

QUEEN ELIZABETH HIGH SCHOOL

DRUGS POLICY

DEFINITION – WHAT IS A DRUG?

- A drug is any substance that affects the way in which the body functions physically, emotionally or mentally and includes tobacco, alcohol, solvents, over the counter and prescribed medicines, as well as illegal substances.

It should be noted that Queen Elizabeth High School has a separate no smoking policy that relates directly to tobacco.

THE PURPOSE OF THE POLICY

- The aim of this policy is to clarify the school's role in drug education and prevention and to provide information about procedures in response to any drug related incident for all staff.
- The school is committed to the health and safety of its staff and students and will take action to safeguard their well-being. The school acknowledges the importance of its pastoral role in the welfare of its students and, through the general ethos of the school, will seek to provide quality drug education and support any student in need of support to come forward.

RATIONALE

- Current research indicates that drug use, both legal and illegal, is rising amongst young people and, as part of the school's care and welfare of the students, we believe we have a duty to inform and educate them about drug use. Drugs are a reality in children's lives and schools share responsibility with parents and the community to educate students about the risks and consequences of drug use and misuse and to encourage them to make healthy, informed choices.

TO WHOM DOES THE POLICY APPLY?

- This policy applies to school students, all staff, parents and other visitors on site.

WHERE DOES THE POLICY APPLY?

- This policy applies at all times when staff are acting in loco parentis both on and off the school site. The policy applies to students travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

ROLES AND RESPONSIBILITIES

- **Headteacher** – the headteacher takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation and for liaison with the Governing Body, parents, Local Authority (LA), media and appropriate outside agencies in the event of a drug related incident. Students who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies.
- **Governors** – as part of their general responsibilities for the management of the school the governors play a key role in the implementation of the school's policy for drug education and prevention. They will continue their involvement through regular evaluation of the policy. The named lead Governor with responsibility for this policy is Neil Watson.

- **All Staff** – Drug prevention is a whole school issue. All staff, both teaching and support staff, other workers and volunteers, should be aware of the policy and how it relates to them should they have to deal with a drug related incident. This includes lunchtime supervisors, site managers and cleaning staff. If they have any queries or training requirements these should be made known to their line manager who will liaise with the CPD Co-ordinator (Helen Bailey).
- **Site Managers** – The site managers regularly check the school premises - any drugs or drug paraphernalia found will be recorded and reported to the Headteacher/Substance Co-ordinator (Diane Harris, Deputy Headteacher) and dealt with in accordance with this policy.
- **Substance Co-ordinator** - Diane Harris, Deputy Headteacher, is the substance co-ordinator. Her role includes the following
 - Working with the KS3/4 co-ordinator and the learning and guidance co-ordinators who work with teams of tutors who teach drug education. In conjunction with the KS3/4 co-ordinator organising sessions on drugs education outside the normal timetable.
 - Attending appropriate courses and training.
 - Facilitating training – ensuring key staff i.e. learning and guidance co-ordinators, mentors and governors are adequately trained and made aware of training opportunities.
 - Maintaining links with outside agencies, specifically the police and SORTED.
 - Monitoring substance misuse incidents.
 - Involvement in individual cases.
 - Using SORTED to support the drugs education programme both within the curriculum and to run small group work in liaison with learning mentors for students identified as more at risk.

It should be noted that the school actively co-operates with other agencies such as the Local Authority, police, SORTED, Children’s Services, CAMHS (Child, Adolescent & Mental Health Services - Chad House) to develop its commitment to drugs education and to deal with incidents of substance use and misuse.

- **Parents** – Parents are encouraged to support the school’s drug education programme and have access to this policy. They are responsible for ensuring that the guidelines relating to medication in schools are followed. The school plays its part in ensuring that parents have up to date information regarding drugs. Parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents and, therefore, it will be handled with care and consideration. The head teacher in consultation with the substance co-ordinator will consider if there are any special circumstances, which may temper this right.

