

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

Approved by Governing Body: May 2018

To be reviewed by: May 2021

DRUGS POLICY

1. Rationale

Drug education includes the use of all medicines, volatile substances, alcohol, tobacco, electronic cigarettes (and similar devices), illegal drugs, psychoactive substances and other unauthorised substances.

Successful drug education should start early; the key to which is developing pupils' emotional intelligence, resilience and life skills. The same skills are crucial to successful Sex and Relationships Education and Anti-Bullying approaches. TWGGS will cover drug education in KS3, KS4 and the Sixth Form. This policy applies to all pupils, parents/carers, volunteers, governors and staff members attending the school, or whilst on school business including off-site visits and trips.

As required by legislation, Tunbridge Wells Girls' Grammar School is a smoke free environment, which includes all buildings and school grounds/playing fields etc. Parent/carers, visitors and staff members are asked not to smoke anywhere on school premises or in the presence of pupils. This applies to off-site visits, including all school trips, both in the UK and abroad, where legislation may vary. Pupils are prohibited from bringing alcohol onto the school site. TWGGS is committed to the Health and Safety of all its members and believe that we have a duty to support and safeguard the well-being of all its pupils and staff. TWGGS is committed to the principles of the National Healthy Schools Programme.

Effective drug education is an essential contributor to ensuring that all children and young people are able to reach their full potential and that the school works towards the five Every Child Matters outcomes for all its pupils. TWGGS values the importance of its pastoral role in the welfare of its pupils, and through the general ethos of the school, we seek to encourage and develop young pupil's learning and ensure support appropriate to their needs is accessible.

Education about drugs is not concerned merely with substance abuse, but how it relates to people in their social and community settings. Therefore, drugs education should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge. Drug issues and concerns extend across socio-economic and ethnic boundaries, and pupils of all ages and abilities will encounter both the positive and negative effects of drugs, whether used legally or illegally. Many pupils have some knowledge about illegal drugs through the media, "street talk", and personal experience. TWGGS welcomes and encourages parent/carer and community involvement in the development of school policy and curriculum delivery.

2. Aims of Drug Education

- a) To provide a safe, healthy environment in which pupils and staff can learn and develop.
- b) To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- c) To promote clarity about the management of drug related incidents in the school.
- d) To encourage and enable pupils to appreciate the benefits of a healthy lifestyle now, and in the future.
- e) To increase pupils' knowledge of the short and long term risks of drugs.
- f) To educate pupils about the rules and laws relating to drugs.
- g) To enable pupils to make reasoned, informed choices.
- h) To educate pupils about the complex moral, social, emotional and political issues surrounding drugs.
- i) To minimise pupils' experimentation with illegal or harm causing substances.
- j) To address and take account of local community needs, including the differences and diversity within the school community.
- k) To understand the impact of drugs on individuals, families and communities.
- l) To support and engage parents/carers and pupils in their own personal learning and responsibilities.

- m) To enable young people and staff to access support structures (including the voluntary sector), e.g. careers, counselling and treatment.
- n) To monitor, evaluate and review learning outcomes for pupils.
- o) To work with KCC and outside agencies, including the voluntary sector, to secure and support a balanced delivery of a drugs education programme, e.g. School Drug Education Advisers, Advisory Service Kent, the Healthy Schools Programme, Health Promotion, Health Care professionals, Kent Police and Youth Service.

3. Objectives for Drug Education

- a) To provide opportunities for pupils to acquire knowledge and identify the distinction between authorised and unauthorised drugs.
- b) To develop and equip pupils with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.
- c) To build pupils' decision-making skills and increased self-esteem.
- d) To engage parents/carers in the school community and learning process.
- e) To enable pupils and staff to access support if they have concerns about their own or others' drug use.

4. Attitudes Values and Skills

Pupils are taught:

- a) To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- b) Confidence building and communication skills.
- c) About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- d) To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- e) That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media.
- f) How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- g) That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- h) That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.

5. Resources

To ensure effective drug education it is essential that:

- Teaching resources are up to date, differentiated and culturally and age appropriate.
- The school allocates adequate funding to drug education provision.
- Adequate staff resources, development and training are provided to address identified needs.
- External agencies are used appropriately to deliver up to date information

6. Cross-Curricular Links

Drug education has many cross-curricular links, with science making a particular contribution. However, the development of life skills and Emotional Intelligence are themes throughout the curriculum, within the programme for PSHE, and enshrined in the values, which are embodied in the schools' ethos.

