



Co-op Academy  
Failsworth

# **DRUGS and SUBSTANCE ABUSE POLICY**

## **Issue 1**

# **CO-OP ACADEMY FAILSWORTH – DRUGS AND SUBSTANCE ABUSE POLICY**

## **This Policy is written following guidance from The Department for Education. Drugs; Guidance for Schools (2004)**

### **1. Rationale**

All children and young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Schools/academies play a central role in helping them make such decisions by providing education about the risk and effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support.

The Government recognises that schools and academies are not acting alone. They are part of a broader prevention picture which includes parents/carers and a range of partner agencies. By working together, they can help children and young people navigate their way through what is a complex social issue

The majority of young people of school-age have never used an illegal drug. Most will at some stage be occasional users of drugs for medicinal purposes and many will try tobacco or alcohol. Some will continue to use on a regular basis. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and illegal drugs. However, very few of those who experiment with illegal drugs will go on to become problem drug users. All students, including those in primary schools, are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs. Every school/academy therefore has a responsibility to consider its response to drugs.

All drugs have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far reaching consequences not only for themselves, but their families, their communities and society in general. For children and young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.

The purpose of this policy is to inform staff, students, parents, governors and other partners of the academy's procedures regarding drugs and controlled substances.

### **2. Key points Definitions and Terminology**

The definition of a drug given by the United Nations Office on Drugs and Crime is:

A substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, amphetamine and alkyl nitrites (known as poppers) and illegal substances
- All over-the-counter and prescription medicines.
- The academy condones neither the misuse of drugs or alcohol by members of the academy nor the illegal supply of these substances.
- The academy is committed to the health and safety of its members and will take action to safeguard their wellbeing.
- The academy acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the academy will seek to both educate and support students.
- The academy will also use curricular time in several subject areas to educate students about drugs and the consequences of misuse.
- There is clear guidance for staff on how to deal with drugs related incidents. Staff are expected to follow this guidance, and seek support where necessary.

### **3. The Curriculum Aims**

We believe and support the following educational aims in respect of substance use and misuse.

- to provide accurate information about substances.
- to increase understanding about the implications and possible consequences of use and misuse.
- to widen understanding about related health and social issues eg. Crime, Hepatitis, Pregnancy, Heart Disease, HIV and AIDS etc.
- to enable young people to identify sources of appropriate personal support.

Drug Education forms part of the statutory order for National Curriculum Science. We will also deliver Drugs Education in the spiral Citizenship curriculum.

At Key Stage 3 students learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

At Key Stage 4 students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions

We recognise that staff required to deliver drug education should be given appropriate support and training.

### **4. Role of Agencies**

The academy actively co-operates with other agencies such as Community Police, Social Services, LA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse.

The academy will at all times work effectively and co-operatively with the police and within the law. In particular cases it may be necessary to refer incidents to the Police/Academy Police Liaison Officer.

Other services such as the LA Health Education Coordinator, to consult about curriculum development, the Education Welfare Service who have expertise in dealing with problems affecting the child and family and the Community Drug Team who along with other establishments aim to provide counselling, a referral service and support for individuals and their families.

### **5. Guidelines for Dealing with Drugs Incidents**

In instances involving substance misuse or supply on the premises it is essential that the following procedures are adhered to:-

#### **5.1 Assessment process of drug related situations**

What type of situation?

- Possession on the premises?
- Intoxication/disruptive behaviour?
- Suspicion of a young person's involvement?
- Disclosure by another person?
- Young people seeking help and guidance from a member of staff?
- Emergency?
- The promotion or sale of illegal substances to other students?
- Are Health and Safety guidelines being breached?

What drugs are involved?

- Are they illegal, illicit?
- Method of use, eg. smoked, injected, inhaled, drunk?
- How often? Is this a one off?
- Where were the drugs obtained and are there any still on the premises?
- Who else is involved?

Who should be involved and in what capacity?