DRUG EDUCATION

AIMS/OBJECTIVES

The main aims of our drug education are:

1. To ensure that all children are taught about drugs in a consistent manner, following guidelines that have been agreed by parents, governors, staff and the LA.
2. To enable students to make healthy, informed choices by increasing knowledge, exploring their own and other peoples attitudes and developing and practising skills.
3. To provide accurate information about substances.
4. To increase understanding about the implications and possible consequences of use and misuse.

5. To give students the opportunity to develop their abilities to communicate their concerns and take responsible decisions.
6. To let students know what they should do if they come across drugs or are aware of other people using them.
7. To provide students with knowledge and information about drugs and the harmful effects they can have on people's lives.
8. To enable young people to identify sources of appropriate personal support.

DRUGS EDUCATION PROGRAMME

Drugs education takes place through a number of aspects of the students' experiences – in the taught curriculum; organised sessions; targeted group work via timetable collapse, e.g. life skills days. Small group sessions are also organised for groups deemed as at more risk using SORTED and mentors. Our Young People's Health Project also provides support, e.g. SORTED workers are available for both 1:1 and group work. Our mentors run group work sessions on drugs related issues and provide 1:1 support where appropriate.

- The school provides a planned drug education curriculum as part of PSHE via our guidance programme and through the statutory science curriculum. The programme reflects knowledge and understanding, attitudes and personal and social skills. The programme is responsive to the needs of the students and relevant to their age, experience and maturity. The programme involves a wide variety of strategies. (See Guidance Programme schemes of work, and Science schemes of work). Sessions for year groups may also be planned via timetable collapse e.g. visit by the FRANK BUS.

The school recognises that all students are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The school will strive to use students' existing knowledge, beliefs, experiences and their views on what should be included in their drug education as a baseline for the development of the programme. Inclusion of this information ensures that the content is credible and relevant and it provides the baseline against which the programme can be evaluated. Existing knowledge and understanding will be identified through questionnaires and through discussion in the guidance programme and via school or class councils.

The school acknowledges that special consideration must be given to particular groups of young people, including students with special educational needs, students whose parents/carers or relatives use drugs, students who have missed substantial amounts of schooling and students vulnerable to drug misuse. The school will ensure an appropriate focus is placed on drug education for these groups and where appropriate will provide targeted interventions that may involve the use of external agencies to enhance delivery.

METHODOLOGY AND RESOURCES

Drug education within the school shares the features expected in any other subject area taught within the school, it will be taught within a safe, secure and supportive learning environment and will be delivered using a variety of interactive and participatory teaching methods and a range of opportunities for learning will be provided.

The main resources used are: LA Drugs Education File, SORTED information, FRANK information, Drugs Box.

Resources for the teaching of drug education are kept in KS3/4 Co-ordinator's office.

STAFF SUPPORT AND TRAINING

It is essential that all school staff (teaching and support staff) have a general drug awareness and a good understanding of the policy, including an understanding of how to manage drug incidents. New staff to the school will also be able to access training as part of their induction.

Drug education is more effective when taught by teachers who have the necessary subject knowledge and the school will strive to provide or access appropriate training for all staff (including NQTs, new staff). The school's senior leadership team will support access to CPD. Training needs are identified via staff annual reviews and the CPD Co-ordinator, Helen Bailey, informed.

ASSESSMENT, MONITORING, EVALUATION AND REVIEW

The elements of drug education delivered as part of the science curriculum will be assessed in accordance with national curriculum requirements. The learning from other elements of drug education will be assessed as part of overall PSHE provision. The school will use a variety of methods to assess drug education and will not concentrate solely on the knowledge gained.

The quality, relevance and effectiveness of the schools drug education programme will be reviewed regularly by Substance Co-ordinator, Diane Harris, (Deputy Headteacher) and the KS3/4 Co-ordinator, Andrew Hedley, and this process will be integral to the planning and development of the PSHE programme.

MANAGING A DRUG RELATED INCIDENT

This section of the policy provides the framework of procedures for dealing with an incident if one should occur. The primary concern of QEHS is the care and welfare of the students and as such will seek to balance the safety and security of the school with the needs of students. The member of staff responsible for co-ordinating the school's response to drug incidents is Diane Harris.