7. Differentiation and SEND

The needs of pupils with SEND will be taken into account by the teacher who may need to provide different resources, different activities or specific support to some pupils. Whilst some pupils may have a fairly broad knowledge and insight into the world of drugs, there are those who will have little or no knowledge at all. Teachers need to be sensitive to this issue.

8. Links to Related School Policies

This policy is linked to other school policies including:

- PSHE
- Sex and Relationships Education Policy
- Behaviour
- Equality
- Child Protection/Safeguarding
- Health and Safety
- Medicines and pupils with medical needs
- Confidentiality

9. Monitoring, Evaluating and Reviewing

The Deputy Headteacher is responsible for reviewing the policy every three years. Susan Cooke is the named governor for drug education and policy development.

SLT, governors and DOAs are involved in the monitoring and evaluation of the PSHE programme, teaching methodologies and learning outcomes to ensure that needs are met.

Drug education is reviewed in line with current KCC and Government guidelines.

Management of Drug Related Incidents

1. Remit of the Drug Incident Management Policy

The school boundaries are defined as any area where a pupil is whilst she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the pupil is in the charge of the school and its staff, whether this is within or outside school hours.

2. Responding to Concerns about Pupil Drug Misuse

2.1 The school will follow the guidance of the KCC and Kent Drug Alcohol Action Team 'School incident management procedures'.

2.2 If a pupil is suspected of being involved in substance misuse, is causing concern about her substance use, or makes a disclosure about their own or their family's substance misuse, SLT will make an assessment of the extent of the drug misuse. Following this assessment action will be taken to safeguard the pupil and, if appropriate, refer the pupil to local Young Person's Substance Misuse Services for further support. The Drug Use Screening Tool (DUST) will be used to help support this process. Referral to the local Drug Intervention and Support Programme may also be an option.

2.3 Communication between staff and early involvement of parents/carers and police will set the scene for early, supportive pastoral intervention. An appraisal should take place to determine the nature of the pupil's needs and the additional support a pupil might need if, for example:

- If knowledge about drugs is low
- The pupil relies upon frequent use of drugs
- Drug use is affecting performance at school
- Drug use is causing problems such as conflict at home
- The pupil feels under pressure to use, perhaps due to other problems
- The pupil's (or someone else's) drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support
- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as Youth Clubs, extra-curricular events and activities, and external provision as part of Youth Service or Kent Drug & Alcohol Action Team (DAAT) activity)
- liaising with careers provision who can identify need and co-ordinate the help of specialist agencies.

3. Procedures for Managing Pupils Suspected or Found in Possession of Unauthorised Drugs

3.1 All teachers have a duty of care and the pupils' safety and care is of paramount importance.

3.2 If a pupil appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary, the pupil should go to the local Accident & Emergency Unit. A member of SLT will contact her parents or carers and request they collect her from school. If they are unavailable, the pupil will be supervised in a suitable room until the parents/carers are able to collect her, or other action appropriate to the individual and circumstances has been taken.

3.3 If a pupil brings drink or drugs to school, or the school has good reason to believe she has done so, or if a pupil is found with a substance or a drug thought to be unauthorised, or a pupil has been selling drugs to other pupils, the following procedures should be followed:

- a) All unknown tablets, powders and substances should be regarded as unauthorised.
- b) There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through KCC's Children, Families and Education Health and Safety Unit.
- c) The Police Youth Crime Reduction Officer (YCRO) should be the first point of contact with regard to confiscation of suspected illegal drugs in schools.
- d) The police recognise that these issues will impact on the young person, their families, friends and the wider school community.
- e) In the first instance, the school will attempt to contact the Youth Crime Reduction Officer. (Contact numbers in Appendix C). In "emergency" situations where the YCRO is unlikely to be able to attend immediately, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999 or local police station).
- f) Substances should **NOT** be destroyed or flushed down the toilets.
- g) If a pupil has taken a drug, or there is reasonable evidence to assume so, a trained first-aider will be called immediately, and professional medical help sought where appropriate. If not, then another member of staff will be called for help and as a witness.
- h) Members of staff will inform the Headteacher and/or the Deputy Headteacher as soon as possible after they have ensured the safety of the pupil and any other pupils involved.
- i) TWGGS will encourage co-operation from pupils when asked to empty their pockets/bags/lockers and hand over the suspected drugs. The school recognises that if a pupil refuses to co-operate, a teacher may search her bag. If the pupil refuses to co-operate the police may be called to assist.
- j) If a police officer is called, he or she can carry out a search of the pupil and her belongings if he or she considers such a search is justified and within the law. The search must be done in the presence of two members of SLT, and photographs should be taken if possible.
- k) If a further search is necessary, of lockers and other school property where pupils have access, this can be undertaken, but the pupil's consent will be sought before any search is undertaken, and parents will be contacted. Where consent is refused the school will need to balance the likelihood that an offence has been committed against the risk that the pupil's right to privacy may be infringed without just cause before deciding to proceed with the search without consent. TWGGS will not search pupil's private property, including bags and school lockers rented from the school, unless we have good reason to believe there is a likelihood of harm to pupils or others.
- l) The police officer can retain, secure and have the substance analysed and offer advice and guidance regarding the alternative options. Kent Police work closely with the Local Authority and Kent Drug and Alcohol Action Team. There are agreed protocols about dealing with 'experimental' drug use which seek to reduce harm to the pupil and minimise school exclusions.
- m) It is legal for a staff member to confiscate substances thought to be illegal. This will be done with another member of staff present as a witness. Confiscated drugs should be sealed in a clear plastic bag, with the completed incident form attached, and locked away until the police arrive. (See Appendix B for sample Incident Reporting Form).
- n) Where it is considered that the pupil has been at risk, or it is thought that the drug or substance is unauthorised, the pupil's parent or carer should immediately be contacted and asked to attend the school,

unless this is not considered to be in the best interests of the pupil, in which case Kent Safeguarding - Child Protection Guidelines should be followed.

- o) If it is established that the incident is drugs related, the Headteacher will contact the Chair of Governors to inform her of the situation.
- p) Teachers cannot guarantee confidentiality, and where a pupil discloses information that indicates she is at risk, the information will be passed immediately to the school's designated child protection co-ordinator. A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place.
- q) Staff will record what has happened and all actions taken as soon as possible and the witness is asked to countersign any written statement.
- r) If the Headteacher or Deputy Headteacher is unavailable or the incident happens off site, alternative arrangements should be in place. (See section 7 below)

4. Further Response, Support and Sanctions

4.1 The police officer can, on request, if he or she considers this to be appropriate, use the **Drug Use Screening Tool** to assess the most appropriate intervention and will take legal action, including arrest, if considered necessary. A decision will be made in partnership with the school and with due consideration of all available information.

4.2 In many situations a local Drug Intervention and Support Programme (DISP) will be run to educate young people of secondary age about the impact substance misuse. **Fixed term or permanent exclusion will only be considered as a last resort when the incident is extremely serious or part of a pattern of persistent behaviour.**

5. Drug Testing and Passive Search Dogs

5.1 TWGGS will only introduce drug testing after consulting and ascertaining the support of the whole school community. It will adhere to the KCC guidance, Guidance for Schools on Drug Testing. TWGGS may, from time to time, use passive search drug dogs as part of its drug education programme, and will adhere to the KCC guidance if it does so.

5.2 If any pupil is identified as using drugs as a result of drug testing or passive search dogs then the procedures in Section 3 will be followed.

6. Alcohol and Tobacco

6.1 Alcohol and Tobacco (AT) misuse by pupils is a serious issue for schools and TWGGS regards these as fully encompassed within the remit of this Drugs Policy. In the management of incidents relating to alcohol and tobacco use, the guidance above of Sections 2, 3.3.1, 3.3.2 and 3.3.3 should be followed. Research shows that the younger pupils enter into experimental AT use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school will take action to safeguard the pupil/s and inform parents/carers as soon as possible.

6.2 TWGGS agrees that:

- Smoking is prohibited anywhere on the school site. Electronic ("e") cigarettes and similar devices are also banned from the school site and regarded in the same way as incidents relating to tobacco.
- It will adhere to the Licensing Act 1964 and other alcohol legislation.
- Circumstances in which alcohol use is permitted are clear.

