



The
Westminster
School



Drugs and Substance Misuse Policy 2017/2018

Approved by Governing Body on: 15/02/18

Signed by Chair of Governors:

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Head Teacher:

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Date of Review:

15/02/20

Policy Formation

This policy has been formed in consultation with The Westminster School staff and Governors. A copy of the draft policy was also made available to all the parents for comment.

Aims and Objectives

At The Westminster School, we recognise that drugs are an issue in society at present and our young people may be placed at some stage in their life, in situations where drugs are involved. The acquisition of knowledge, understanding and skills which enable young people to consider the effects of drugs on themselves and others is therefore of vital importance. This policy applies to all the school staff, pupils, parents/carers, governors and other partner agencies working within the school. It applies to the school premises, day trips, offsite activities and residential trips.

We aim to:

1. Educate our young people factually, non-judgementally and with the inclusion of key partners.
2. To have a clear training strategy for ALL staff, governors, parents/carers.
3. To have clear strategy for dealing with drug related incidents.

The term 'drug' throughout this document refers to the following substances:

- Any prescribed medication used by anyone it is not prescribed to
- Any medication being misused
- Any controlled or schedule drug
- Amphetamines (Speed)
- Alcohol
- Anabolic steroids
- Cannabis (in all forms)
- Cocaine Hydrochloride (Powder)/Crack Cocaine
- Cigarettes (Tobacco)
- DMT
- GHB
- Herbal Highs
- Ketamine
- LSD (Acid)
- MDMA (Ecstasy)
- Nitrates (Poppers)
- Opiates (Heroin)
- Opiate Substitutes (Methadone, Subutex, Naltrexone)
- Phenethylamines (2CB, 2CTI, 2CT7)
- Psilocybin (Magic Mushroom)
- QAT
- Volatile Substances known as VS (Gas, Glue, sniff-able products)

NB This list should be reviewed regularly to reflect new drugs coming onto the market. Although not all of the above substances are illegal, their presence and usage on school premises should not be tolerated. No single category of drug should be placed higher than any other. It is important that other drugs such as alcohol are placed on a par with illicit drugs.

Drugs and Substance misuse in the curriculum

At The Westminster School, we believe that the essential aim of drug education should be to give facts, (appropriate to their age and understanding), to emphasise the benefits of a healthy life style and to give young people the knowledge and skills to make informed decisions and responsible choices now and in later life.

We aim to:

- To promote pupil’s self-esteem and confidence.
- Educate our young people factually, non-judgementally and with the inclusion of key partner agencies.
- To consider and/or challenge attitudes pupils may have regarding drug use and misuse.
- To provide opportunities for pupils to be equipped with, and practice the skills they need to avoid the misuse of drugs.
- To enable any pupils who are misusing drugs or who have concerns about the misuse of drugs to identify sources of appropriate personal support.
- To help pupils to distinguish different drugs, consider their misuse, benefits and harm.
- To have a clear training strategy for staff, governors and parents/carers.
- To have a clear strategy for dealing with drug related incidents.

Education in drugs and substance misuse education should be supported by the whole school, PCC programmes.

Whole School Objectives

To give accurate information about drugs	To stop young people using drugs inappropriately	To make young people aware of the pressures they face
To help young people develop self esteem	To develop critical decision making skills	To develop coping skills for different situations
To allow young people to talk about their feelings about drugs	To educate young people so that they will use drugs appropriately	To explore the consequences of misuse of drugs

Drug Education Phase group break down

Phase group	
KS2	Smoking Drinking Medicines
KS3	Substances which can be harmful The safe use and storage of medicine The risks of smoking and drinking and laws which govern their use.
KS4	Substance use and misuse Legal and illegal drugs Health risks associated with drugs Drugs and the Law
KS5	Making informed decisions about lifestyle choice

Implementation of the Policy

The Designated Safeguarding Person (DSP) has responsibility for supporting policy implementation by providing advice and support to the governors, senior managers, curriculum leaders, classroom teacher and support staff.

