

## **Fullbrook Drug Policy**



**Reject the behaviour, not the young person.**

Fullbrook Drug Policy .....	1
This policy has been developed in consultation with representatives of: .....	3
Introduction.....	3
Definition of Terms: .....	4
Policy Development Process.....	4
Section 1: Drug Education at Fullbrook .....	5
Rationale for Drug education:.....	5
Drug Education: Curriculum Provision .....	5
Drug Education: Parental Involvement.....	5
Drug Education: The Wider Community.....	6
Drug Education: Methods of Learning .....	6
Drug Education: Monitoring and Evaluation.....	6
Section 2: Legally Available Substances on Site.....	7
Substances on Site.....	7
School excursions (day and residential) .....	7
Section 3: Response to Drug Related Incidents .....	8
Response to Drug Related Incidents .....	8
Managing drug related incidents.....	9
Managing the Media .....	11
Response to Drug Misusing Parents/carers.....	11
Training and support for staff .....	11

**This policy has been developed in consultation with representatives of:**

- Fullbrook Senior Leadership Team
- Fullbrook Governing Body
- Staff responsible for drugs issues
- Other teaching staff
- Students
- Parents and carers
- Outside agencies (Surrey police)

**Introduction**

This policy recognises that drug abuse exists and to reduce it depends on the co-operation of students, parents, staff and governors:

- We the students, parents, staff and governors of Fullbrook, do not condone the misuse of drugs by members of the school or the supply of these substances
- We are committed to the health and safety of our members and will take action to safeguard their well-being.
- We acknowledge the importance of care guidance and support in the welfare of our members and, through the ethos of the school, will seek to encourage those in need of support to come forward.

This policy is divided into three main sections

1. Drug education at Fullbrook
2. Fullbrook's position in relation to legally available substances on site
3. Fullbrook's response to drug related incidents.

The Principal takes overall responsibility for the policy and its implementation both in the long term and on a daily basis.

This policy should be used in conjunction with Fullbrook's policies for Behaviour (The Fullbrook Way) and Child Protection.

This policy will be reviewed and evaluated by the senior leadership team and ratified by governors annually and in the light of any incident that may occur relating to drugs or any new findings arising from educational research.

Policy agreed:

Policy review date:

## Definition of Terms:

### Drug:

This document uses the term 'drug' to refer to any substance people take to change the way they feel, think or behave (Definition from United Nations Office on Drugs and Crime). This includes all illegal drugs, all legal drugs including alcohol and tobacco, volatile substances and over-the-counter and prescription medicines.

### Drug use:

The consumption of any drug. All drug use including medicinal use carries the potential for harm.

### Drug misuse:

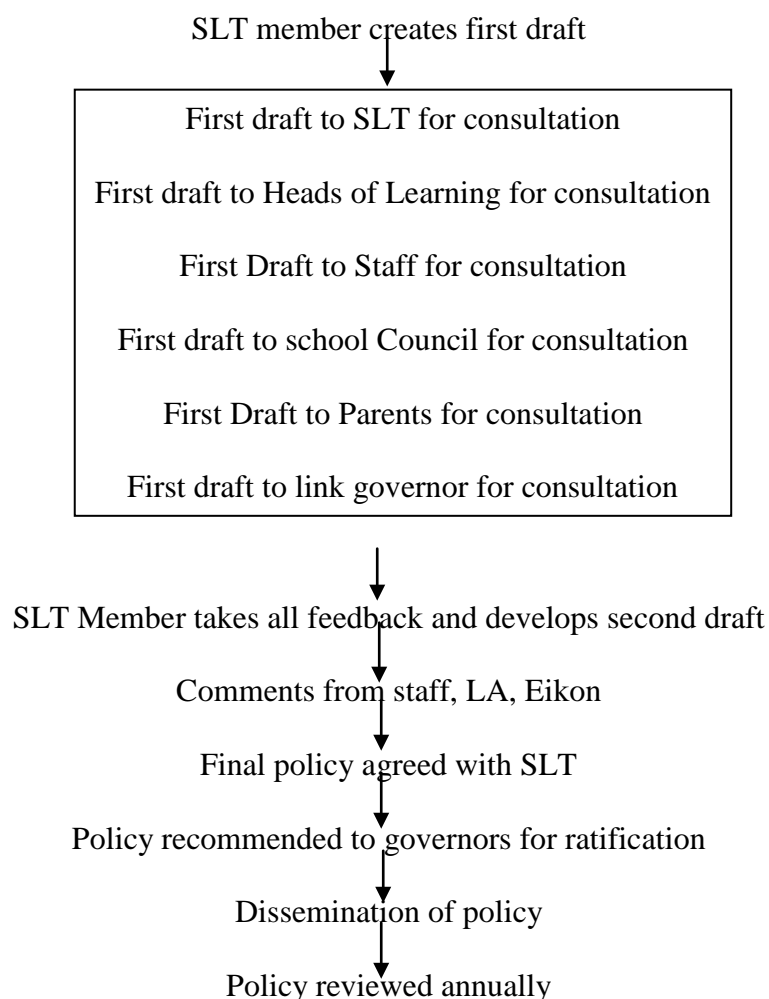
Drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems.