6.3 The police are not usually called to deal with pupils involved with alcohol or tobacco issues except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to pupils or where there is a risk of violence or Child Protection concerns. There may be grounds for informing the local trading standards office of issues related to alcohol and tobacco sales.

7. Residential and Off Site Visits

7.1 Residential and off site visits must comply with KCC "Regulations and Guidance for Offsite Activities" full risk assessment practice. Drug issues, including tobacco, alcohol and other substances including volatile substances, should be discussed. Pupils and parents/carers must be clearly informed of the school's expectations and

repatriation policy and sign the code of conduct/consent form. Expectations of staff will also be considered and agreed.

If a drug related incident occurs during a foreign trip, it is advisable to seek the help of the British Consulate before involving the local police, if this is deemed necessary. Under no circumstances should unauthorised drugs be carried across national borders.

8. Confidentiality and Child Protection

All members of staff are familiar with the Confidentiality policy. Teachers and support staff cannot guarantee absolute confidentiality and they will make this clear to a pupil before any disclosure takes place. Where a pupil discloses information that indicates that she is at risk, the information must be passed to the DSL.

9. Staff

9.1 Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution. All members of staff have a duty of care to pupils, therefore the Headteacher must be informed immediately. All members of staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.

9.2 TWGGS is a smoke free school, in line with national legislation effective from 1 July 2007. Staff smoking on school premises or who bring illegal drugs on to school premises are likely to be subject to disciplinary action. This is deemed to include the use of electronic cigarettes, and all similar devices.

9.3 The school will make every effort to support any member of staff affected and encourage them to seek appropriate professional help. If a member of staff is found to be selling drugs to pupils or another member of staff, the police will be contacted.

10. Parents/Carers and Drug Incidents

10.1 TWGGS informs parents about all aspects of its policies via a newsletter and via the school website. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and pupil safety issues are paramount. The school is not able to divulge any information about individual pupils. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school for staff and pupils. The school informs parents/carers of any local concerns/issues. Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child. Schools can refer parents/carers to other sources of help, for example, drug or alcohol specialist agencies or family support groups.

10.2 TWGGS aims to be aware of the impact parent/carer drug misuse can have on a child and her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

10.3 Where the help of external services might be needed, and the child's safety is not considered at risk, TWGGS will liaise about possible referral to other agencies. The school policy on confidentiality will be carefully followed and the pupil informed at every step.

10.4 When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's/carer's behaviour.

10.5 Where the behaviour of an intoxicated parent/carer repeatedly places a pupil at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary. Staff will gain support from SLT and/or the DSL when addressing parents/carers whom are intoxicated.

Appendix A

Checklist for Use of Visitors in Delivery of Drug Education

Drugs Education is a shared responsibility and schools need not be alone in providing effective and relevant drugs education for young people.

Visitors and staff from a range of statutory and voluntary agencies can support and enhance drug education programmes in schools when part of a PSHE programme. However, they should not be used to abdicate the responsibility of the school, and be relied upon solely to deliver drugs education. The use of visitors needs to be part of a planned, coherent and integrated approach. The checklist below will assist the school in developing a partnership approach to drugs education delivery and support for young people.

Before involving a visitor it is useful to consider the following:

- Consistency with school's ethos, values, drug policy and approach to drugs education.
- The most appropriate source of information/support – why do you want the agency's involvement?
- What is the visitor expected to do ?
- What will the teacher's contribution to the session be ?
- Is it clear to the visitor that the teacher will remain in the classroom ?
- What preparation will be necessary, i.e. classroom layout, size of groups, content of session, A/V equipment etc. ?
- Has the visitor been checked with the Disclosure and Barring Service (DBS)? Child protection implications.
- Have confidentiality issues been clarified, avoiding inappropriate disclosures?
- How will the session be followed up?
- How will the input be evaluated?
- Is parental consent required?

(This is not a comprehensive list. Further guidelines can be found in the TACADE publication: 'Making the most of visitors – using outside agencies in school drug education.')

The KCC School Drugs Education Advisers and the Kent Healthy Schools programme will be able to provide support and guidance in selecting school visitors.

Appendix C

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.

Website: 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 Website: 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

Website: 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 Website: 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 Website: 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 Website: 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/

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: <http://www.drugeducationforum.com/>

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 Website: www.drugscope.org.uk13

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 Website: www.talktofrank.com

Schools 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 Website: 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

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 Website: 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

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

Website: <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.

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