The DSP will therefore ensure that:

- The Drugs and Substance Misuse Policy is disseminated to all members of the school community and is thoroughly discussed and understood.
- Clear roles and responsibilities for policy implementation are identified.
- The underpinning aims, values and attitudes of drug education are made explicit.
- The development of good relationships is promoted within and beyond the school.
- Equality of opportunity is promoted.
- Provision is made for continued professional development within fields of drugs awareness and drug education.
- There is a link between drug education and other school policies e.g. Child Protection, Discipline/Behaviour policy.

Staff Training

Drug education needs to be a constant theme. This will only be possible if teachers are properly trained. Those involved in teaching drug education need opportunities to develop skills, knowledge, and confidence through a programme of continuing professional development.

All staff, including support staff need access to professional development and support that relates to the drug education curriculum and its style of delivery. A range of provision will be identified that meets staff needs across a range of roles and responsibilities.

The Sandwell DECCA (Drug, Education, Counselling, and Confidential Advice) Education Team (formerly the Drug Education Team) are available to provide training for all staff.

Guidelines for drug related incidents

- If you hear/are told that a young person is using/in possession of a drug(s) you need to act immediately.
- Inform the DSP and/or the Head Teacher or next senior member of staff.
- If possible, have two staff present, this can be important, if any allegations are made in the future.
- Talk to the pupil. Are they acting out of character? Do they appear intoxicated? Are they acting suspiciously?
- Point out the school policy on drugs in school and ask them to hand over the drug(s). If they refuse and you believe that they have drug(s) on their person point out the Police will be contacted.
- Teachers can ask a pupil to turn out their pockets or search their bags and lockers, **but they should never try to do any type of physical search**. This can be classed as assault.
- Search of personal property cannot be made without prior consent. Consent should also be sought for searches of any school property such as lockers, but such a search may be conducted even where consent to it is withheld.
- If doing an investigation, make sure that two staff are present.
- Record everything on a Drug Related Incident Monitoring Sheet.

If a young person discloses something about drugs

- It will not always be appropriate to talk about it at that time. Arrange to speak to the pupils and try to establish whether there is any truth in what they have said.
- Offer the relevant help if it is needed.
- As soon as possible inform the DSP and Head Teacher.
- Record everything you have done on the Drug Related Incident Monitoring Sheet.

Confidentiality

- Teachers cannot offer or guarantee absolute confidentiality but they should understand that it is advisable for pupils to feel that what they tell a teacher can be said in confidence.
- It should be noted that it is only in the most exceptional circumstances that schools should be in the position of having to handle information without parental knowledge.
- Where younger pupils are involved this will be grounds for serious concern and child protection issues should be addressed.
- Record everything that you have done on the Drug Related Incident Monitoring Sheet.

Informing Parents

- It would always be advisable to contact parent(s)/carer(s).
- When contacting parents/carers, it needs to be handled in such a way that distress is kept to a minimum. A telephone call indicating an incident at school without giving specific details would be most appropriate.
- The pupils should be involved as much as possible in the process of contacting outside agencies and if possible they should take the lead in admitting their drugs use to parents/carers.
- Involve the parents/carers as much as possible in the implementing of appropriate sanctions for their child.
- The offer of support to parents/carers may need to be offered. This is where outside organisations may play a role.
- Having a parent/carers working in harmony with school can play an important role in ensuring a young person stays drug free at school.
- There may be legitimate grounds not to contact parents immediately if it is clear that **they may seriously over react and cause harm to the young person or the parents are believed to be directly involved in the situation causing concern.**

Involving the police

If the police are contacted regarding a pupil that has been found in possession/suspected possession of an illegal substance, the Police would respond in the following way:

- Police officers (school liaison officer/or sector officer) would visit the school. Following liaison with the Head Teacher or in their absence the Deputy Head/ Assistant Head or DSP, the officers may arrest the pupil or alternatively make an appointment to interview that person in the presence of an appropriate adult at the Police Station. In all cases, the West Midlands response to drug related incidents in school would be followed. The outcome of the enquiry would result in one of the following:
 - No further action
 - Reprimand
 - Final Warning
 - Charged and bailed to attend Youth Court

If we are unable to contact the relevant officer for the school we will contact the DECCA Team (0121 569 2201), for guidance where possible.

