



## Broughton Hall Catholic High School

# DRUG EDUCATION POLICY

### **POLICY FORMATION AND CONSULTATION PROCESS**

The PSHE Coordinator and Curriculum Manager are jointly responsible for the drug education policy. The following stages were undertaken:

- the previous drug education policy was reviewed by the curriculum sub-committee
- the PSHE Coordinator attended LA Drug Education training
- the Curriculum Manager and PSHE Coordinator consulted with Young Addaction
- the curriculum sub-committee made final amendments to the policy to meet requirements outlined in the OFSTED drug education report (2010), HM Government's Drug Strategy (2010), the DFE and ACPO drug advice to schools (2012)
- the policy was adopted by the full governing body on **15<sup>th</sup> March 2017**

The following issues were considered:

- aims of the drug education programme
- moral and values framework
- content of the programme
- delivery of the programme
- teaching approaches
- use of visitors
- disciplinary procedures
- counselling and support
- monitoring and review of the programme

### **DISSEMINATION OF THE POLICY**

This policy can be found on the school website and the curriculum programme is available to parents, the LA and OFSTED on request through the Head Teacher and PSHE Coordinator.

### **AIMS OF DRUG EDUCATION**

"The aim of drug education is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions." (DfES, 2004 – Drugs: Guidance for Schools)

Broughton Hall Catholic High School believes that drug education is an educational entitlement of all pupils and an integral part of each pupil's emergence into adulthood. We aim to:

- provide accurate information about legal and illegal substances

- increase understanding about the implications and possible consequences of drug use and misuse
- enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practicing skills
- widen understanding about related health and social issues e.g. sex and sexuality, crime, HIV/AIDS

The aim of this policy is to clearly communicate to staff, parents, visitors and pupils:

- the manner in which drug education will be delivered
- the framework for the delivery of effective drug education
- the disciplinary procedure that will be imposed should a pupil become involved in a legal or illegal drug-related incident
- the support network available

Other school policies which have relevance to drug education are:

- PSHE and Citizenship
- Equal Opportunities
- Sex and Relationship Education
- Safeguarding
- Behaviour for Learning
- Anti-Bullying
- Teaching and Learning
- SEND
- Health and Safety/COSHH (Control of Substances Hazardous to Health)
- The Administration of Medicines
- Non Smoking
- Confidentiality
- Science
- RE

HM Government Drugs Strategy (2010) states:

“All young people need high quality drug and alcohol education so they have a thorough knowledge of their effects and harms and have the skills and confidence to choose not to use drugs and alcohol. Schools have a clear role to play in preventing drug and alcohol misuse as part of their pastoral responsibilities to pupils. Schools should:

- Provide accurate information on drugs and alcohol through drug education and targeted information via the FRANK service
- Tackle problem behaviour in schools, with wider powers of search and confiscation. We will make it easier for head teachers to take action against pupils who are found to be dealing drugs in school
- Work with local voluntary organisations, the police and others to prevent drug or alcohol misuse.”

### **EQUAL OPPORTUNITIES**

Broughton Catholic Hall High School is committed to working towards equality of opportunity in all aspects of school life.

## **MORAL AND VALUES FRAMEWORK**

The Catholic ethos of the school strives to demonstrate that we respect and value every member of the school community. Pupils will be encouraged to consider the importance of the following values, which are derived from the schools' value system:

- respecting and valuing themselves and others
- understanding and sensitivity towards the needs and views of others
- responsibility for their own actions
- responsibility to their family, the school and the wider community

This policy applies to all members of our school community including pupils, staff, governors, volunteers and partner agencies working with schools. It also applies to all pupils who are educated off site.

## **DEFINITIONS AND TERMINOLOGY**

The term 'drug' is defined by The Oxford Dictionary as:

'A medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body.'

Other key terms that may be used in relation to drugs are:

- Legal Highs

These are substances that mimic the effects of illegal drugs. These may include:

- Depressants
- Stimulants
- Hallucinogens
- Opiates / Analgesics
- Volatiles substances (Inhalants)
- Image and Performance Enhancing Drugs (IPEDs)

The term 'legal high' is a label used to describe New Psychoactive Substances (NPS), but substances are not always legal and do not always provide a high.

- Solvent based products

The following solvent based products are not allowed on the school premises:

- aerosols e.g. deodorant
- solvent based felt tip pens

- Tobacco products

The school adheres to and enforces the local authority no smoking policy.

