

# Roundwood Park School



## Drugs and Substance Abuse Policy

**Review date: May 2018**

**(Students, Families and Community Committee)**

### Development of Policy

This policy has been reviewed in response to the growing problem of drug and substance abuse by young people in society. This is a problem all schools face and the Roundwood Park approach is consistent with that being adopted in other local secondary schools. The school subscribes to the code of practice laid down by the Hertfordshire Drug Action Team as stated in "Preventing Drug Misuse Through Education – a policy and strategy for Hertfordshire" and "Drugs Guidance for Schools", DfE. The Governing Board has a clear commitment to its tradition of adopting a caring and progressive attitude. This policy is based upon the principle of information and effective communication.

A drug is any substance that affects the way in which the body functions, physically, emotionally or mentally. It includes legal substances, such as alcohol, tobacco and solvents, volatile substances, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, heroin, crack / cocaine, LSD, GHB, Ketamine and alkyl nitrites (poppers). Smoking paraphernalia or items used to mimic the act of taking a drug, including the use. E-cigarettes, also come under the jurisdiction of this policy.

### School Values

- Roundwood Park School is committed to the health and safety of its members and will take all action to safeguard their wellbeing.
- Roundwood Park School does not tolerate the misuse of drugs or alcohol by members of the school nor the illegal supply of these substances.
- Roundwood Park School acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the school, will seek to persuade students in need of support to come forward.
- Roundwood Park School has a non-smoking policy.

### Policy Aims

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

- To enable students to make healthy, informed and safe choices by increasing their factual knowledge and by examining attitudes, values and opinions associated with various drugs and other substances.

We intend to fulfil this aim by:

- Providing accurate information about substances.
- Increasing understanding about the implications and possible consequences of use and abuse.
- Encouraging an understanding for those experiencing or likely to experience substance use.
- Seeking to minimise the risks that users and potential users face.
- Enabling young people to identify sources of appropriate personal support/counselling.

## **Curriculum Organisation**

The drugs education programme will be delivered through PSHCE lessons in years 7 and 8, Health Education programmes in years 9, 10 and 11 and through Science as part of the National Curriculum. Specialist teachers are used for Science whilst teaching staff and outside speakers are brought in to explore Health Education. Other opportunities to reinforce learning will occur in other subjects. A full listing of the teaching programme, on a year by year basis is attached as an appendix to this policy.

## **The Role of Outside Agencies**

Roundwood Park School actively seeks to cooperate with other agencies such as Youth Crime Reduction Officers (YCROs), 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. Visitors from outside agencies who support the School will be informed of the values held within this policy. A member of staff is always present when visiting speakers deliver a classroom talk.

## **Working with Parents and Governors**

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Board, parents (where appropriate), LA and appropriate outside agencies. The Headteacher will seek to ensure that all staff dealing with substance abuse issues are adequately supported and trained.

Roundwood Park School encourages parental involvement (where appropriate) in this as in all matters and to that end will provide advice and information to parents either in writing or by organising suitable meetings, for example advice from an "expert" speaker on positive parenting with particular reference to drug and substance abuse through the Extended Schools Programme.

## **Reference to other Related Policies**

- The Student Discipline (Behaviour for Learning) Policy clearly outlines what jurisdiction the school has with drugs and substance abuse incidents under the heading of 'Definition of School Jurisdiction'. Also in section 20, 'Alcohol and Drug

Related Offences' it gives some descriptions of possible student actions and related consequences (sanctions) the school is most likely to take in response.

- The school's pastoral system should be put into action as an initial response to any drug related incident.
- Regarding the welfare of staff, the school will follow the County Policy of Drug and Alcohol Misuse as part of its Health and Safety Policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.
- The administering of medicines on the school premises conforms with section J of the County Policy on Health and Safety.
- The School non-smoking policy extends to out of hours activities, including parents' evenings and school lettings.
- The policy applies to students while off the school premises on school visits both in the UK and elsewhere. Group leaders are advised to consult a Deputy Headteacher or the Headteacher before embarking on residential trips, whether in the UK or abroad.

## **Review**

The policy will be reviewed every two years by the Students, Families and Community Committee.

As part of this process staff in charge of delivering the programme will review its effectiveness. Reference will be made to the central data collection sheet regarding drug and substance abuse involving students.

## **Procedures in response to incidents or suspicion of drug and substance abuse**

Staff will investigate any incident or suspicion of drug and substance abuse or supply occurring within the school's jurisdiction. The investigation will be recorded and whenever possible undertaken in the presence of a witness. The first priority will be to establish whether or not there is a medical emergency, and if so what immediate action is required.

If an individual's behaviour is thought to be irrational and completely out of character or there are other grounds for suspicion, the student's Head of Year will be informed immediately and the matter investigated sensitively with a witness present. The parents will be contacted, and students will be told that this is to be done. In the event of a search being deemed necessary a Deputy Headteacher or Assistant Headteacher must be present when this is carried out, as well as the student. The student may invite a further adult to be present as their witness should they wish.