The school rules for the drugs named in this policy are:

Medicines	See school policy/guidelines on the administration of medicines.
Tobacco	The school is a no smoking school in line with County guidelines. This rule also applies when on school visits. See No Smoking Policy which relates directly to tobacco.
Alcohol	The possession or consumption of alcohol by students is not allowed.
Solvents	The school will ensure that potentially harmful substances, including aerosols, are stored safely.
Illegal Substances	No illegal or illicit substances should be brought to school or used on school premises.

Management of drugs at school:

In the event of a drug related incident occurring on school premises the school will follow the guidelines recommended by the LA as shown in **Appendix 1**, Responding to Incidents involving drugs.

- Appendix 1 is attached and is on display in the staff room. It is also in the staff handbook.

PROCEDURES FOR STUDENTS UNDER THE INFLUENCE OF A SUBSTANCE/ALCOHOL

If a member of staff feels a student is under the influence of a substance or alcohol then the following procedures must be followed:

- Inform the year team – mentor or the learning and guidance co-ordinator. Mentors are contactable via mobile 'phones. Send for help immediately if this occurs in a classroom or elsewhere in school. Inform head of department if in a classroom.

- Year team staff to involve the substance co-ordinator at earliest opportunity (Diane Harris is contactable by mobile 'phone).
- Year team staff and Diane Harris will assume responsibility for the incident but will require a written report from the member of staff reporting the incident.
- Call a first aider to administer first aid if appropriate.
- Keep any evidence of what has been consumed.
- It is difficult to talk to a student who is intoxicated or high – seek support as detailed above. The student should be placed in a quiet room and talked to calmly until support arrives.
- Parents will be contacted and invited into school to discuss the issue and to make arrangements to take the student home.
- Information about drugs issues and support via the main agency SORTED will be made available to the student and their family.

Please also note all incidents will be dealt with in confidence, however, no member of staff can guarantee absolute confidentiality where risk taking behaviour presents a danger to either self or others (see Child Protection Policy and Confidentiality Policy). A multi agency approach will be used where appropriate.

See below for sanctions etc.

To ensure the safety of all young people and staff the school will take possession of any drugs and will deal with them in the following manner:

1. Illegal drugs will be confiscated, packaged in a plastic bag or envelope and all details relating to the incident recorded and stored with them. The drugs will then be stored in a secure location i.e. in the Lower School Office in a sealed container and the police will be contacted to deal with the disposal of the substances. **The law does not require the school to divulge the names of any students to the police. Where the school chooses to provide this information the police will be required to follow set internal procedures.** This action will be witnessed by at least two members of staff. School staff should not attempt to identify drugs by tasting them and should not leave the school premises with any substances in their possession. **Full details of the incident will be recorded on an incident report form and a copy of this will be sent to the LA. These forms are available from Diane Harris and the year offices (see Appendix 2).** Parents/carers will be informed of the incident and a meeting set up to discuss the incident and resulting sanctions.
2. In the case of other drugs (alcohol, tobacco, volatile substances and medicines) the school will confiscate the substances, dispose of them in an appropriate manner and will contact parents re the incident. Parents will be invited to school to discuss the incident.

In both of the above situations the school:

- ***May choose not to inform parents/carers if the safety of the young person is jeopardised. At this point, the school's designated person for child protection (Diane Harris) must be involved.***
 - ***Will not search personal property without a young person's consent. School property, e.g. desks or lockers, can be searched and this action will be witnessed. The student's consent will be sought but is not required if the school believes an offence has been committed.***
3. The school has discussed the disposal of drug paraphernalia with the site managers and every effort will be made to ensure the school grounds are kept free of any such materials. In the case of needles and syringes they will be placed in a secure container, using gloves. The use of bottles or cans for the storage of needles is not appropriate. If such paraphernalia is found, Diane Harris will be informed at the earliest possible opportunity. The school will then contact the local police or environmental health to discuss disposal of the paraphernalia.

When the school chooses to involve the police in a drugs related incident the following guidelines will be followed:

Queen Elizabeth High School has a very positive relationship with Hexham Police. Presently the police are asked to come into school by the substance co-ordinator (following consultation with the Headteacher) or under her instruction when we believe a student:

- Is in possession of drugs
- Intends to deal/supply.

