

# Roundwood Park School



## Drugs and Substance Abuse Policy

**Reviewed: April 2021**

**Next review: April 2023**

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

### Development of Policy

This policy has been reviewed in response to the continuing issue 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 originally by the Hertfordshire Drug Action Team as stated in "Preventing Drug Misuse Through Education – a policy and strategy for Hertfordshire" and the DfE and ACPO (Association of Chief Police Officers) "Drug advice for schools" (September 2012) The website of the Department for Education: [www.education.gov.uk](http://www.education.gov.uk)

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 psychologically. The terms "drugs", "substance of abuse" and "drug education", unless otherwise stated, are used throughout this document to include:

- illegal drugs (those controlled by the misuse of Drugs Act 1971) such as cannabis, ecstasy, heroin, crack / cocaine, LSD, GHB, Ketamine and alkyl nitrites (poppers)
- legal substances, but not exclusively, such as alcohol, tobacco and solvents, volatile substances
- all over the counter and prescribed drugs
- smoking paraphernalia or items used to mimic the act of taking a drug also come under the jurisdiction of this policy, as does the use of E-cigarettes or vapes.

### School principles in relation to substance abuse

- 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 young people in need of support to come forward.
- Roundwood Park School has a non-smoking policy.

## Policy Aims

Set in the broader context of our **PSHCE** programme, our drugs education allows young people to question, explore and gain the knowledge, skills and attributes they need to keep themselves aware, healthy, safe and prepared for life and work in the modern world. PSHCE helps young people manage the opportunities, challenges and responsibilities they will face while growing up.

We believe and support this educational aim in respect of drugs and substance use and misuse by aiming to:

- enable young people to make healthy, informed choices by increasing their knowledge, challenging and exploring attitudes, developing and practising skills, avoiding and managing risk, and resisting pressures.
- impose appropriate sanctions for occurrences of the use of drugs within school and in uniform but off the school site, in accordance with the 'Definition of School Jurisdiction' (included in the Behaviour Policy), national and legal guidance and to ensure that young people are aware of the school's policy in relation to drugs.
- help young people to develop a sense of self-awareness and self-esteem in order to make healthy decisions.
- increase understanding about the implications and possible consequences of drug use and misuse for young people and staff on themselves, their families and the community.
- listen to young people's thoughts, feelings and concerns and to ensure that drug education responds to their needs and to help them communicate effectively, conducting difficult conversations where necessary.
- help young people distinguish between different substances, consider their use, misuse, impact and harm both in the short and long term.
- counteract any inaccurate or glamorising messages which young people receive about drugs.
- encourage an understanding for those experiencing or likely to experience drug use (including those dependent on medicinal drugs).
- widen understanding about related health and social issues and rules and laws relating to drugs.
- enable young people to identify where help and support can be found and provide discreet channels of informing staff of any concerns around drugs or potential drug use.

We intend to achieve these aims by:

- A co-ordinated, integrated and consistent approach to the curriculum and to possible drug related incidents.
- An appropriate teaching programme which responds to young peoples' needs.
- Clearly designed learning outcomes for lessons and other inputs such as presentations from outside speakers.
- Reinforcement of key messages at different ages, stages and in different situations.
- Content and teaching approaches which match the needs and maturities of all young people, including those with special educational needs and/or English as an additional language.
- Training and support for staff in the planning and implementation of drug education.
- Policy and practice will be reviewed every two years by the Governing Board.

- Contribution from staff across the school including teaching staff, pastoral leaders and the senior leadership team in ensuring that all drug education, both in and out of the classroom is apt and consistent. Intervention from outside agencies utilised where appropriate.

All non-medical drugs on school premises are unacceptable. This policy will apply on the school premises and beyond, wherever young people are within the care of school staff. This includes school trips and educational visits. The school will also have an interest in the health and well-being of the young people beyond these school boundaries, (fully described under the “Definition of School Jurisdiction” in the Behaviour Policy), and we would encourage parents/carers and others in the community to adopt the same principles. Whilst a minority of young people choose to use drugs, it is important to recognise that the vast majority of young people are choosing not to do so.

## **Curriculum Organisation**

The drugs education programme will be delivered primarily through PSHCE lessons in Years 7 to 11 and through science as part of the National Curriculum. Specialist teachers are used for science whilst teaching staff and outside speakers are used to teach the PSHCE programme. 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 the local police (including the PCSO), Youth Offending Team (YOT), specialist consultants, Connexions (Key Stage 3 & 4 only), Social Services, LA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of drugs, substance use and misuse. Visitors from outside agencies who support the school will be informed of the principles held within this policy. A member of staff is always present when visiting speakers deliver a classroom talk.

