

ALCOHOL, SMOKING AND DRUG ABUSE GUIDELINES (STUDENTS)

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Rationale

These guidelines set out Sandwich Technology School's position with regard to drugs, alcohol and smoking within the school and the approaches it may take with any student believed to be under the influence of alcohol, smoking, or in possession or under the influence of a controlled substance.

Purpose

The aims of these guidelines are:

- to provide a safe, healthy environment in which students can learn and develop;
- to ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the guidance regarding drug incidents and concerns about individuals;
- to promote clarity about the management of drug related incidents in the school;
- to encourage and enable students to appreciate the benefits of a healthy lifestyle now, and in the future;
- to enable students to make reasoned, informed choices;
- to minimise students' experimentation with illegal or harm causing substances;
- to enable young people and staff to access support structures, e.g. counselling and treatment;
- to monitor, evaluate and review learning outcomes for students;
- to work with 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, other schools, the Healthy Schools Programme, Health Promotion, Health Care professionals, Kent Police, Youth Service and Kent Safe Schools;
- to provide opportunities for students to acquire knowledge and identify the distinction between authorised and unauthorised drugs;
- to develop and equip students with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.

Implementation (Roles and Responsibilities)

Education

Science and Health lessons and Social and Emotional Aspects of Learning (SEAL) (tutor-based activities) provide opportunities for drug, alcohol and smoking education. Further to this, however, it is the responsibility of all staff to embrace any opportunities to discuss appropriately any issues as such opportunities arise both in and out of the classroom.

Students are guided about attitudes and values as follows:

- to value and trust in their own learning through positive reflections and development of assertiveness and coping skills;
- confidence building and communication skills;
- understanding about themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals;
- to recognise risky behaviour and risk taking within different situations and be able to respond appropriately;
- that pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media;
- 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;
- 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;

- that communication and problem solving skills are central to bringing about a positive change in attitudes and actions.

The needs of students with SEN will be taken into account by the teacher who may need to differentiate in providing activities or specific support to some students.

Procedure for a student who is suspected of substance misuse

If a student is suspected of being involved in substance misuse, is causing concern about his/her substance use, or makes a disclosure about their own or their family's substance misuse, the Designated Safeguarding Lead (DSL) or Assistant Designated Safeguarding Lead (ADSL) will make an assessment of the extent of the drug misuse and refer to the Headteacher. Following this assessment appropriate action will be taken to safeguard the student and involve external agencies where deemed appropriate.

Procedures for managing students suspected or found in possession of unauthorised drugs or alcohol

If a student appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary the young person should be taken to the local Accident & Emergency Unit. The DSL or ADSL, in conjunction with the appropriate Head of Year will contact his/her parents or carers and request that they collect him or her from school. If they are unavailable the student will be supervised in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual and circumstances has been taken.

If a student brings alcohol or drugs to school or the school has good reason to believe they have done so, or if a student is found with a substance or a drug thought to be unauthorised, the following procedures should be followed.

- All unknown tablets, powders and substances should be regarded as unauthorised. This includes New Psychoactive Substances (legal highs).
- 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.
- The Police Community Support Officer (PCSO) should be the first point of contact with regard to confiscation of suspected illegal drugs in schools. The police recognise that these issues will impact on the young person, their families, friends and the wider school community.
- In the first instance, the school will attempt to contact the PCSO. In "emergency" situations where the PCSO 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).
- Substances should **NOT** be destroyed or flushed down the toilets.
- If a student 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.
- Staff will inform the DSL or ADSL as soon as possible after they have ensured the safety of the student and any other students involved. The Headteacher will also be informed.
- The school will encourage co-operation from students when asked to empty their pockets/bags/lockers and hand over the suspected drugs. This will not be attempted unless two members of staff are present, one of whom should if practical be a member of the school's Senior Leadership Team.
- If the PCSO/Police are called he or she can carry out a search of the student and his/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 an appropriate adult.
- The PCSO/Police 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. They will have agreed protocols about dealing with 'experimental' drug use which seek to reduce harm to the student/student and minimise school exclusions.
- Confiscated drugs or confiscated substances thought to be drugs should be sealed in a clear plastic bag or a sealed envelope, signed by the appropriate staff member with details of the content and owner. The package is locked away until the police arrive.
- Where it is considered that the student has been at risk, or it is thought that the drug or substance is unauthorised, the student'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 student in which case Safeguarding/Child Protection Guidelines should be followed.
- Where necessary, the Headteacher will inform the Chair of Governors.

- If the incident is deemed to be serious enough, the Headteacher will contact the DfE to inform them of the situation.
- Teachers cannot guarantee confidentiality, and where a student discloses information that indicates he or she is at risk, the information will be passed immediately to the school's DSL. A teacher should sensitively indicate to a student that confidentiality cannot be maintained, preferably before any disclosure takes place.
- Staff should record what has happened and all actions taken as soon as possible and the witness should countersign the statement recorded by the member of staff.
- If the DSL, ADSL or appropriate Head of Year are unavailable any other available member of the Senior Leadership Team should be contacted.

