



# HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

*'Be the very best you can be'*

## **DRUG & ALCOHOL POLICY**

<b>SLT responsible:</b>	Vice Principal Teaching and Learning/ DOL Social Studies
<b>Last reviewed:</b>	July 2019
<b>Ratified by Governors:</b>	n/a

This policy was developed by the Director of Learning for Social Studies and PSHEE Advisor for East Sussex.

This policy was disseminated to the staff and copies are available from College's office.

This Drug and Alcohol Policy has direct links to behaviour and attendance, health and safety and child protection.

### **Purpose of the policy**

- To set out the College's approach to the teaching and learning about drugs and the College's consistent management of situations involving drugs and alcohol.
- To safeguard the health and safety of everyone who uses the College.

### **Definition of a drug**

A drug is any substance which changes the chemical balance of the brain, which in turn impacts upon cognition and body function. For example:

- Caffeine
- Alcohol
- Tobacco
- Solvents
- Psychoactive substances (formerly known as legal highs)

This includes over the counter and prescribed substances/medicines. For example:

- Pain killers
- Tranquillizers
- Anti-depressants

Also, illegal substances. For example:

- Cannabis
- Cocaine/Crack cocaine
- Ecstasy
- Heroin
- Amphetamines
- Psychoactive substances (formerly known as legal highs)

These lists are not exhaustive and there may be overlap between categories

### **Definition of misuse**

Misuse is drug taking that could lead a person to experience social, psychological, physical or legal problems related to intoxication, regular excessive consumption and/or dependence.

### **Context of local situation**

The College is aware of a continuing and increasing problem of drugs misuse throughout the country and within our local community and we continue to play a full part in contributing to efforts across our community to reduce drug misuse. County lines has emerged as a concern in the local area and so this will feature in our planning.

## **The curriculum**

The goal of drug and alcohol education is:

For students to develop the knowledge, skills and attitudes needed to appreciate the benefits of a healthy lifestyle, promote responsibility to the use of drugs and relate these to their own actions both now and in their future lives

### **Specific learning objectives**

- To examine one's own opinions and values and those of others;
- To promote a positive attitude to healthy lifestyles and keeping oneself safe;
- To enhance self awareness and self esteem;
- To value and respect self and others;
- To value diversity and difference;
- To promote a sense of responsibility towards the use of drugs.

### **Personal and social skills**

- To identify risks to health;
- To communicate with peers and adults, including parents/carers and professionals;
- To learn how to give and secure help;
- To develop decision making, negotiation and assertiveness;
- To develop an appreciation of the consequences of the choices made;
- To be able to cope with peer influences, and in resisting unhelpful pressures from adults and the media;
- To make choices based on their understanding of difference and with an absence of prejudice;
- To be able to talk, listen and think about feelings and relationships;
- To develop critical thinking as part of decision making.

### **Knowledge and understanding**

- To develop an understanding of using drugs and of their effects and risks;
- To gain an understanding of how the body functions;
- To gain understanding of what safe and appropriate drug use is (harm minimisation);
- To gain an understanding of the role of drugs in society and the laws and rules relating to their use;
- To gain knowledge of people who can help and an understanding of confidentiality;
- To gain an understanding of the changing nature of relationships, including families and friends and ways of dealing positively with change.

### **Organisation**

The Director of Learning for Social Studies is the coordinator of this policy and programme of study and will be line managed by a member of the Senior Leadership Team. This role includes planning the curriculum via scheme of work, monitoring its delivery and coordinating assessment and reporting to parents.

### **Contribution of visitors**

Hailsham Community College welcomes the involvement of visitors from external agencies in the programme to compliment the core delivery by teaching staff, however individuals and organisations will be told the message they presented must be in line with the drug policy and whole college ethos. Any issues around students need to be logged on My Concern which is the College's reporting system for such issues.

