

SIR GRAHAM BALFOUR



SCHOOL

Substance Misuse Policy

CHANGE CONTROL

Date	Issue	Details of change
<i>October</i>	<i>2.a</i>	<i>Initial document</i>
<i>March 2009</i>	<i>2.b</i>	<i>Review</i>
<i>May 2009</i>	<i>2.c</i>	<i>Review</i>
<i>30 June 2009</i>	<i>3.0</i>	<i>Issued/Updated following Governing Body approval</i>

AUTHORISATION

Approved at Full Governors' meeting – 29th June 2009

Signed:

Chair of Governors

Date:

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INTRODUCTION

Sir Graham Balfour is involved in the Healthy Schools Initiative and has achieved Healthy Schools status.

AIMS

1. To help our students acquire the skills and knowledge to make healthy choices in terms of their diet and their awareness of illegal substances.
2. To integrate our aims into all aspects of school life, including the Dining Room, the curriculum and pastoral and social activities.
3. To provide advice, support, health checks and first aid to the whole school community.

AIM (DRUGS, TOBACCO & ALCOHOL)

For the purpose of this policy any substances other than tobacco and alcohol will be referred to as drugs).

- To ensure that the school takes a whole school approach on the issue of drugs as part of its commitment to being a healthy school.
- To ensure that Sir Graham Balfour is a substance, alcohol and tobacco free site.
- To ensure that the school's role in drug prevention and drug education is appropriate to student's needs.
- To ensure that teachers are confident and skilled to teach drug education through training and support.
- To have clear procedures for responding to drug-related incidents, with sanctions consistent with the school's Positive Behaviour Policy.
- To support students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- To provide accurate information about drugs, tobacco and alcohol.
- To seek to minimise the risk that users and potential users face.
- To enable young people to identify sources of appropriate adult support.

KEY ELEMENTS (DRUGS)

Students receive drugs, tobacco and alcohol education in the taught Citizenship curriculum, the informal curriculum and through extra-curricular activities. The school actively co-operates with other agencies such as the Community Police, Social Services, LA, Young Offenders Institution and Health and Drug Agencies to deliver its commitment to Tobacco, Alcohol and Drug Education and to deal with incidents of misuse.

Definition: drugs are those that are legal, such as alcohol, 'poppers', tobacco, solvents or prescribed/counter bought "medical" drugs whether purchased over the counter or prescribed. Illegal drugs are, amongst others, cannabis, magic mushrooms, amphetamines, ecstasy, heroin, crack/cocaine and LSD. This however is not an exhaustive list. The school believes that the possession and use of drugs of school or during the school day is completely inappropriate.

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No drugs may be used, bought, sold or otherwise obtained on school premises, on the journey to and from school or during the school day, including when students are on school visits. All staff are also subject to the employment conditions set out by the County Council. (Individual exceptions may be made for those who need to take prescribed medicines where appropriate). No member of staff may issue any drugs to students, unless requested to do so in writing from the parent/carer.

- Governors and the Headteacher support the use of police “sniffer” dogs or “drug swipes” in response to specific information relating to the probable presence of illegal drugs on the school site. Key Stage 4 and 5 students see a demonstration of how a police “sniffer” dog works, also the oldest Key Stage 3 students.
- The Headteacher and the Drug Co-ordinator (Assistant Headteacher Student Support) will take the advice of the police to determine, in those cases where students are caught with drugs, whether it is a case of ‘possession’ or ‘dealing’ if there is a doubt. We recognise that a variety of responses may be necessary to deal with incidents and will consider each one individually.
- Possession will normally be determined by the student having only sufficient drugs for personal use and, in these cases, school will generally act as follows;
 - (a) Inform parents;
 - (b) Exclude for a fixed term not exceeding 5 days;
 - (c) Deal with repeat offences by initially using more fixed term exclusions but the Headteacher may decide to exclude permanently if the problem persists;
 - (d) Involve the Police
- Dealing will generally result in permanent exclusion. Police will be involved. Dealing will be defined in this way:
 - (a) the quantity of drugs found in the possession of the student is more than that required for personal use;
 - (b) there is evidence of selling on the school premises and / or on the journey to and from school;
 - (c) based on the strong balance of probabilities, the student is thought to have been selling drugs in school or on the journey to school.

If dealing drugs is the offence under consideration then school may need to wait until the legal processes are completed before asking governors to consider permanent exclusion. In this situation the Headteacher will consider the risk to other students and may well arrange for the student to be educated off site (at home) or under supervision until the position is clarified.