## **Working with Parents, Carers and Governors**

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Board, parents, carers, 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/carer involvement (where appropriate) in this as in all matters and to that end will provide advice and information to parents and carers 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. The school ensures that the views of all parents and carers are considered in the planning and delivery of drug education.

## Reference to other Related Policies

- The Behaviour 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 will be put into action as an initial response to any drug related incident.
- Supporting Students with Medical Conditions Within School Policy, regarding the administering of medicines on the school premises or school trips.
- Some young people may choose to mention instances of drug use in class or to individual members of the school community. Whilst staff will want to be supportive, they need to follow our Child Protection guidelines and clearly state that they may not be able to guarantee confidentiality. See Child Protection policy for further guidance on disclosures.
- This policy applies to young people while off the school premises on school visits both in the UK and elsewhere according to the Policy for the Management of Learning Outside the Classroom (LOtC) and Offsite Visits. Group leaders are advised to inform the trip senior leader contact or the Deputy Headteacher if they are concerned by drug or substance of abuse involvement/behaviour during the trip. It is important to note that if a young person is found to be taking or under the influence of drugs whilst on a trip in a foreign country, the laws of the country will apply to their behaviour. This will include police involvement and that country's laws being applied. This is of particular interest to those who travel to countries where laws surrounding drugs may be more stringent. Also, if a young person is found to be in possession, supplying or under the influence of drugs and is due to go on a school trip the outcome of the investigation may influence that decision.
- 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 school non-smoking policy extends to out of hours activities, including parents' evenings and school lettings.

## 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 young people.

## **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 (see paragraph 20 of the school's Behaviour Policy) 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.

Being in possession of an illegal substance, supplying illegal substances, being under the influence of illegal substances, (including consuming an illegal substance while under school jurisdiction) or purchasing such a substance, are all serious offences. Any involvement as described above is extremely serious and is likely to lead to permanent exclusion and the police informed.

- Possession of illegal substances is defined as the state of having, owning, or controlling something.
- Supplying illegal substances is defined as making (something needed or wanted) available to someone. This includes the distribution, redistribution and holding drugs that someone else has sourced and redistributing them to others. Exchange of money for illegal substances is not a prerequisite for provision to others.
- Under the influence of illegal substances - affected by alcoholic drink or drugs.

Sharing an illegal substance or making an arrangement to sell a substance off the school premises or intent to supply are also both illegal and of utmost seriousness and may lead to permanent exclusion.

If an individual's behaviour is thought to be irrational and completely out of character, or there are other grounds for suspicion, the young person's Head of Year will be informed immediately and the matter investigated sensitively with a witness present. The parents/carers will be contacted, and the young person 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 young person. The young person 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 young person was under school jurisdiction.

Staff may request a young person to empty pockets and remove coats and jackets for search if the young person 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 young person decline, the police may be called, with the young person observed in the meantime to prevent the possible disposal of any substance. The young person'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/carers do not need be notified ahead of any search, nor indeed ahead of any young person being interviewed.

- Following discussions with appropriate pastoral staff, the Headteacher, or the investigating senior member of staff, will inform the parents/carers 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/carers can then work together to support the young person involved.
- Any young person found in the school in possession of an illegal substance will have the matter reported to the police. The young person may be temporarily excluded especially if further investigation in school is necessary.
- Any young person found in possession of an illegal substance with intent to supply, or where there is substantial evidence to suggest the young person is a source of supply, will be temporarily excluded whilst further investigation is carried out.
- 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 young person 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.
- When interviewing a young person who may later be excluded, schools are not expected to follow the requirements of the Police and Criminal Evidence (PACE) Act (Hertfordshire Exclusion Guidance Supplement Sept 2017).

If a young person 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/carers.

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. Young people must be reminded that confidentiality is not guaranteed when they speak to a member of staff, in accordance with the school's Confidentiality Policy and Child Protection 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 immediately 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 young person they will be retrieved immediately 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 young person 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, young people 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 young people about the risks and consequences of drugs. Consideration will be given to whether other parents/carers 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.

*This policy has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.*

## **APPENDIX 1 – References & Support Organisations**

### **References:**

- ‘Drugs: Guidance for schools’, Circular 2015/23 - Drugs guidance
- ‘Drug advice for schools’, DfE and ACPO, DFE-00001-2012: September 2012
- [www.education.gov.uk](http://www.education.gov.uk)

All documents available online.