### Drug abuse:

Drug taking which harms health or functioning. It may be part of a wide spectrum of problematic or harmful behaviour.

## Policy Development Process

Fullbrook recognises the importance of development of the School's drug Policy with the whole school community. The process for development of this policy is as follows



# Section 1: Drug Education at Fullbrook

## Rationale for Drug education:

Drug use and misuse have become increasingly common in our society. Children and young people of school age are part of society and as such the school recognises the need to:

- Prepare and equip students for life by raising awareness, informing of risk and danger and developing strategies to help them cope in difficult situation and ensuring they know the law about illegal drugs.
- Deal with the broad range of drug related situations and incidents which may occur in the lives of our students and others involved in the life of a school.

## Drug Education: Curriculum Provision

Aim:

The overall aim of drug education in the school is to equip pupils with the necessary knowledge skills and attitudes to enable them to be in a position to make informed, healthy choices and decisions and to prevent or reduce the harmful consequences of drug misuse.

Objectives/ student learning outcomes:

- To provide accurate information about drugs and the law relating to them
- To increase understanding of the implications and possible consequences of use and misuse of drugs
- To provide opportunities to examine attitudes and values towards drug use
- To promote the development of personal and social skills relating to health behaviour and the opportunity to practise them.
- To enable young people to identify sources of appropriate support

Drug education in the curriculum:

- Citizenship - Drug education is covered within a broader programme in citizenship lessons where wider issues of promoting health, positive behaviour and social responsibility are addressed and where drug misuse prevention is just one component. (See schemes of work in appendix A)
- Science – Drugs and the physical consequences of their use is covered in Science in key stages 3 and 4
- English – Year 10 have a series of lessons on writing to argue, persuade and advise. The topic used is legislation on cannabis
- The school acknowledges that a positive health promoting ethos helps students feel valued and part of the school community, and in doing so, helps build self esteem and self image that may enable students to cope more effectively in drug related situations. Fullbrook endeavours to maintain this ethos through its work as a Healthy School, the assembly programme and the tutor programme as well as support care and guidance for the whole school community.

## Drug Education: Parental Involvement

The school promotes and encourages the support of parents/carers for the drug education programme. Parents will be given the opportunity to find out about and discuss the school's programme through parent information evenings and can always contact the head of learning if a private discussion is wanted.

## **Drug Education: The Wider Community**

The school works in partnership with Eikon and other agencies, e.g. community police officers, drug advisers, health promotion specialists to deliver its commitment to drug education, to provide appropriate support and to deal with issues of drug misuse.

## **Drug Education: Methods of Learning**

In keeping with the school's approach to the Citizenship Programme, a variety of learning and teaching methods are used as appropriate to the topic and needs of the students e.g. brainstorming, role play, group discussion, use of expert visitors. These strategies enable students to:

- Place new learning in the context of previous experience
- Explore currently held personal and cultural beliefs and values in the context of new learning
- Apply new learning to other situations
- Relate new knowledge to current behaviour so as to be able to make and act on informed choices
- Actively consider the implications of the learning for themselves, society and the environment.
- Go on to learn further through independent learning.

## **Drug Education: Monitoring and Evaluation**

Evaluation of the programme's effectiveness is conducted on the basis of:

- Student evaluation sheet completed by every student on the citizenship programme at the end of each unit of work and analysed by the senior leader responsible for ECM in the school. The programme is then changed annually based on this feedback and feedback from staff.
- Staff feedback to the Citizenship Programme leader at the end of every session taught using a feedback sheet. This is also used to inform curriculum planning each year
- Reports to governing body.