If the Police are contacted regarding a pupil that has been found supplying or is suspected of supplying an illegal substance the Police would respond in the following way:

- Police would visit the school (Deputy Sergeant and Section Officer/Drug Liaison Officer) promptly (certainly that school day) and discuss with the Head Teacher or Deputy/Assistant Head/DSP) for the appropriate action to be taken. Police may arrest but may make arrangements for the pupil to be interviewed at the Police Station in the presence of the appropriate adult.
- The outcome will be as previously stated for possession.
- Schools should make Police aware if they suspect of drug dealing to be occurring on or near school premises. This can be done anonymously.

- Legally schools do not have to contact the Police and an incident can be dealt with in house.
- Placing a young person on a 'drug free in school time' contract has proved successful in schools.
- It is advisable to develop a good relationship with the local Police, as they may prove invaluable. Meeting with your school Liaison Officer or Sector Officer before they are needed would be advisable.
- If we unable to contact the relevant officer for the school, we will contact the DECCA Team (0121 569 2201) for guidance.
- We will make Police aware if we suspect drug dealing to be occurring on or near school premises. This system can be done anonymously to Crimestoppers (0800 555 111) or Hitback (0800 085 2206) or SHARP's system (School, help, advised, reporting, page).

Legal Standing and implications

- Consult the DSP or Head Teacher **before** you take any action.
- There is no legal obligation to contact the Police.
- Schools legally do not have to act if they are told a young person is using or has used an illicit drug outside of school time or has been in possession of an illicit drug outside of school time.
- The Secretary of the State does encourage all staff to keep the best interests of the child paramount if any information is received about them.
- Money does not have to change hands for a young person to be dealing.
- Dealing can be defined as passing on, selling, giving away and any action type of hand over that involves drugs themselves. It does not mean that they are a drug dealer and each case should be looked at individually.
- If the Police wish to come into school and interview a young person the parent/carer **must** be contacted. The Head Teacher can give permission for an interview to take place if all possible efforts have been made to contact a parent/carer. This should only happen in exceptional circumstances as it could lead to disciplinary action. It is unlikely that any interview will take place in school.
- Parent(s)/carer(s) can refuse permission for their child to be interviewed.
- An appropriate adult **must** be present if a child is interviewed. If this is anyone either than the person who has parental responsibility they should have undertaken training on how to fulfil this role. Without training, it would **not** be advisable to undertake this responsibility.
- A criminal conviction can be far more damaging than any drug. A young person can be affected for life with a criminal record. Is this necessary for what could be experimental drug use? **Each case must be treated individually.**

What to do with any substances

- The most important thing to remember is to have a witness to everything you do if at all possible.
- You can dispose of a substance found although this is difficult. It is not a good idea to flush anything into the water system as many drugs do not dissolve fully and will pollute the water system. Incineration is the only real safe way of disposal.
- You can call the Police (preferably the school liaison officer) to come and collect the drug. Remember, that no questions have to be answered about any pupils in the school.
- If it is decided that the drug must be stored the following must happen: It must be kept in a secure place (such as a safe). It must be separately packed with the time/date and place of handing/finding it. Do this with a witness.
- If school decides to dispose of the substance it should only be incinerated due to health and safety issues.
- School can contact the Police to collect suspected illegal substances: an Officer would call as soon as reasonably practical.
- Incineration bins can be obtained from the same source as sharps bins.
- Inform the DSP and Head Teacher and record all you do on a Drug Related Incident Monitoring form.
- Have a sharps box in the school medical area to place any hypodermic needles in there.
- It is advisable to use barrier methods with handling anything.
- If there are solutions in the needles or residues on such things as tin foil, treat these as substance 'finds' and deal with them in the same way.

What to do in a medical emergency

Call for the nearest first aid trained member of staff (see first aid policy for list). If a person is unconscious, always seek medical help. Remove any immediate dangers away from the person. If a hypodermic needle is still in part of the body, it is advisable to remove it due to risk of further injury and place the person in the recovery position. Barrier methods should be used.