- Students who come onto the premises knowingly under the influence of drugs, will be dealt with by contacting parents and insisting that they collect their child. Any further action to be determined by the Headteacher or the Drug Coordinator depending on the circumstances.
- The school is committed to the health and safety of its members and will take action to safeguard their well-being. We will persuade students in need of support to come forward voluntarily without fear of sanctions.

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- Fundamental to our school's values and practice is the principle of sharing with parents the responsibility for education of young people, by keeping them informed and involved at all times. Effective communications and co-operation are essential to the successful implementation of this policy.
- The Headteacher takes overall responsibility for the policy and its implementation. The Assistant Headteacher (Student Support) is the Drug Co-ordinator who will work closely with House Heads and who will take general responsibility for the daily implementation of this policy. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained. In the event of a drug related incident which becomes a matter of public interest, the Headteacher will take responsibility for liaison with the media.

As the issue of drug use is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidance from the LA Press Office and Legal Department to ensure that any reporting of incidents remains in the interests of young people, their families and the school. The LA should be informed as soon as possible via the LA Advisor for Drugs Education.

Guidance for staff:

Where a young person discloses drug use on the premises, staff will inform the Drug Co-ordinator and the House Head and, if appropriate, participate in the planning of subsequent action as described in the policy. Where a young person discloses drug misuse off the premises, the staff member will still involve the Drug Co-ordinator and House Head.

When staff discover drugs in school or suspect this to be the case the following steps should be taken:

1. The student suspected of drug involvement should be separated from others as soon as possible and be supervised closely by a member of staff until joined by a member of the Leadership Group, preferably the Drug Co-ordinator.
2. The student should be asked to empty his/her pocket(s) and other hiding places on his/her person but may not be searched by staff. Two colleagues should be in the room during steps 2 and 3, if staffing allows.
3. A colleague may search the bag/jacket but only with student's permission.
4. His/her locker or drawer or desk may be searched without permission.
5. If the student refuses to cooperate a police officer will be asked to take over.
6. Any drugs found should be bagged, labelled and handed over to the police.
7. Parents are notified and police are invited in.

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8. If a student is carrying drugs/under the influence of drugs/selling drugs he/she will be sent home as soon as possible and will await the school's decision.

Support for Students:

This may take the form of a one-off discussion with a Police Officer or a series of obligatory awareness-raising session concerning the dangers of drugs. Support from Connexions, the School Nurse or the Youth Offending Team will be requested. A contract concerning future behaviour will always be drawn up and signed. Students, not already on a Pastoral Support Plan (PSP), may need to begin one. Whatever form of support is offered, parents will be involved.

Tobacco and Alcohol:

- (a) If staff discover a student smoking tobacco or in the company of smokers;
1. The student is punished with a detention
 2. Parents are informed in writing
 3. Smoking equipment is confiscated until collected by parents.
 4. Smoking cessation classes are offered to the student by the School Nurse.
- (b) If staff discover a student is drinking alcohol or is in the company of drinkers;
1. The student will receive a fixed term exclusion
 2. Parents will be invited into the school
 3. Alcohol will be confiscated until collected by parents
 4. The student will undergo alcohol education with an external agency or the School Nurse.
- (c) If staff discover a student is selling cigarettes/tobacco;
1. The student will receive a BC5 (day in the Withdrawal Room)
 2. The parents are informed.
 3. All smoking equipment is confiscated until collected by parents.
 4. Any revenue is returned to the buyer (who will be dealt with by the sanctions in section (a)).
 5. Police will be informed / involved.

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- (d) If staff discover a student is selling/supplying alcohol;
1. The student will receive a fixed term exclusion
 2. The parents are informed
 3. All alcohol is confiscated until collected by parents
 4. Police will be involved.

If any of the above are suspected the member of staff must send for a member of the Leadership Group.

Guidance for Staff) as for drugs, see pages 5 and 6
Support for Students)

Student Illness/Injury:

Medication, bought over the chemist's counter or prescribed by a doctor, can only be given to the student to take at Reception and only if the parent authorises it. Inhalers, however, are carried around the school site by the students. Female students cannot purchase or be given tampons.

There are six trained first aiders who follow St. Johns Ambulance procedures. Students who are merely unwell are directed to the Student Support Manager who records each visit, who encourages them to stay in school if possible but who phones home for a parent to collect if the situation is deemed too serious.

Staff

Where it is suspected or discovered that a member of staff may be under the influence of drugs or alcohol the Headteacher must be informed and the School's Staffing Disciplinary procedures initiated.

MONITORING: by student files, by Citizenship audit, by Science Department curriculum, by termly summary of exclusions.

EVALUATION: by maintaining the current very low number of drug or alcohol related issues.