Response, support and sanctions

The PCSO/Police can advise the school in assessing the most appropriate intervention and will take legal action, including arrest, if considered necessary and requested by the Headteacher or those deputising for the Headteacher. A decision will be made in partnership with the school and with due consideration of all available information.

In many situations a local Drug Intervention and Support Programme will be run to educate young people of secondary age about the impact of substance misuse.

The Headteacher may decide that a fixed term or permanent exclusion is an appropriate consequence for the misuse or possession of unauthorised substances.

This school may, from time to time, use passive search drug dogs as part of its drug education programme. If any student is identified as using drugs as a result of drug testing or passive search dogs then the procedures in the 'Procedures for Managing Students Suspected or Found in Possession of Unauthorised Drugs' section will be followed.

Alcohol and tobacco

Alcohol and Tobacco misuse by students is a serious issue for schools. Research shows that the younger students are when they enter into experimental Alcohol and Tobacco use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school will take action to safeguard the students and inform parents/carers as soon as possible. Alcohol and Tobacco education is included as part of the drugs education, described above.

Smoking

The Governing Body is concerned for the well-being of all staff and students. It also has a clear statutory responsibility to create and maintain a safe working environment for everyone. As there is extensive evidence that both smoking and passive smoking are detrimental to health, Sandwich Technology School is a smoke free establishment.

Smoking, including vaping or the use of e-cigarettes, is not permitted in any area of the school buildings and its external boundaries, including the playgrounds. Smoking is not permitted in and around entrances to buildings as this practice projects a poor image to students and visitors and can potentially create passive smoking hazards in areas of high circulation of people. Staff wishing to smoke must go off site during their breaks, lunch time or non-contact periods, having checked first that they are not required for cover.

Students caught smoking will be dealt with on an individual basis using school policies and sanctions via the Colleges. Support is available to those who wish to stop smoking.

Alcohol

Sandwich Technology School may on occasions, with the permission of the Headteacher, serve and/or sell alcohol (subject to any needed entertainment licence) at school functions to guests who are over 18.

However, apart from the exceptions given above, Sandwich Technology School is an alcohol free institution.

If a student is suspected of bringing alcohol into school, this should be reported to the respective Head of Year, Year Manager, DSL or ADSL. A search (with more than one member of staff present) may then be

undertaken. Regardless of the outcome of the search, parents will be contacted and an appropriate sanction will be given if necessary.

If a student is suspected of being intoxicated, this should be reported to DSL or ADSL and Head of Year. The first priority will be for the health and welfare of the student. The assistance of a first-aider may be required; in the case of very serious intoxication it may be necessary to call an ambulance. Parents will be kept informed. Once the safety of the student has been established, the same procedures as for a student being suspected of bringing alcohol into school will be followed.

Residential and off site visits

Residential and off site visits must comply with the schools guidance for Offsite Activities and a zero tolerance approach adopted. Students and parents/carers must be clearly informed of the school's expectations and the potential for a student to be removed from a trip at parent/carer expense. The same expectations are placed on staff.

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.

Confidentiality and child protection

With drug related issues, as with any other issue, where a student/student discloses information that indicates he or she is at risk, the information must be passed immediately to the DSL or ADSL who will inform the Headteacher as appropriate. A teacher should sensitively indicate to a student that confidentiality cannot be maintained, preferably before any disclosure takes place. Further details can be found within the Child Protection and Safeguarding Policy.

Parents/carers and drug incidents

In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and students safety issues are paramount. The school is not able to divulge any information about individual students. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school. The school informs parents/carers of any local concerns/issues. Where appropriate, the school will refer parents/carers to other sources of help, for example, drug or alcohol specialist agencies or family support groups via the DSL, ADSL or respective Head of Year.

This school aims to be aware of the impact parent/carer drug misuse can have on a child and his/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.

Where the help of external services might be needed, and the child's safety is not considered at risk, the school via the DSL or ADSL will liaise about possible referral to the most appropriate agencies. The student will be informed at every step.

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 student into the care of a parent/carer. The focus for staff will always be the maintenance of the student's welfare, as opposed to the moderation of the parent's/carer's behaviour. It is important to gain support from other colleagues to act as a witness and/or give additional guidance when addressing parent/carers who are intoxicated.

Where the behaviour of an intoxicated parent/carer repeatedly places a student 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.

Links to other policies/documents

Child Protection and Safeguarding Policy
Confiscation of Items Guidelines
Educational Visits Guidelines
Exclusion Policy
Health and Safety Policy