

SACRED HEART HIGH SCHOOL



DRUGS, ALCOHOL & TOBACCO POLICY

JUNE 2018

To be reviewed June 2019

*This Policy should be read in conjunction with
all other Sacred Heart High School Policies in particular
those on Behaviour and Attendance, Health and Safety,
School Visits, Cyberbullying and Safe Guarding/ Child Protection*

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Appendix One

1 INTRODUCTION

1.1 Mission Statement

The school Mission Statement makes clear the purpose and intent of the school to promote the well-being of all individuals that make up that community.

- to have an awareness of the fullness and meaning of their life rooted in the love of God;
- to grow in dignity as a woman;
- to express concern for others;
- to take a stand against everything that undermines her own dignity and that of others;
- to be guided towards (and to maintain) mental and physical well-being; and
- to learn to live and make decisions as an independent, self-disciplined individual.

1.2 Aims And Objectives

The main aims of this document are:-

- to develop a whole school approach to drug education that reflect the Christian values of our school;
- to provide working strategies for incidents of a sensitive nature concerning drug misuse or possession for all members of the school community;
- to provide guidelines for all members of the school over the health and safety issues surrounding drug use and misuse;
- to clarify the legal requirements and responsibilities of the school;
- to reinforce the role of the school in contributing to local and national strategies; and
- to provide a safe and healthy school environment.

1.3 Who this policy applies to

This policy applies to all staff, pupils, parents/guardians, the governors and partner agencies and applies at all times within school boundaries. For the purposes of this and other school policies, 'School Boundaries' extends to journeys to and from school, work experience and residential and day trips. This policy also applies to students and pupils beyond the school day.

The Education Act 2006 gives Head teachers the power to impose sanctions for poor behaviour, including bringing the school into disrepute, on site or off site, and

including on the internet via social media or other online forums in the public domain.

1.4 Rationale

All incidents of drug use and misuse are taken seriously. As such, the school will adopt a multi-faceted approach involving external agencies, including Social Care, where appropriate. Each sanction will be considered in the light of the substance concerned. Pupil welfare is of paramount importance to the school, so each member of staff is expected to be vigilant on and off site, to ensure that all girls are safe. If a member of staff has a concern about a pupil's welfare they should report it directly to a member of the pastoral team who will follow up.

Any pupil involved with substance misuse will have considerable support needs. As a school we will work closely with the pupil and her parent/guardian to provide support and counselling by whatever means are the most appropriate.

The following support is available:

1. Liaison with the school nurse
2. Counselling sessions with the school counsellor/chaplain
3. Links with young people's services. Please refer to **Appendix 1** for a list of agencies that support substance abuse and misuse.

If at any point a member of staff is concerned about the health of a pupil who may be under the influence of an illicit or illegal substance he/she will call 999 for an ambulance.

1.5 Definition

For the purposes of this document, 'drugs' are defined as:-

- substances that are legal that may not be desirable in school e.g. alcohol, cigarettes, E-cigarettes, volatile substances and New Psychoactive Substances (NSPs), that are sometimes referred to as 'legal highs'.
- substances that are legal but may be misused in a school situation e.g. solvents.
- substances that are illegal to possess e.g. cannabis, ecstasy, etc.
- pharmaceutical product and/or prescription drugs for use by individuals in school e.g. antibiotics, analgesics (painkillers) , anti-inflammatories, etc.

This policy asserts that illegal drugs and illicit substances described above are not acceptable within the school boundaries as defined on page 1.

2 CURRICULUM

The school adopts a thorough approach to health education including the misuse of drugs, alcohol and tobacco in an attempt to minimise their influence and misuse amongst young people. The school will ensure that there are age-appropriate elements of drug, alcohol and tobacco education in the PSHE programme at all Key Stages. In some cases, aspects of the curriculum may be delivered by external agencies. This work is intended to redress the misinformation they may have received from other sources.

3 SEARCHES OF PERSONS OR PROPERTY

Since 1st September 2010 Head Teachers have the power to authorise a search of pupils or their possessions (including bags and lockers) without their consent if there are reasonable grounds for doing so. This law extends to searching for weapons, alcohol, controlled drugs and stolen property. Reasonable force may be used to execute the search.

As far as possible, staff should not carry out physical searches of clothing or pockets. They should however instruct pupils to turn out their pockets and ask them to empty their bags / blazers or lockers. If the request is refused, then parents/guardians should be called. A decision will be made whether to involve the Police if it is believed that a pupil may be in possession of illegal drugs.

Staff may search school property, eg lockers without the pupil's consent if there is just cause to believe that illegal substances may be stored there.