Due to our close working relationship with the police we believe all such instances will be dealt with sensitively. In all cases we endeavour to make contact with the parent/carer and encourage them to be present when the police arrive.

We ensure that if any searches take place they are done so in the presence of a member of teaching staff (preferably the substance co-ordinator) if a parent/carer cannot be present. The police will always later inform parents/carers of the actions taken if they cannot be present.

The school's Community Beat Managers (CBMs) are PC Stephen Ridley and PC Barry Emery, based at Hexham Police Station, telephone 604111. The CBMs attend multi-agency meetings at QEHS, both at a strategic level and an operational level. Two separate meetings take place and the police attend both meetings.

The school acknowledges that any response taken to deal with drug related issues must balance the needs of the individual with those of the wider school community. Information regarding young people's needs in relation to drug use will come from a variety of sources not just as a response to an incident. The school will carefully examine all evidence before proceeding with any action and will use a wide range of responses taking into consideration the nature of incident.

SCHOOL SANCTIONS

The following sanctions will be applied:

Drugs (other than alcohol)		
1st Offence	Use/possession of illegal substances/use of solvent	5 day exclusion
2nd Offence	Use/possession of illegal substances/use of solvent	permanent exclusion
Dealing/Supply	Immediate permanent exclusion	

Alcohol		
1st Offence	Consumption/possession of alcohol	5 day exclusion
2nd Offence	Consumption/possession of alcohol	5 day exclusion and a meeting of the Governors' Disciplinary Committee with student and parents/carers
3rd Offence	Permanent exclusion	

Rules relating to drugs in schools and the sanctions they will face if they break them will be made clear to all members of the school community e.g. via assemblies, newsletters, planners, websites.

We follow the DCSF exclusion protocols in all drugs related incidents.

PASTORAL SUPPORT

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well being of all students. To reinforce this any actions taken will be in line with the school's behaviour policy. In all cases involving drugs the student and their family will be offered help and support from the school or from partnership agencies, the main one being SORTED.

LIMITS OF CONFIDENTIALITY

Students disclosing information about their own drug use or drug use by people they know should be reminded that a teacher cannot offer absolute confidentiality. Any disclosures will be dealt with in line with the school's child protection policy.

DEALING WITH PARENTS/CARERS UNDER THE INFLUENCE OF DRUGS ON THE SCHOOL PREMISES

When staff are at all concerned they should maintain a calm atmosphere whilst attempting to continue discussion with the parent/carer. If they are there to take the young person home staff will discuss alternative arrangements to ensure the young person will remain safe. The safety of the young person should be the key focus at all times. Any such incidents must be recorded and child protection procedures followed. If the parent becomes abusive or violent the police may be informed.

DEALING WITH THE MEDIA

The headteacher will take responsibility for liaison with the media, where required. As the issue of drug use or misuse is an emotive one and is likely to generate interest from the local and even national media, the school will take appropriate advice from the LA press office and legal department to ensure any reporting of incidents remains in the best interest of the young person, their families and the school.

REVIEWING THE POLICY

The record of incidents will be maintained and the LA will be sent copies of completed forms. This policy will be reviewed when required – as the result of an incident and also as part of the normal cycle of review. All groups involved in the initial development and those having an impact on its implementation will be involved.

DEVELOPMENT PROCESS, DISSEMINATION, MONITORING AND REVIEW

This policy was developed and agreed in consultation with governors, senior leadership team, teaching staff, support staff, parents, students and other relevant agencies including the LA, the police, SORTED.

The policy was agreed with the High and Middle schools in the partnership to ensure that all teaching is appropriate, and is progressive through the student's school career and that the school rules and protocols agreed for managing an incident are consistent.

The policy reflects national guidance and priorities as outlined in

- DfES Drugs: Guidance for Schools (2004)
<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DfES+0092+2004>,
- the Updated Drug Strategy (2002)
<http://drugs.homeoffice.gov.uk/publication-search/Archive/updated-drug-strategy-2002c41f.html?view=Standard&pubID=560066>,

This policy relates to the school's Personal Social Health and Citizenship Education (PSHCE) Schemes of Work/Policy, behaviour policy, health and safety policy, equal opportunities policy, confidentiality policy and child protection policy.