The following procedures will apply in instances where it has been established or there are strong grounds for believing that supply and/or abuse has been taking place while the student was under school jurisdiction:

Staff may request a student to empty pockets and remove coats and jackets for search if the student has given reasonable cause for legitimate suspicion that he/she is in possession of a drug as defined in page one of this policy. Should the student decline, the police may be called, with the student observed in the meantime to prevent disposal of any substance. The student's bag(s) can be searched. Lockers are school property and can be searched. Staff must always have another adult present during any search as a witness. Parents need not be notified ahead of any search, nor indeed ahead of any student being interviewed.

- Following discussions with appropriate pastoral staff, the Headteacher, or the investigating senior member of staff, will inform the parents as soon as possible, which would usually be at the end of the school's initial investigation, to establish the facts. The school and the parents can then work together to support the young person involved.
- Any student found in the school in possession of an illegal substance will have the matter reported to the Police. The student may be temporarily excluded especially if further investigation in school is necessary.
- Any student found in possession of an illegal substance with intent to supply, or where there is substantial evidence to suggest the student is a source of supply, will be temporarily excluded whilst further investigation is carried out. All available information regarding the students involved and the circumstances will be passed to the YCRO on 01727 796143.
- Roundwood Park School will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the students involved, the other school members and the local community. However, permanent exclusion is seen as an appropriate response to incidents under school jurisdiction involving supplying, or intent to supply, any illegal drug or possession of any class A drug.

If a student admits to using or supplying substances outside school jurisdiction, the designated senior person for child protection (DSP) should be informed, who will discuss the matter with the relevant pastoral staff and Headteacher before informing the parents.

Where a young person discloses substance misuse under school jurisdiction, staff will inform the DSP and where appropriate, participate in the planning of subsequent action as described above. Where a young person discloses substance misuse outside school jurisdiction the member of staff should inform the DSP. Students must be reminded that confidentiality is not guaranteed when they speak to a member of staff, in accordance with the school's Confidentiality Policy.

The following procedures will apply when suspicious substances are found by a member of staff.

- If the substances are found on the premises they will be removed forthwith by the member of staff, if possible in the presence of another adult as witness; the substances must not be left where found while a witness is sought.

- If the substances are found in the possession of a student they will be retrieved forthwith by the member of staff, if possible in the presence of another adult as witness; the substances must not be left in the possession of the student while a witness is sought. If not given over voluntarily, the member of staff will use his/her discretion in removing it (please refer to framework for the safe use of physical intervention).

The following guidelines will be observed by the staff in all instances. The member of staff will:

- Record the time, place and circumstance when the substance came into their possession.
- Not investigate the nature of the substance but will record its approximate size and appearance.
- Have the recordings countersigned by the witness if present.
- Take the substance immediately to a Deputy Headteacher, who will take it to the Headteacher, if available. In order not to place themselves at risk the member of staff will not keep the substance on their person or in a place of safe keeping.

In the presence of the Deputy Headteacher, together with the Headteacher and the witness if available, the member of staff will place the substance in a suitable sealed container. Those present will all then sign and date the package. An official report will be completed by the investigating officer, detailing the time, date and circumstances of the findings. The Headteacher will then arrange for the police to remove the substance from the premises.

In the event of a discovery of any equipment associated with substance abuse, especially needles and syringes, students should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The Headteacher must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

### **Impact of an incident on the school community**

After an incident has occurred all members of staff should be made aware in order to prevent further speculation or issues. In certain cases this information could be used in order to inform students about the risks and consequences of drugs. Consideration will be given to whether other parents need to be informed of the incident in general terms.

### **Liaison with the Media**

The Headteacher will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one and may generate interest from the local and national media, the School will also take appropriate advice and guidance from the LA Press Office and Legal Department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the School.

## **APPENDIX - TEACHING PROGRAMME**

### **YEAR 7**

School rules relating to medicines, alcohol, tobacco, solvents and illegal drugs.  
Simple facts about drugs.  
Resisting peer pressure.

### **YEAR 8**

More facts about drugs, with particular emphasis on solvents and nicotine.  
Theatre company production and workshops re. peer pressure, positive choices, impact of drugs and alcohol, legal situation, healthy living (collapsed timetable day).  
Why young people take drugs.  
Strategies for saying “NO”!  
Drugs and the law.

### **YEAR 9**

Alcohol – effects and risks, what is a “unit”?  
Dangers of drinking and driving.  
Why alcohol changes behaviour.  
Dangers of binge drinking.  
Which drugs are legal and which are illegal  
Drug terms.  
Drugs and the law.

### **YEAR 10**

Effects of barbiturates, ecstasy, solvents, anabolic steroids, caffeine, heroin, magic mushrooms, cocaine/crack, tranquillisers, alcohol, amphetamines, cannabis, pain killers, LSD, nicotine, amyl/butyl nitrate (Science lessons).  
Theatre company production and workshops re. how drugs and alcohol can lead to unsafe behaviour, with particular emphasis on relationships and sexual health (collapsed timetable day).  
Getting across anti-drugs message.

### **YEAR 11**

Research into how drug use has changed over generations and issues facing young people in relation to drug and alcohol use (collapsed timetable day).

### **YEAR 12**

Varies according to what is topical, eg a debate on whether or not cannabis should be decriminalised.