### **Useful Support Organisations:**

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 3817 9410 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

Alcohol Change UK 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 3907 8480 Email: [contact@alcoholchange.org.uk](mailto:contact@alcoholchange.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 7404 0242 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: <http://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 714 650 (general queries only) Email: [info@coramclc.org.uk](mailto:info@coramclc.org.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 7766 9900 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: 0300 123 1110 (lines are open 24 hours a day)

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

DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@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: 0300 123 6600 Email: frank@talktofrank.com; Website: 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: 020 963 2751. Email admin@mentoruk.org Website: <https://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: 0808 800 2222 Website: [www.familylives.org.uk](http://www.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. Text: 07496 959930 Information line: 01785 810762. Email: info@re-solv.org Website: [www.re-solv.org](http://www.re-solv.org)

Smokefree - NHS Smoking Helpline: 0300 123 1044; Website: <https://www.nhs.uk/smokefree> Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.childrenssociety.org.uk](http://www.childrenssociety.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>

## APPENDIX 2 - TEACHING PROGRAMME

### Drug and Substances of Abuse

<b>Year 7</b>	
Spring 2	<p><b>Health and well-being: Health and puberty</b></p> <ul style="list-style-type: none"> <li>• how to understand the dangers and manage influences relating to caffeine, smoking and alcohol</li> </ul>
<b>Year 8</b>	
Autumn 1	<p><b>Health and well-being: Drugs and alcohol</b></p> <ul style="list-style-type: none"> <li>• about medicinal and recreational drugs</li> <li>• about the over-consumption of energy drinks</li> <li>• about the relationship between habit and dependence</li> <li>• how to use over the counter and prescription medications safely</li> <li>• how to assess the risks of alcohol, tobacco, nicotine and e-cigarettes</li> <li>• how to manage influences in relation to substance use</li> </ul>
Spring 2	<p><b>Health and well-being: Emotional wellbeing</b></p> <ul style="list-style-type: none"> <li>• how to manage emotions</li> <li>• about unhealthy coping strategies</li> </ul>
Summer 2	<p><b>Living in the wider world: Digital literacy</b></p> <ul style="list-style-type: none"> <li>• about online communication- online grooming</li> <li>• how to use social networking sites safely</li> </ul>
<ul style="list-style-type: none"> <li>• Theatre company production and workshops (ADAD) re. peer pressure, positive choices, impact of drugs and alcohol, legal situation, healthy living (collapsed timetable day) *Not since lockdown but reviewing for 2022</li> </ul>	
<b>Year 9</b>	
Autumn 1	<p><b>Peer influence, substance use and gangs</b></p> <ul style="list-style-type: none"> <li>• how to distinguish between healthy and unhealthy friendships</li> <li>• how to assess risk and manage influences, including online</li> <li>• about 'group think' and how it affects behaviour</li> <li>• to manage risk in relation to gangs</li> <li>• about the legal and physical risks of carrying a knife</li> <li>• about positive social norms in relation to drug and alcohol use</li> <li>• about legal and health risks in relation to drug and alcohol use, including addiction and dependence</li> </ul>

- Theatre company production “Chelsea’s Choice”
- Richard Boxer [The Link’s Healthy Choices Consultant]:  
Healthy Choices and Potential Consequences with Substances of Abuse.

**Year 10**

Spring 2

**Exploring influence**

- about positive and negative role models
- how to evaluate the influence of role models and become a positive role model for peers
- about the media’s impact on perceptions of gang culture
- about the impact of drugs and alcohol on individuals, personal safety, families and wider communities
- how drugs and alcohol affect decision making
- how to keep self and others safe in situations that involve substance use
- how to manage peer influence in increasingly independent scenarios, in relation to substances, gangs and crime
- exit strategies for pressurised or dangerous situations
- how to seek help for substance use and addiction

- Theatre company production and workshops “The Tip of the Ice Berg” re. how drugs and alcohol can lead to unsafe behaviour, with particular emphasis on relationships and sexual health (collapsed timetable day)

**Year 11**

Spring 1

**Current & Emerging Issues**

- Alcohol awareness
- Managing mental health

**Year 12**

- Impact of alcohol use on fertility
- Impact of drug and alcohol use on mental health (dangers of self-medicating)
- Dietary supplements
- The law in relation to drug and alcohol use
- Dangers of drink driving
- County lines
- Risks associated with prescription drug
- First aid response to someone who has consumed excessive alcohol