A copy of this policy is provided on the school website and in the staff handbook. Reference copies are available from the head teacher's PA for parents/carers and all other persons who come into contact with the students. Relevant extracts/summaries are published in the school prospectus, staff and student planners.

Date of implementation: March 2008; reviewed January 2010

The policy will be reviewed every two years. This will include evaluation of teaching and learning activities, resources, staff training requirements and the use of outside visitors. Evaluation tools could include discussion groups, feedback from external inspection/internal reviews.

The policy will also be revisited and reviewed at any time the school has to address an incident involving illegal or illicit drug use as appropriate.

This policy was agreed by the Pupil and Curriculum Development Committee at their meeting on Wednesday 10 February 2010 and ratified at the full governing body at their meeting Wednesday 3 March 2010.

Designation	Signature	Date
Chair of Governors Adrian Woolley		
Headteacher, QEHS Neil Morrison		
Substance Co-ordinator Diane Harris		
Review Date	January 2012	

APPENDIX 1 (click into link below or request a hard copy)

**A POSITIVE APPROACH – A PROTOCOL FOR MANAGING DRUG,
ALCOHOL, VOLATILE SUBSTANCE RELATED INCIDENTS IN SCHOOLS**

Link to appendix on QEHS website:

<http://www.qehs.net/files/docs/drugspolicy-appendix1.pdf>

APPENDIX 2: DRUG INCIDENT REPORT FORM

Drug Incident Report – Di Harris holds the drug incident report form log book. A sample of the form is outlined below. The following guidance will assist in the completion of the form.

1. The person who takes lawful possession of the substance should place it in a self sealing Northumbria Police drugs evidence bag (available from Di Harris).
2. This should be stored securely awaiting collection by the Neighbourhood Police Team.
3. All sections of the form will be completed (n/a should be entered where necessary)
4. An appropriate witness will sign the form.
5. Do **NOT** name the substance recovered. It should be described in terms of size, quantity, colour and consistency.
6. For help and advice, telephone Local Advisory Officer (Justine Clephane) on 01670 534441
Justine.Clephane@northumberland.gov.uk Address: Justine Clephane, Drug Education Consultant, Health and Wellbeing Team, Learning and Development 0-19 Service Learning, Skills and Family Support, People Group, Northumberland County Council, Education Development Centre, Morpeth NE61 6NF
7. **Pink copy** of the form is sent to the Local Authority (see address above) within 24 hours of the incident. **Blue copy** of the form remains in school, **adding the student's name and tutor group** – pass to Di Harris for secure storage. Where appropriate **white copy** of form is passed to the police.

Please tick to indicate the category			
Drug or paraphernalia found ON school premises		Pupil in possession of unauthorised drug.	
Pupil disclosure of drug use.		Parent/carer expresses concern.	
Emergency/Intoxication.		Pupil supplying unauthorised drug on school premises.	
Disclosure of parent/carer drug misuse.		Incident occurring OFF school premises	
Name of Pupil* (for school records only):		Name of School:	
Pupil's Form* (for school records only):			
Age of Pupil: Male Female			
Ethnicity of Pupil**:		Time of incident: am/pm	
Tick box if second or subsequent incident involving the same student		Date of incident:	
Report form completed by:			
First Aid given? Yes No		Ambulance/Doctor called? (delete as necessary) Yes No	
First Aid given by:		Called by:	
		Time:	
Drug involved (if known); e.g. Alcohol. Paracetamol, Ecstasy		Drug found/removed: Yes No	
Senior Staff Involved:		Where found/seized:	
		Name and signature of witness:	
Name of parent/carer if informed* (for school records only)		Disposal arranged with (police/parents/other):	
Informed by:		At time:	
At time:		If police, incident reference number:	
Brief description of incident (including any physical symptoms):			
Other action take: (e.g. Connexions or other agency involved; Educational Psychologist report requested; case conference called; students/staff informed; sanction imposed; LA/GP/Police consulted)			

(continue on blank sheet if necessary)

*information to be recorded on school copy (blue) only

**categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.