and (4.7,8,9 AND section 5 p65). The Schools Drugs Co-ordinator will be informed and will take the lead in deciding how to respond further. Parents will normally be informed. Careful investigation will be undertaken and records made and kept in the Confidential filing system. An example of a drug incident record form can be found in the DfES Guidance for Schools Feb 04 Appendix 11. Rumours or suspicions will also be fully and promptly investigated. A case conference will be called if necessary.

The range of sanctions applied for rule breaking will be similar to those for other infringements, and will depend on careful assessment of the circumstances of the event(s) and the needs of the student(s).

The police liaison officer for our school is Gary Young.

The school follows the detailed guidance in *'Drugs Guidance for Schools Feb2004 Section 5 Appendix 8 p117.*

## **School Visits**

All those involved in school visits, parents, students and staff will be reminded of the school policy on drugs beforehand, and the likely consequences for being involved in a drug related incident on a school trip. A nominated member of staff will take an incident record form on all residential trips.

The school drugs policy should still apply although the procedures may have to be adapted dependent on the drug/s involved and the provisions available. If an illegal substance is discovered on a visit away from the school, the nominated member of staff will contact the Head Teacher without delay. The Head Teacher will then contact the Police local to the discovery and decide, in liaison with the nominated teacher, the action to be taken.

The range of sanctions applied for rule breaking will be similar to those for other infringements, and will depend on careful assessment of the circumstances of the event(s) and the needs of the student(s).

## **School Visits Abroad**

Before embarking on visits abroad it will be important to ascertain the laws relating to drugs for that country and that all staff and students participating in the visit are aware of these laws. In the event of a drug-related incident abroad involving an illegal substance, the Head Teacher will be contacted without delay. A detailed record of events will be made and countersigned by another member of staff. The Head Teacher will decide whether the nominated teacher should contact and work with British Consulate in that country before action is taken.

## **Somerset Young People's Substance Use Screening Tool (SUST)**

*(Every middle and secondary school should have at least one member of staff who has completed the SUST training commissioned by Somerset's Drug Action Team (DAT).*

At Chilton Trinity Technology College we have adopted the use of SUST in order to ascertain the needs of the young person in regards to substance use/misuse. SUST will always be introduced in the following circumstances.

- In response to a substance use/misuse related incident
- On request for help concerning substance use/misuse

For further information on SUST please refer to Appendix 3.

Blank record forms are kept in the Deputy Head's office. *An example of a drug incident record form can be found on pg. 17 of 'The Right Responses' (SCODA 1999).* Fixed-term or permanent exclusion will be considered and will accord with the DfEE guidance on exclusions in *'Protecting Young People (DfEE 1998)* and *'Social Inclusion : Student Support (DfEE Circular 10/99)*

The effectiveness of all cases of managing unplanned drug incidents in school will be assessed and procedures reviewed (and amended if necessary by the Senior Management Team within ten days.

## **Parents and Carers**

If the school discovers evidence of involvement of students with unauthorised drugs, parents/carers are routinely contacted. At Chilton Trinity Technology College the wishes of parents are considered carefully. Parents are encouraged to come to the school and talk to us about any concerns or questions they have. We provide information and consultation evenings as needs arise, to try to ensure all parents are aware of how we deal with drug issues.

## **Monitoring and Evaluation**

The drugs, alcohol and tobacco policy is monitored and evaluated through a bi-annual review process involving students, parents, teachers, Senior Leadership Team and the Governing Body.

## **Review Date of this Policy**

Target Review Date	Date Reviewed	Action Required	Signature

Signed .....

Position held : .....

Date : .....

***Contacts***

School Drugs Co-ordinator : Mrs J Taylor, Deputy Head

***Local***

Somerset's School Drugs Adviser : 01823 447128

Somerset's Advisory Teacher for Health Related Education : 01823 447128

**On The Level** : (Somerset's under 18's drug treatment service) 01749 675766

Open access service for all young people (18 years and under)

Who are involved in problematic and/or dependent drug and

Alcohol use. Operates throughout Somerset.

***National***

**FRANK** (National Drugs Helpline) 0800 77 66 00

Offers free and confidential advice about any drugs issue.

Lines are open 24 hours a day.

## **INFORMATION SHEET**

### **Disposal of drug paraphernalia**

Needles or syringes found on school premises should be placed in a sturdy, secure container (for example, a tin with lid,) using gloves. Soft-drink cans or plastic bottles should not be used. Used needles and syringes should not be disposed of in domestic waste. If incidents of finding needles are high then the school may wish to obtain a properly constructed sharps container, which should be kept out of reach of students and members of the public who may not appreciate the associated risks.

### **Taking temporary possession of and disposal of suspected illegal drugs**

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected illegal drugs the school will :

- Ensure that a second 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. Some police forces provide schools with drug bags for this purpose.
- Store it in a secure location, such as the school safe or other lockable container 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 police incident reference number. Schools should make a full record of every incident. Storage of sensitive information about students or staff should be secure and should accord with the requirements of the Data Protection Act 1998.

Schools should be aware that records, including notes of any discussions with students, may be used in any subsequent court proceedings. Notes should include the time, date, place and people present, as well as what was said.