### **Teaching and learning methodologies**

The climate of the teaching environment will be such that students will feel secure and able to discuss issues relating to drug use and misuse within agreed boundaries, and to respond to each other with consideration and respect. Ground rules are used in the programme and this emphasises the promotion of relevant personal skills. Students are shown respect for personal privacy and time is taken to explain the implications of personal disclosures. A variety of teaching and learning approaches are used. There is a place for didactic teaching methods in the programme, together with active approaches, such as role play, small group work and problem solving, to actively engage students in the learning process.

### **Drug related situations**

A drug related situation is a suspicion, disclosure or observation of the misuse of drugs or the discovery of unauthorised drugs.

### **Individual staff roles and responsibilities**

The Vice Principal is the senior member of staff responsible for dealing with drug related situations.

This College does not allow anyone to possess, produce or offer illegal drugs on the premises in accordance with Misuse of Drugs Act 1971. Any suspected illegal drugs found or confiscated on the premises will be disposed of appropriately (see Appendix 'Drugs what to do' wall-chart and recording form for a drug related situation).

### **Sanctions and support**

Each drug related incident or situation will be considered individually. A fixed period exclusion is likely to result after situations involving the discovery of illegal drugs in order to allow enquiries to continue (as well as bringing home to students the gravity of the situation).

Where there is evidence of dealing drugs, a permanent exclusion will be considered. The College will treat more severely those students who supply illegal drugs or supply for profit than those who share illegal drugs with friends or possess illegal drugs. A student's existing disciplinary record and the capacity of the school to provide further pastoral support involving the LA and external agencies will be factors considered.

### **Confiscation and searching**

Where there is reasonable suspicion of a student being in possession of drugs or alcohol they will be asked to voluntarily turn out their pockets or bags. Students will not be forcibly searched. If a student agrees to being searched this will be carried out by an adult of the same sex with another adult present as a witness. If the student does not give consent to be searched, then the Police or their parent/carer can be called in to carry out the search.

Any suspected illegal substance or solvent found will be confiscated. Alcoholic drinks will be confiscated, and parents/carers will be given the opportunity to collect any confiscated alcohol. If this does not occur, then it will be disposed of appropriately. Tobacco, solvents and drug related paraphernalia will be confiscated.

#### **Disposal of substances and the location of secure storage**

For any quantities of substance found, disposal will be carried out by temporary secure storage system in the College safe until the substance is handed to the Police Officer after a 101 has been made by the Safeguarding Team. The substance will be held in the appropriate bag supplied by the local Police and a written record will be kept (See p52/53 of local guidance document – blue.)

#### **Recording**

All drug-related incidents involving unauthorised substances and/or student intoxication will be recorded on the College My Concern Reporting System and kept by the designated teacher (Vice Principal).

#### **College visits and social events – alcohol, tobacco and other drugs**

This policy applies during all school visits. Staff will be briefed about procedures and responsibilities before a College visit. Students will be reminded in advance and given a clear explanation of the consequences of misuse of substances during the visit.

#### **Procedure in the event of alcohol, tobacco and other drug use by parents/carers and other visitors to the school**

Individuals will be removed from College premises with Police assistance if necessary if they 'cause or permit a nuisance or disturbance to the annoyance of persons who lawfully use these premises.' This includes adults, including parents/carers displaying signs of intoxication. When dealing with parents and carers under the influence of drugs and/or alcohol on College 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 a senior member of staff may discuss with a parent/carer if alternative arrangements can be made, for example asking another appropriate family adult to accompany the student home. A referral will then be made to My Concern.

#### **Summary of approaches and ranges of support available**

The College is committed to providing a range of support options. These may include referral to the Under 19 Substance Misuse Service or Level 3 Keywork Service made by the Safeguarding Team

#### **Procedures for initiating and monitoring support**

(Ref: what to do if – flow chart p60 blue document)

#### **Involvement of parents and external agencies**

If a student discloses substance misuse parents/carers should be informed, including cases involving Sixth Form students. The situation must be referred to a Vice Principal and the student will be advised of this breach of confidence.