- Try not to induce vomiting.
- If possible, get the pupil to stand or sit. This would only differ if it were thought a person had fallen.
- Give the pupil nothing by mouth.
- Do not leave the person unattended. Shout for help. Do not leave the person with a fellow pupil.
- Save any substance samples or vomit as they may be needed for analysis
- Whilst your first priority is for the pupil(s) at immediate risk, you must ensure the safety of other staff and pupils. If at all possible, keep the area clear. This reduces the chance of risk and lessens the chance of gossip.
- If the person is conscious, ask them what they have taken and how.
- Keep them under observation in a quiet place. Do not try to induce vomiting. If you know what drug has been used, it may be necessary to give the pupil fluid to rehydrate them.

- Have two staff there if possible. It makes recording more accurate, reduces stress levels and may be important in the future if allegations are made.
- Any attending professional has to make a good record of what has been done and witnessed.
- It is vital that any information, substance samples and vomit are passed on to attending professionals. It may help to save a life.

Exclusion

- It is a widely held belief that unless the hardest line is taken against drug use/supply the message will appear to be that of school condoning drugs.
- Being excluded from school can be more damaging than any drug and may not remove the problem.
- Fixed term exclusions and contracts have been found out to be most effective.
- Exclusion may take the problem out of the school but not away from pupils. Research also states that when excluded, a young person is more prone to drug use and the dangers that surround it, such as drug dependence and crime. Some young people use drugs to hide or distract attention away from other problems. Whilst the pupil is in school he/she can be monitored. Permanent exclusion can further alienate a young person already in need of help. Teachers can be the only adults in a child's life that have their best interests at heart.
- Exclusion is not the only answer. 'Permanent exclusion will usually be the final step after a wide range of other strategies have been tried.' (DFES 2003)
- A number of factors should be taken into account when deciding on an appropriate response:
 - a. Does the pupil
 - b. admit or deny allegations?
 - c. Is this a first or subsequent offence?
 - d. What was the quantity of drugs involved?
 - e. What was the pupil's motivation?
 - f. Do the pupils know and understand the school policy and school rules?
 - g. If illegal supply is suspected, how much was supplied and was the pupil coerced into the supply role or the one 'who's turn it was' to buy for the others, or is there evidence of organised or habitual supply?
- If a young person is using or dealing appropriate sanctions can be placed upon a pupil. A range of responses can be employed. Some samples are:
 - Early intervention
 - Referral to an outside organisation (Drug Education Team)
 - Counselling
 - Behaviour contracts (such as a contract to stay drug free whilst engaged in any type of school related activity or on school premises. This has proven to act as an effective deterrent).
 - Fixed period exclusion
 - Pastoral support programme
 - A managed move
 - Permanent exclusion

- It should not be the sole burden of responsibility for one person to decide the future of any young person. Any decision should be discussed between all parties concerned to try and establish what is best for the young person and school. Record all you do and use the drug related incident monitoring sheet since this may be important in the future.

External Support

- Support can be given for any type of drug related issue or incident. Work can also be carried out with any young person found to be using drugs. If school feels it needs any help it should make contact immediately with Sandwell Drug Education Co-ordinator on 0121 580 4331. If the co-ordinator is not available, the Deputy co-ordinator should be contacted.

Links to other agencies

Decca's telephone number 0121 569 2201

Decca's email: dqa1000@hotmail.com

Decca's text: 781 472746

Decca's website: <http://www.ourguideto.co.uk>

Drug concerns telephone number: 0121 580 4338

FRANK website: <http://talktofrank.com>

FRANK helpline: 0800 776600

For more information on solvent or volatile substance misuse contact:

<http://www.re-solv.org>

Smoking/Vaping Policy

At this school we have made a commitment to becoming a healthy school. We believe that smoking/vaping is harmful to health and strongly discourage out children from smoking/vaping. Consequently, the school is a non-smoking/vaping establishment for all young people and anyone that access's the site.

Aims and Objectives

At this school we will:

1. Help children know and understand the dangers of smoking/vaping, the harmful effects that smoking/vaping can have on their bodies.
2. Provide children with the knowledge and information necessary for them to make responsible choices about smoking/vaping.
3. Equip children with the social skills that enable them to resist the pressure to smoke/vape.

Education

The dangers of smoking/vaping are addressed across the curriculum.

General

It is now illegal to smoke/vape in enclosed public places. Due to this the school is a smoke/vape free zone.