**Sample incident record form see Appendix attached.**

## **INFORMATION SHEET - 2**

### **Inform parents/carers, unless this would jeopardise the safety of the student**

In any incident involving illegal and other unauthorised drugs schools are normally advised to involve the child's parents/carers and explain how the school intends to respond to the incident and to the student's needs.

Parents/carers should be encouraged to approach the school if they are concerned about any issue related to drugs and their child. Schools can refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups.

### **Recording an incident**

Schools should make a full record of every incident. Storage of sensitive information about students or staff should be secure and should accord with the requirements of the Data Protection Act 1998.

Schools should be aware that records, including notes of any discussions with students, may be used in any subsequent court proceedings. Notes should include the time, date, place and people present, as well as what was said.

### **Establishing the nature of incidents**

Schools are recommended to conduct a careful investigation to judge the nature and seriousness of each incident. The emphasis should be on listening to what people have to say and asking open-ended, rather than closed or leading questions. Schools should consider separating any students involved in the incident and ensuring that a second adult witness is present.

The headteacher or designated staff member leading on drug issues should inform, consult and involve other as necessary. Careful attention should be given to respecting the confidentiality of those involved. A range of factors may be relevant need exploring to determine the seriousness of the incident, the needs of those involved and the most appropriate response. For example :

- What does the student have to say?
- Is this a one-off incident or longer-term situation?
- 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 or 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 of a small quantity' to 'persistent supply for profit'?
- 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?

If during the course of its investigation the school decides that the police should be involved they are advised to cease detailed questioning and leave this to the latter.

## APPENDIX 1

### Medical Emergency

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 disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the schools 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 any 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 anything by mouth
- **Do not** attempt to make them sit or stand
- **Do not** leave them unattended or in the charge of another student
- 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

## **APPENDIX 3**

### **Somerset Young People's Substance Use Screening Tool (SUST)**

SUST aims to establish five things concerning a young person's substance use/misuse:

- Level of use
- Level of knowledge of substance
- Level of harm/risk associated with use (including child protection concerns)
- Whether a referral to 'On the Level' (Somerset's under 18's drug treatment service) or joint working is required.
- What advice and information work needs to be carried out at Tier 2

Members of staff at Chilton Trinity Technology College who have undertaken training to carry out SUST with students are Tim Williams and Jan Taylor.

The most effective screening will take place where the young person has a positive relationship with a member of staff and feels comfortable completing SUST.

- The young person therefore has the right to decide which member of staff or agency they complete SUST with.
- There will be an emphasis on securing the setting that best suits the young person.
- Young people have the right to decide not to complete SUST.

When completing SUST, the guidance set out in '*Somerset Young Peoples' Substance Screening Tool*' (2002) will be followed at all times.

**Drugs** or paraphernalia found on school premises

Student in **possession** of unauthorised drug

Student **supplying** an unauthorised drug

Student **under the influence** of a drug (including misuse of a medicine)

**Disclosure** of drug use

- Student's own drug use
- Parent's/carer's drug use
- Parent's/carer's concern about their child's drug use

**Illegitimate sale/supply** of drugs (legal or illegal) **in the school vicinity**

<b>Medical emergency</b>	<b>No medical emergency</b>
call for medical help/ and ambulance	keep student calm under observation
follow first-aid consider procedures until help arrives	if intoxicated asking parent/carer to collect
<b>(See Appendix 1)</b>	
Ensure safety and well-being of other students e.g. Onlookers	

Offer further advice/information. Further action may not be necessary for all disclosures e.g. smoking. Consider whether drug use could be problematic or indicate other problems requiring further action

If suspected to be **illegal**, schools should decide whether to inform the police. There is no legal obligation but not to do so may be counterproductive. This includes the illegitimate sale of prescribed medicines (e.g. Ritalin)

If **alcohol, tobacco or solvents**, schools may wish to inform police or trading standards officer

**Remove** drug/paraphernalia (*see separate information sheet*)

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**Temporarily store drug securely** in the safe (*see separate information sheet*)  
**Record** details with a **witness** present (*see separate information sheet*)

Consider issues of **confidentiality** and explain issues to students/parents involved  
*(see separate information sheet)*

Inform headteacher or designated member of staff, who will begin further investigation

Inform **parent/carer** if appropriate and does not place the child at risk (*see separate information sheet*)

Inform other staff, LEA or Local Authority and parents/carers if appropriate

**If illegal drug:** notify the **police** without delay, who will arrange for **collection or disposal** according to locally agreed protocols. There is no legal obligation to divulge a student's name.

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**Insert contact details for local police :**

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**If legal :** alcohol, tobacco or medicines can be returned to parent/carer or the drug can be disposed of safely.

**Identify the needs** of those involved, making a careful assessment of all the circumstances (see section 5.3).

Decide upon appropriate response – **curriculum, pastoral, disciplinary** or **referral** to other services (see section 5.4)

Provide parents and students with access to **further sources of information/support** (refer to Drugs Guidance for Schools. February 2004).

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Seek outside support if appropriate. Those who may be involved are : LEA; school health team; child protection officer; education welfare officer; police; YOT; Connexions; BEST; youth and community services' specialist agencies.

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**Insert contact details for local agencies:**                      0845 456 7000

**Record all decisions** and monitor the outcome for the student and school community (*see separate information sheet*)  
Review effectiveness of policy and practice