### **Confidentiality in the classroom**

Hailsham Community College is committed to acting in the best interest of all our students. Drug and Alcohol education should take place within a safe and supportive environment that allows relevant discussion.

Teachers and support staff are aware that teaching drug related lessons can lead to student disclosures. All staff must be made aware that they cannot offer or give unconditional confidentiality to any student in the College. Staff should also be aware of the DFE Safeguarding procedures and the individual designated safeguarding lead responsible for safeguarding at the College. Staff will reassure students that if confidentiality has to be broken that they will be informed and supported. Parents/carers and students should be made aware of how the confidentiality process works and how personal information is shared on a 'need to know basis'.

In the classroom During the course of the in lessons/education sessions given by a member of the teaching staff or an outside visitor, e.g. Health Promotion Specialist, it is the responsibility of the classroom teacher/visitor to ensure that all students are aware that personal disclosures are not appropriate during this session (this should be made part of the ground rules for that class).

### **One to one disclosure to a member of teaching/non-teaching staff**

Do not speak to a student in a closed environment, have the classroom door open, be in full view of windows (if at all possible try not to do one to one disclosure). If any of these conditions are not possible do not allow the disclosure; a vulnerable student may not respond well if they do not agree with your next step. This guidance will hopefully reduce the chances of unfounded accusations. If you do undertake a one to one disclosure, please reiterate the statement that you cannot offer full confidentiality and may need to ask another appropriate member of staff for advice/or pass it on.

Staff are reminded that information about a student, such as a disclosure of experimentation with illegal drugs, or that a student is receiving treatment for substance misuse should not become a matter for general discussion amongst staff. The College adopts clear lines of communication between staff on a 'need to know basis'.

### **Staff issues (Including training)**

Training is available to all staff on:

- Basic awareness of drugs and alcohol;
- Emergency procedures;
- Procedures in the event of an incident. SLT Member called out and a referral by My Concern made to the Safeguarding Team
- Confidentiality and disclosure;
- Awareness of the drug and alcohol education teaching programme within Citizenship Social Studies and its consistency within the College's ethos.

In addition, the specific professional development needs of teachers delivering drug education within Citizenship will be incorporated into individual and team professional development plans

### **Curriculum coverage**

The drugs education programme develops like a spiral across all year years 7 to 8 groups and then year 10 students will have a curriculum drop down day. The information gradually becomes more complex as a student progress through the college to ensure material is age appropriate (information may be revisited periodically).

#### **Year 7**

- Knowledge of what drugs are (very basic information)
- Student attitudes to and awareness of smoking
- The chemicals in a cigarette
- The biological effects of smoking
- The relationship, social and work effects of smoking
- The laws connected to buying and selling cigarettes
- The impact of peer pressure and how to deal with it
- Advice for someone thinking of starting, has started or continues to smoke

#### **Year 8**

- Recap details on drugs education: smoking
- Knowledge of what drugs are (basic information)
- Student attitudes to and awareness of alcohol
- How to calculate units of alcohol
- Knowledge of binge drinking
- The biological and social effects/risks of drinking/binge drinking alcohol
- The relationship, social and work effects of drinking alcohol
- The laws on buying, selling and driving under the influence of alcohol
- The impact of peer pressure and how to deal with it
- Advice for someone thinking of starting, has started or continues to drink alcohol

#### **Year 10 curriculum drop down day**

- Recap of information on drugs education: smoking/alcohol
- Harm minimisation and alcohol
- Knowledge of what drugs are (more developed information)
- Biological effects of taking class A – C drugs
- The relationship, social and work effects of taking class A – C drugs

- The links between drug use and sexual behaviour (links with RSE policy/curriculum)
- Reviewing the 'Talk to Frank' website and the advice it gives
- The drug classification system and the legal implication of this system (including psychoactive substances and medicines)
- The law and possible consequences of consuming alcohol/illegal drugs and then driving
- Drug dependency, addiction, tolerance and misuse
- First aid in situations where legal/illegal drug use is known/suspected