As outlined in the Behaviour Policy, the school reserves the right to confiscate any item deemed harmful or disruptive (including mobile devices).

4 MANAGING DRUG RELATED INCIDENTS PROCEDURE

We will consider each situation individually and recognise that a variety of actions in response may be necessary to drug related incidents as recommended by: DfE and ACPO drug advice for schools:

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

Any pupil who is found in possession of a small amount of illegal drugs (i.e. not selling the substance) will be required to hand it to the member of staff dealing with the incident. The member of staff will give it, as soon as possible, to the Head Teacher (or relevant Deputy Head/ member of the SLT in her absence) who always hand it over to the Police. Where possible, the drug handing over should be completed in the presence of another adult to avoid allegations of the teacher misusing drugs.

The Head Teacher or another member of the SLT should always be informed of drug possession on the school premises. The Head Teacher will always hand over confiscated drugs to the Police. While the drug is in the school's possession it should be kept locked inside a school safe.

Any girl "dealing" or expressing intent to deal in drugs will be permanently excluded.

Where a pupil is known to have been in possession of drugs, she will be excluded pending a discussion with parents. Exclusion is the decision of the Head Teacher or a Deputy Head in the absence of the Head Teacher. Such exclusion may be permanent.

In a situation where a girl returns after exclusion for substance misuse, she will be supported by the pastoral team and other staff, such as the school nurse, on a need to know basis.

The importance of confidentiality in situations of illegal drug possession must be acknowledged. The Head Teacher will use discretion in the use of all confidential information on a need to know basis.

Members of staff interviewing / meeting with parents who may be under the influence of drugs should inform a member of SLT immediately. The parent will be escorted off site by the member of the SLT and Social Care will be informed.

Any adult member of the school community involved in drug misuse will face disciplinary proceedings at the discretion of the Head Teacher.

4.1 Alcohol

The school's own social calendar will inevitably involve the use of alcohol so that there will be occasions when alcohol will be available on site. Any alcohol that is authorised for use at parent, staff or community events should be stored securely and given only to adults. No sale of alcohol will take place on the school's premises unless at a special event organised by the school or PTFA in which case a licence will be applied for as required by the Licensing Act 1964

For obvious professional, moral, health and safety reasons no member of staff should consume alcohol during the school day or before directed formal occasions e.g. parents' evenings.

Children of school age should under no circumstances be allowed to consume alcohol at a school function.

Children should not be encouraged by adults to bring alcohol into school as prizes or donations (e.g. for PTFA raffles). These items should either be brought or collected by an adult.

Any pupil bringing alcohol onto the school premises for use will be sent home and excluded for a minimum of one day. A letter arranging a meeting with the parents will go with the child. A copy of the letter will be placed on file.

Where possible, the source of the alcohol should be established, including shops and off-licences, and the Police informed.

Any member of the school community under the influence of alcohol should not be seen by the pupils and should be escorted off the school premises.

Members of staff interviewing / meeting with parents who may have consumed alcohol are not to do so alone. It is left to their own professional judgement if the interview is to take place. The school will follow the procedure outlined in the safeguarding policy if it is deemed that the child may be at risk.

The SLT should be informed of any adult entering the premises who has or may have been drinking.

All social consumption of alcohol should involve a reminder to people in charge of vehicles "not to drink and drive".

4.2 Smoking

Sacred Heart High School is a no smoking school. No smoking is permitted on the school premises by any party whatsoever. This includes staff, pupils, parents/guardians, the governors, visitors and contractors. This includes the use of E-cigarettes.

Pupils caught or involved in smoking or in possession of cigarettes will be dealt with according to the school's behaviour policy.

Where possible, the source of the cigarettes should be established and the Police informed.

All staff should be vigilant on and off site, and should inform a member of SLT if a pupil is found smoking.

There are considerable health and safety risks with smoking in school, including the very serious risk of fire. This should be raised when dealing with smoking issues.

All the above sanctions are applicable to incidents that occur outside of School where the School's reputation has a potential to be damaged.

4.3 Caffeine

While caffeine is a drug in everyday use in school by all members of the community, publicising its use or dependency should be avoided.

Pupils should be encouraged to manage their time constructively should not drink coffee or take tablets high in caffeine (such as 'Pro Plus'), in order to complete work overnight, when they should be sleeping.

Pupils should not buy or consume drinks that are high in caffeine, such as Red Bull or Monster. If a child is seen with such an item it will be confiscated and disposed of.

4.4 Solvents / Aerosols

Solvents are used on the school premises in Technology, Science and other areas of the curriculum. The use of such solvents must always be supervised by an adult and when not in use the solvent should be kept in a locked cupboard.