- Headteacher?
- SLG/Pastoral Leaders?
- Police?
- Medical Services?
- Parents?
- Other? eg. Governors, External Agencies.

Action to be taken and by whom

- Headteacher?
- Emergency medical intervention?
- Contact Police?
- Contact Parents?
- Counselling and support for young people, parents and staff?
- Sanctions?

## 5.2 **Roles and Responsibilities**

The Headteacher has overall responsibility with regard to any incident involving Drugs and Substance Misuse.

The academy will consider each incident individually and will recognise that a variety of responses may be necessary to deal with any substance misuse incident. The academy will consider very carefully the implications of any action it may take.

In the event of a serious incident of substance misuse the Headteacher will take responsibility for dealing with the media. The LA should be informed as soon as possible.

## 5.3 **Guidance for Staff**

All staff should be aware of procedures and this will be raised regularly in staff forums. Where substance misuse is suspected or discovered on the premises, staff will inform a member of SLG and where appropriate, participate in the planning of subsequent action as described above. Where a young person discloses substance misuse off the premises, the staff member will use his or her discretion to decide on appropriate action, but will normally inform a member of SLG.

Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed:

From either a **place** or a **person**

### **a) place**

If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance there while you enlist the support of a colleague or student as a witness. Continue with the guidelines below.

### **b) person**

When receiving or retrieving substances from a student, do so, if possible, in the presence of a witness. In the absence of a witness, do not put off receiving substances, or, within bounds of your professional discretion, removing a suspicious substance from a student's possession.

The following guidelines should be observed at all times:

1. Remove the substance and record the time, place and circumstance when the substance came into your possession.
2. Do not investigate the nature of the substance, but do record its approximate size and appearance.
3. Take the substance immediately to a member of SLG, who will take it to the Headteacher. Do not keep the substance on your person or in a place of safekeeping; to do so may place you at risk.
4. The Headteacher can choose to arrange for the Police to remove the substance from the premises or may choose to dispose of it in an appropriate way.
5. In the event of a discovery of any equipment associated with substance use, especially needles and syringes, students should not be allowed to handle such items.

## 5.4 **Searching and Confiscation**

Staff to have the power to search and confiscate.

Academies are not required to inform parents before a search takes place or to seek their consent to search their child.

- Complaints about searching should be dealt with through the normal academy complaints procedure.
- Please see the Behaviour Policy for further details.

### **Involving parents and dealing with complaints**

## 6. **Parents/Carers**

Parents should be given relevant information about the academy's Drugs and Substance Abuse Policy and any sanctions. This is available on the academy website. This may also occur at parental interviews, Partnership Evenings etc.

- 6.1 In any incident involving illegal and other unauthorised drugs we will normally involve the child's parents/carers and explain how the academy intends to respond to the incident and to the students' needs. Where the academy suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, we will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, an academy's child protection officer will be consulted and child protection procedures followed.

Parents/carers should be encouraged to approach the academy if they are concerned about any issue related to drugs and their child. The academy can refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups.

### 6.2 **Parents/carers under the influence of drugs on academy premises**

When dealing with parents/carers under the influence of drugs on academy premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, we may discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parent/carer becomes abusive or violent, staff will consider whether to invoke child protection procedures and/or the involvement of the police.

## 7 **Recording an incident**

- 7.1 The academy will record of every incident involving drugs. Storage of sensitive information about students or staff should be secure and should accord with the requirements of the Data Protection Act 1998.

### 7.2 **Legal Drugs**

The police will not normally need to be involved in incidents involving legal drugs, but academies may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

### 7.3 **Illegal Drugs**

The Police must be informed on all occasions.

### 7.4 **Responding to Drug Related Incidents**

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

- It is supported by the whole academy community.
- Drug education is part of a well-planned programme of PSHE education delivered in a supportive environment, where students are aware of the academy 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.