- Alcohol

Alcohol is not permitted at any time on the school site or during school visits except on special occasions such as at the discretion of the Head Teacher and when staff are not acting in loco parentis, for example, events run by PTA, staff parties etc.

- Medication in school

All pupils who suffer from asthma will personally retain their inhalers. Other medication sent to school must be accompanied by a letter detailing the medical condition and time and dosage required.

### **MEETING THE NEEDS OF PUPILS**

Illegal and other unauthorised drugs are not acceptable within the boundaries identified within this policy.

This policy has been devised in line with Broughton Hall Catholic High School's school rules and links with the school's policy on medicines.

The first concern of the school when managing drugs is the health and safety of the school community and meeting the pastoral needs of pupils.

### **STAFF WITH KEY RESPONSIBILITY FOR DRUGS**

The Head Teacher and Designated Safeguarding Officer will oversee and coordinate drug issues within school. The PSHE Coordinator will devise the content of the curriculum for the provision of drug education.

### **STAFF SUPPORT AND TRAINING**

Drug education is a part of the safeguarding induction programme for new staff.

Drug education is coordinated by the PSHE Coordinator, who is responsible for the overall planning, implementation and review of the programme.

### **MANAGEMENT OF DRUGS AT SCHOOL AND ON SCHOOL TRIPS**

#### • Incidents of drug possession in school

The DfE and Association of Chief Police Officers drug advice for schools (September, 2012) states:

"School staff are best placed to decide on the most appropriate response to tackling drugs within their school. This is most effective when:

- it is supported by the whole school community
- drug education is part of a well-planned programme of PSHE education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary
- staff have access to high quality training and support."

The Head Teacher or in her absence a senior member of staff is the first point of contact for advice/support in dealing with a drug-related incident including drug paraphernalia and suspected illegal and unauthorised substances. In the event of a drug related incident the school will follow the Local Authority guidelines, the drug related items will be confiscated and given to the Head Teacher will they will be safely locked away. Where appropriate contact will be made with Young Addaction's School Drug Support Adviser for advice, support as well as liaison with the police.

#### • Confiscation of Inappropriate Items

A member of staff is entitled by law to confiscate, retain or dispose of a pupil's property, so long as it is reasonable in the circumstances. Confiscation of items will be implemented in line with the DfE guidance for "Screening, Searching and Confiscation – advice for schools" (DfE, 2014)

The school has the **Power to search without consent** for “prohibited items” including:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence , cause personal injury or damage to property; and
- any item banned by the school rules which has been identified in the rules as an item which may be searched for, such as mobile phones

## **GUIDANCE FOR STAFF**

### • **Incidents of Drug Possession Outside School**

Drugs and alcohol are not permitted by staff at any time on the school site or during school visits.

### • **Day Trip**

Where a pupil is found in possession of drugs during a day trip, the following procedures would be adopted:

- immediate confiscation of the substance found and disposal of the substance (down the toilet) in the presence of another member of staff
- school informed as soon as practicable
- pupil to be kept with a member of staff for the rest of the day
- parents to collect pupil on return from day trip
- the school’s drug policy to be activated on the pupil’s return

### • **Residential Trip e.g. Duke of Edinburgh**

Where a pupil is found in possession of drugs during a residential trip the following procedures would be adopted:

- immediate confiscation of the substance found and disposal of the substance (down the toilet) in the presence of another member of staff
- school immediately informed and subsequently the parents of the pupil
- the pupil to be returned to school as soon as possible
- the school’s drug policy to be activated on the pupil’s return

### • **Residential Trips Abroad**

Where a pupil is found in possession of drugs during a residential trip abroad the following procedures would be adopted:

- immediate confiscation and disposal of the substance (down the toilet) in the presence of another member of staff
- inform the school as soon as practicable
- pupil to be kept with a member of staff for the rest of the holiday
- parents to collect pupil on return from holiday
- the school’s drug policy to be activated on the pupil’s return

## **DISCIPLINARY PROCEDURES**

The school recognises the need for a progressive response to a drug related incident and will handle each case individually recognising that the future of the pupils involved could be affected by the decision and the subsequent action employed.

With this in mind the following hierarchy of disciplinary procedures will be referred to. The incident will be recorded in the drug incident book retained by the Head teacher.