Aerosol sprays and pupils' own solvent based products (i.e. Tippex) should not be brought onto school premises. Girls should be made aware of this rule. Staff should confiscate the item and inform the pastoral team of the action taken.

Any pupil found to be misusing solvents should be dealt with as for illegal drugs above. (N.B. Solvent possession not illegal in U.K.)

4.5 Prescription Drugs (P.O.M.)

For the purposes of this policy 'Prescription Only Medicines' include painkillers such as paracetamol, aspirin, dispirin, etc.

No pupil (in years 7-11) should be in possession of any drug during the course of the school day (Excluding life-saving medication such as inhalers for asthma, and epi-pens for anaphylactic shock.). Drugs that need to be taken throughout the day should be handed in to the General Office on arrival at school where arrangements can be made for their administration. (See 5 below)

Students in the Sixth Form are permitted to administer their own prescribed medication.

Pupils in years 7-11 found to be in possession of prescription only medicines will have them confiscated. (Excluding life-saving medication such as inhalers for asthma, and epi-pens for anaphylactic shock.)

Members of staff should ensure that any prescription drugs that they may require should not be kept in any insecure place.

General Office cannot administer any drugs unless in exceptional circumstances where written authorization has been received from the parents

5 STAFF WITH KEY RESPONSIBILITY FOR DRUGS

The Head Teacher (or Deputy Head in her absence) is responsible for the management of drugs issues and exclusions. Management of drug issues and aiding the investigations into suspected drug use or misuse is the responsibility of the relevant Key Stage pastoral team. The Assistant Head Teacher in charge of PSHE has responsibility for the planning and coordination of drug education across the school. We will liaise with the Police as outlined above. The Liaison officer is PC Sam Postance.

6 INFORMATION SHARING

In order to maintain the dignity of each pupil the school will ensure that information regarding incidents of drug misuse will be kept secure; it will only be shared with staff on a need to know basis. Written logs or statements will be kept by the relevant pastoral team who may record any interventions or other appropriate information using the usual proformas, including recording information on the secure Z drive.

Governors will be informed of any drug incidents at the relevant committee (Ethos), and this may be shared at the full Governing Body meeting.

7 LOCAL AND NATIONAL GUIDANCE

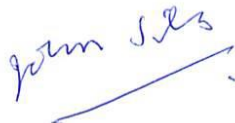
- DCFS: Drugs Guidance for Schools 2004
- DfE and ACPO drug advice for schools 2012
- Health Education Partnership DATE policy advice May 2015

8 RATIFICATION

This Policy (together with its appendix) has been approved and ratified by the Headteacher and Governing Body on 26 June 2018. The document will be reviewed in June 2019.



Mrs M Doyle
Headteacher



John Sills
Chair of Governors

Appendix One

AGENCIES THAT SUPPORT SUBSTANCE ABUSE AND MISUSE

Addaction for specialist drug and alcohol treatment centres
www.addaction.org.uk

Adfam

Offers information to families of drug and alcohol users, and has a database of local family support services

Tel: 020 7553 7640

Email: admin@adfam.org.uk

www.adfam.org.uk

Al-Anon (for relatives of 'drinkers')

57B Great Suffolk Street, London SE1 0BB

Tel: Confidential Helpline 020 7403 0888

<http://www.al-anonuk.org.uk/contact>

Alcoholics Recovery Project

130-134 Pentonville Road,

London N1 9JE

Tel: 020 7837 0100

Alcoholic Anonymous

London Regional Telephone Service,

Jacob House

3-5 Cynthia Street,

London N1 9FJ

Tel: 020 7833 0022

<http://www.alcoholics-anonymous.org.uk/>

ASH (Action on Smoking & Health)

6th floor, Suites 59-63,

New House,

67-68 Hatton Garden,

London EC1N 8JY

Tel: 0207 404 0242

<http://www.ash.org.uk/>

Drinkline

A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282 (24 hour service)

Hammersmith & Fulham Druglink (Back on Track)

The Old Coach House

103A Devonport Rad

London W12 8PB Tel: (Client) 0300 123 1156. (self-referral)
Online form for referring others <http://www.backontrack.nhs.uk/referrals/>

DrugScope

Centre of expertise on illegal drugs

<http://www.drugscope.org.uk/resources/goodpractice/educationandprevention/schools>

FRANK

National drugs awareness campaign.

24 hour helpline: 0800 776600 email: frank@talktofrank.com

www.talktofrank.com

Mentor UK

NGO with a focus on protecting the health and wellbeing of young people, particularly from drug abuse/misuse

Tel: 020 7739 8494 email: admin@mentoruk.org

<http://mentor-adepis.org/> #

Youth Offending Team

<https://www.gov.uk/youth-offending-team>