## **Section 2: Legally Available Substances on Site**

### **Substances on Site**

#### **Tobacco**

The school operates a no smoking policy at all times throughout the buildings and grounds. This policy applies to students, employees, parents and visitors.

#### **Alcohol**

The consumption of alcohol during the day is prohibited for all members of the school community.

The Principal is consulted and permission obtained before arranging any functions at which alcohol may be consumed.

#### **Solvents**

The school recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed.

COSHH regulations are adhered to for the secure storage and safe-keeping of solvent substances in classrooms and science labs.

Correcting fluid is not permitted in school.

Aerosol sprays are not permitted in school.

Lighter fuel is not permitted in school.

#### **Medication – Over the counter and prescribed drugs**

- Asthma inhalers are kept by students for easy and immediate access.
- Any medicines that need to be taken by students during the school day must be kept in the front office, clearly labelled with the student's name and instructions for use. Staff are not obliged to administer medicines; the student must be able to administer their own medication. With parental consent, students with chronic conditions are allowed to carry medication and self administer this.
- Special arrangements may be made for children suffering from serious medical conditions who may require urgent or specialised care. Such conditions could be Asthma, Anaphylaxis, Diabetes and Epilepsy. In such cases, parents need to agree an individual treatment plan in accordance with 'Pupils' Health and the Administration of Medicines Guidance for Schools'.

Staff will never give non prescribed medicines to students (e.g. pain relief tablets) unless there is prior written permission from parents.

#### **School excursions (day and residential)**

A medical form must be completed by a parent/carer before a student will be accepted on an excursion.

The school's policy on drugs applies to all school excursions.

## **Section 3: Response to Drug Related Incidents**

### **Response to Drug Related Incidents**

The school acknowledges pastoral responsibility concerning drug related incidents and seeks to work closely with families and support agencies

1. Advertising of illegal substances are not acceptable. Articles of clothing, bags or other objects which advertise drugs are not allowed on the school premises and will be confiscated and returned to parents.
2. In instances involving tobacco, parents will be informed and sanctions will be issued, up to 5 days exclusion.
3. Any student selling illegal drugs on the premises or in the vicinity of the premises will be permanently excluded in the first instance. (Governors will consider exceptional circumstances)
4. In line with DCSF policy the school reserves the right to search students where there is suspicion of drug use or carrying.

In all other drug related cases, (both legal and illegal- see definition P2) the school will consider each drug related incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. The school seeks to balance the interests of the students involved, the other school members and the local community.

The following action will be taken

1. Parents/carers will be informed at the earliest opportunity. The school and parents/carers can then work together to support the student.
2. If these activities have occurred off the premises the school will inform parents.
3. If the student is considered to be at risk then the appropriate authority will be informed
4. There is no legal obligation to inform the police, though they may be able to offer relevant support and advice. Where it is suspected that drugs are on the premises, details regarding those involved and further information will be passed to the Community Police Officer.

#### **The range of possible responses includes:**

1. The use of in school-school counselling services (confidential sessions provided by Eikon)
2. Referral to outside agencies for counselling treatment
3. Case conferences to discuss the options carefully before devising action plans to enable students to remain in school and receive appropriate help
4. Behaviour contracts (Setting out clearly the terms on which a student can remain at the school – emphasising positive rather than negative behaviour)
5. Intensive in-school programmes (DfES guidance ‘Social Inclusion and the use of Pastoral Support Programmes’)
6. Inter-agency education programmes such as Drug and Alcohol Youth Support Service (DAYS) or Catch 22.

#### **The range of possible sanctions, considered on a case by case basis, includes:**

1. Detentions
2. Parents/carers taking the student home for the day
3. Inclusion/Isolation
4. Extended days



5. Fixed term exclusion
6. Permanent exclusion – This option is viewed as a final course of action as it may only transfer the problem

In all illegal drug related incidents the response will include:

- A period of isolation or exclusion if the incident occurred on the premises
- A discussion with staff, parents/carers and the student on the issues involved
- An agreement to seek counselling and guidance for the student and the family
- A planned re-integration into the school to include a negotiated contract.

If the student or parents do not agree with these actions then the Principal may ask the governors to make the exclusion permanent.

## **Managing drug related incidents**

The management of drug related incidents is co-ordinated through an SLT member. An incident involving drugs may take the form of: emergencies; intoxication; discovery/observation; disclosure; suspicion/hearsay.