<b>SUBSTANCE/ OFFENCE</b>	<b>REACTION</b>
Tobacco – possession/ consumption	Confiscation of the substance, talk to pupil and inform parents
Alcohol – possession	Confiscation of the substance, talk to pupil and inform parents
Alcohol – intoxication	Attend to pupil, administer first aid if necessary. Talk to pupil, inform parents and arrange support through the Young Addaction.
Solvents – possession	Confiscation of the substance, talk to pupil and inform parents
Solvents – consumption	Attend to pupil, administer first aid if necessary. Talk to pupil, inform parents and arrange support through the Young Addaction.
Class C drugs e.g. rohypnol – possession / consumption	Confiscation of the substance, inform Young Addaction. Talk to pupil and inform parents. 3 day exclusion and agreed school contract
Class C drugs e.g. rohypnol - dealing	Confiscation of the substance, inform Young Addaction. Talk to pupil and inform parents. Long exclusion, 10 days/ permanent exclusion
Class B drugs – possession/ consumption – first offence	Confiscation of the substance, inform Young Addaction. Talk to pupil and inform parents. 3 day exclusion and agreed school contract
Class B drugs – dealing	Confiscation of the substance, inform Young Addaction. Talk to pupil and inform parents. Long exclusion, 10 days/ permanent exclusion
Class A drugs e.g. heroin – possession/ consumption/ dealing	Confiscation of the substance, inform Young Addaction. Talk to pupil and inform parents. Permanent exclusion

## **POLICE INVOLVEMENT**

The school recognises the need for a progressive response to a drug related incident and will handle each case individually recognising that the future of the pupils involved could be affected by the decision and the subsequent action employed. The police will be involved as and when required via contact with the school's Safer Schools Officer, PC Phil McKeown.

Following court proceedings the school would consider re-instating the pupil subject to consideration of the following:

- the court decision and recommendations
- parental attitude
- pupil attitude
- other pupils'/parents' attitudes

If it is deemed inappropriate to re-instate the pupil the school will assist in finding an alternative school placement.

Where appropriate an Early Help Assessment Tool (EHAT) will be raised as well as considering other options that may be appropriate for identifying the needs of those involved.

Parents / Carers are not permitted on the school site under the influence of drugs or alcohol and will be asked to leave the premises if they are under the influence of drugs or alcohol. If they fail to leave the site, the police will be contacted. The Liverpool Children's Safeguarding Board advice and guidance will be adhered to throughout.

### **AT RISK PUPILS**

Pupils who are suspected of being at risk from drugs (and in particular truanting pupils) will be supported and monitored with assistance from relevant agencies such as the Local Safeguarding Unit, Young People's Substance Misuse Team, Young Addaction and Police.

### **THE NEEDS OF PUPILS**

Delivery is through planned aspects within the Science, PSHE and Citizenship, RE and PE curriculum. As part of the Drugs Education programme Year 8 pupils participate in the RUSH Drugs Awareness programme at the Maritime Museum. Drugs Education is also delivered with the support of external agencies through Health Days. Substance misuse and its effects are explored within the RE curriculum in terms of relational breakdown and the impact on personal and family life. The effects of legal tobacco and alcohol and illegal drugs on the nervous system and health are studied as part of the Edexcel Science curriculum in Year 10.

A variety of teaching approaches are used to:

- provide pupils with relevant information
- enable attitudes to be explored through discussion and other teaching methods including role play
- acquire appropriate skills

A wide range of teaching resources are available.

With regard to drug education it is important that staff feel comfortable with the subject matter. Staff will be supported through an in-service training programme.

Additional support and guidance is provided for all staff in the delivery of the drug education programme.

Drug education provides knowledge, and encourages the acquisition of skills and attitudes which allows pupils to manage their lives in a responsible and healthy way. The following topics will be included in the programme:

#### **Key Stage 3:**

- school rules relating to legal/illegal substances
- information about legal/illegal substances, their effects and associated health risks
- scientific terminology including the following words: use, misuse, abuse, addiction, tolerance, dependence, overdose, withdrawal and adulteration

- different categories of drugs
- the misuse of drugs in sport
- alcohol
- tobacco
- advice and support within the locality, national helplines and organisations
- communication with peers, parents and professionals
- decision making and assertiveness skills
- first aid
- attitudes and beliefs about drugs and drug users
- impact of the media and advertising on young people
- attitudes towards drugs and the law
- recognition of oneself as a role model and acceptance of responsibility for one's actions
- taking responsibility for one's own and other people's safety

#### **Key Stage 4:**

- school rules relating to legal/illegal substances
- information about legal/illegal substances including status, effects and appearances
- personal, social, financial, biological and psychological effects of drug misuse
- patterns of drug misuse locally and nationally and the impact on the community and wider society
- dangers associated with particular drugs
- drug policy in this country
- legal responsibilities and rights
- local and national advice and support organisations
- identifying and assessing risks
- communicating with peers, parents and professionals
- decision making and assertiveness skills
- managing conflict and aggressive behaviour
- communicating drug advice to younger peers
- first aid
- social and cultural influences on young people
- attitudes towards drugs, drug users and misusers
- laws relating to drugs
- individual's responsibility for their own actions

Detailed information can be found in the PSHE and Citizenship scheme of work.