## 8. **Discipline**

- Any response to drug-related incidents needs to balance the needs of the individual students concerned with the wider academy community. In deciding what action to take academies should follow the Behaviour Policy.
- Drug use can be a symptom of other problems and academies should be ready to involve or refer students to other services when needed. The academy is aware of the relevant youth and family support services available in the local area and will contact them if appropriate.

## 9. **Emergency Procedures for both Unconscious/Intoxicated Students**

- Do not panic
- Send for a designated First Aider
- Call for an Ambulance
- Collect evidence/look for signs of what might have been taken
- Inform Headteacher or a member of SLG who in turn will inform parents

## 10. **Confidentiality**

Confidentiality is crucial to any form of drug intervention work with students in order to maintain credibility. Staff will be made aware of the importance of confidentiality.

The ethos of Co-op Academy Failsworth is one where students feel able to talk in confidence to a member of staff about a drug related problem without fear of reprimand. It is important that students are made aware of the limits of confidentiality and appreciate the difference between voluntarily confiding a concern and being discovered with drugs whilst at the academy.

## 11. **Health and Safety**

It is important, to further reduce opportunities for substance misuse within the academy that the Headteacher, in liaison with relevant staff, ensures the following procedures are adhered to:

- ❖ All harmful substances which may affect students' health and safety are stored appropriately/securely in line with the Health and Safety Policy.
- ❖ Students on medication must on arrival at the academy take it to Reception and not keep it on their person during the day.

## 12. **Sanctions**

It is essential that students and their parents know and understand the academy's attitude to illegal drugs and other substances open to misuse and of the disciplinary measures which will be applied to drug related incidents. Any instances of possession, promotion, use or supply of illegal drugs on academy premises will be regarded with the utmost seriousness. Consequences will be actioned by the academy and these are outlined in the Behaviour Policy. This includes behaviour placements, fixed term exclusions and permanent exclusion.

## 13. **Training Needs**

The academy is committed to providing information, resources and training for teaching staff, governors and parents.

It can be beneficial for teaching staff to train alongside other professionals such as the police, the community drug team, youth and health workers and staff from specialist drug prevention agencies.

#### **14. Early Intervention**

Academies can have a key role in identifying students at risk of drug misuse. The process of identifying needs should aim to distinguish those who require general information and education, those who could benefit from targeted prevention, and those who require a more detailed assessment of their needs.

#### **15. Tobacco – Smoke Free Academies**

Academies are subject to the same smoke free legislation as other premises and most academies go much further. (Please see Tobacco Control Policy).

At Co-op Academy Failsworth:-

- The academy is a smoke-free site
- Children, young people, staff, parents/carers and governors have been involved in the development and implementation of a smoke-free site
- The academy provides information and support for smokers to quit eg. promoting access to smoking cessation classes, which may be provided on the academy site

#### **Monitoring and Evaluation**

Students will be consulted on the Drugs Policy through the Student Council and Citizenship lessons.

A record of drug education will be kept if carried out outside Citizenship or Science lessons.

A drug incident file will be kept.

The Headteacher will present the Policy to Governors for their continued acceptance on a bi-annual basis.

## Useful Organisations

**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.

[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 minimize 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 (DEF)** – A forum of national organisations in England which provide drug education to children and young people or offer a service to those who do.

Tel: 020 7739 8494 Website: [www.drugeducationforum.co.uk](http://www.drugeducationforum.co.uk)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550

Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk)

Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**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)

**Schools/academies can receive free FRANK resource materials**, updates and newsletters by registering at <http://ddshl.broadssystem.com/freeleaflets.aspx>

**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 wellbeing 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-solve.org](mailto:information@re-solve.org)

Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** – NHS Smoking Helpline 0800 1690169

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.

[www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Directgov Young People** can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and learning options, money, as well as helping young people find out about activities they can get involved in.

<http://www.direct.gov.uk/en/YoungPeople/index.htm>

**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.

<http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm>