### **Emergency Situations**

If a student is deemed to be in danger as a result of drug misuse (e.g. collapsed, unconscious) the following course of action should be taken:

- Notify reception by the fastest possible means to call an ambulance and briefly outline the cause of the emergency.
- Summon help immediately from another member of staff and call for a first aider. (The school endeavours to increase the number of people trained in First aid annually)
- Provide emergency aid to the student as appropriate
- Notify the Principal or another Senior Leader.
- Notify the student's parents.
- Remove, in the presence of an adult witness, any suspicious substances/equipment and retain in case they are required by ambulance staff.
- Record the incident in the school's medical book
- A written report of the incident will be given to the Principal, Vice Principal (Pastoral) and Head of Learning.

### **Intoxication**

- The student will be removed to a quiet room and be accompanied by two members of staff at all times.
- A first aider will be called and further medical help summoned if necessary.
- Parents will be informed and called to the school to collect the student and advised to visit their GP or attend hospital in cases of severe intoxication.
- The incident will be recorded in the school medical book
- A written report will be given to the Principal, Vice Principal (Pastoral) and Head of Learning.

### **Discovery/Observation**

- If a student is discovered possessing, using or dealing and substance not permitted in school s/he will be escorted to/approached by a senior member of staff
- The senior member of staff will seek to remove any suspicious substances from the student (in the presence of an adult witness) or to secure the voluntary production of and substances believed to be concealed on the student's person. (Intimate physical searches should not be made by any

teacher). Any substance taken possession of will be sealed in a labelled plastic bag, signed by the witness present with the date and time added.

- The situation will be investigated promptly and thoroughly with a written record made.
- The student will be kept out of class/ away from peers but supervised by an adult at all times. The student will be informed that the situation is a serious one (particularly if the substance in question is believed to be an illegal one) and that parents and police will be informed and asked to attend the school.
- The Principal will be notified who, in turn, will sanction appropriate interim pastoral and disciplinary measures and notify the student's parents.
- If the substance is or is suspected of being illegal the Principal will call the local police to help with identification of the substance and give appropriate police involvement.
- The governing body will be subsequently informed.

### **Disclosure**

A student may disclose to a member of staff that s/he has been using drugs or is concerned about someone else's drug use out of school hours

- Concern for the student's welfare will be paramount but teachers will not be able to promise complete confidentiality and should make this known to any student seeking such an assurance.
- Information about a student in relation to drugs will follow the same procedure as for other sensitive information. The Head of Learning, Vice Principal (Pastoral) and Principal will be informed and further help sought if appropriate.
- The student may be referred to Eikon and/or a drugs counselling agency or intervention programme.

### **Suspicion/Hearsay**

Any hearsay/rumour about student drug use will be carefully evaluated in the light of the school's own knowledge about the student and sensitively investigated before any possible action is taken.

If staff believe the rumour to be unfounded, steps will be taken to challenge the rumour and its effects e.g.

- Challenging behaviour that may have led to the rumour
- Challenging those responsible for circulating ill-formed information
- Challenging the environment in which rumours breed

If the rumours are found to be true, the same procedures will be taken as outlined in the previous section for disclosure of drug use.

If there is a suspicion of drug use the student will be observed and monitored over a period of time before deciding on appropriate action to be taken.

Recordings of student observations will be carried out by the staff making the observations and will adhere to the following principles:

- They will be specific
- They will be non-judgemental (i.e. descriptive rather than interpretative)
- They will be objective
- They will be factual
- They will be dated and signed

- They will be designed to show pattern, nature and frequency of the perceived behaviour.

### **Managing the Media**

The Principal will take responsibility for liaison with the media. As the issue of drugs is an emotive one, and is likely to generate interest from local and national media, the school will seek to ensure any reporting of incidents remains in the best interests of the student, their families and the school. The school will seek to minimise any reporting of drug related incidents.

### **Response to Drug Misusing Parents/carers**

The school recognises that some of its students may have a parent/carer whose drug use (legal or illegal) is problematic. The student's welfare in this case is paramount and the school will act, within the legal limits that it can, to support the student. The school will follow the child protection procedure set out in the Child Protection policy.

The school's Child Protection Officers have received guidance and training in this area.

### **Training and support for staff**

All staff new to the school take part in an induction programme, of which policies make up a part.

The optional staff INSET programme offers support for teaching and understanding drug the dangers of drugs and drug related issues using a range of agencies.