#### **RESOURCES**

All resources are regularly reviewed and updated in line with the education aims of this policy and reflect points from the DfES document *Drugs: Guidance for Schools (2004)*.

Resources used:

- Support the aims of drug education
- Are factual and up to date
- Incorporate student's existing drug awareness and are appropriate to the needs of the pupils
- Offer a range of activities that encourage active and participatory learning methods
- Give accurate and balanced facts, not aiming to shock or horrify
- Meet statutory and non-statutory learning outcomes

- Cross reference to target age, National Curriculum Key Stages and cross curricular subjects
- Provide guidance on the knowledge, understanding and skills required to deliver the materials

### **GROUND RULES**

Good practice dictates that ground rules should be established with pupils to enable them to feel safe and supported during lessons.

### **ASSESSMENT**

A range of assessment approaches may be used when assessing drugs education work e.g. self-assessment, peer-assessment and teacher assessment. Elements of the PSHE and Citizenship provision will be formally assessed e.g. drug education within the Science curriculum.

### **EVALUATION**

Teachers are required to complete an evaluation sheet for each topic. Pupils will complete end of unit evaluations. The purpose of evaluation is to inform the development of the programme of study. Evaluation sheets will be provided by the PSHE Coordinator.

### **WORKING WITH EXTERNAL AGENCIES**

Where appropriate, external agencies will be contacted to support pupils and their families in the event of a drug related incident.

Further advice, guidance and support can be accessed via the following local and national websites or helplines:

**Addaction** - is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** - offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** - works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** - A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** - operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children’s Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else’s drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/)

**FRANK** - is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** - is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children’s Bureau** - promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)** - A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Stars National Initiative** - offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>

### **INFORMATION SHARING**

The following issues may occur as part of drug education. Staff, parents and pupils need to be aware of the school’s procedures.

- Confidentiality

Pupils will be made aware that some information cannot be held confidential, and made to understand that if certain disclosures are made certain action will ensue. Sensitive information is only disclosed internally or externally with careful attention to pupils' rights and needs.

- Complaints procedure

Any complaints about the drug education curriculum should be made to the curriculum manager who will report to the governors via the link governor.

- Outside Organisations

Outside organisations will be used to support and assist the teachers in the development of classroom based work. These include, Young Addaction and Evolve.

- Parental/ guardian involvement

Parents/guardians will be informed when a pupil is a part of the school's disciplinary procedures for dealing with drug-related incidents in school.

Where appropriate, parents / carers' agreement will be sought before sharing pupil information.

When the policy is reviewed there will be a consultative process which identifies teacher, pupil, support staff and parent feedback on the drug policy and drug education programme.

- Safeguarding

Liverpool Childrens Safeguarding Board advice and guidance will be adhered to if a pupil's safety is considered under threat. This includes incidences where there may be parental drug or alcohol misuse.

## **MONITORING AND REVIEW**

The drug education programme will be monitored by the Lead Safeguarding Officer and Curriculum Manager in consultation with the PSHE Coordinator. The policy will be reviewed in 12 month's time using a consultative process involving teacher, pupil, support staff and parent feedback about the drug education programme.

## **THE ROLE OF GOVERNORS**

Governors are kept well informed on drugs issues as they affect the school. A termly Safeguarding report is made to governors.

The nominated governor, Mrs M Buckley, has a link role between the school and governing body and is actively involved in policy development, contributing to case conferences if the need arises and / or appeals against exclusions.

## **LIAISON WITH OTHER AGENCIES**

Broughton Hall Catholic High School continues to work together with other schools when the opportunity arises. This includes the development of the drug education curriculum, the management of incidents, training opportunities and transition between schools.

Collaboration with local agencies such as Young Addaction and Evolve will take place in order to offer targeted and specialist support to pupils if required and to support staff CPD.