



LONGHILL

HIGH SCHOOL

Drugs and Alcohol Policy

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Longhill High School Drugs and Alcohol Policy

Acceptable Use Policy

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The context of the policy and its relationship to other policies

This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, healthy schools, school visits and child protection.

The purpose of the school drug policy is to:

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of students and others who use the school
- clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- give guidance on developing, implementing and monitoring the drug education programme
- enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- reinforce the role of the school in contributing to local and national strategies.

Where and to whom the policy applies

This policy applies to all staff, students, parents/carers, governors and partner agencies working in Longhill School. It includes journeys to and from school in school uniform, work experience, residential trips and college courses. Students must not bring controlled drugs, cigarettes or alcohol onto the school site at any time. Alcohol may only be brought onto the school site with the Head teacher's permission.

The definition of a drug given by the United Nations Office on Drugs and Crime is:

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For purposes of this policy, by 'drugs' we are referring to all illegal substances and also legal substances such as: alcohol, tobacco, volatile substances, over the counter or prescription medicines, new psychoactive substances or any other substance which may cause harm but has not yet been made illegal by law.

By Drugs Paraphernalia we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

Volatile substances

Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the school's health and safety policy.

Alcohol

Use and consumption of alcohol at school can only be authorised by the Head teacher.

In keeping with our duty of care, employees are not permitted to consume alcohol during the school day, or at any time when they will be subsequently supervising children.

The school recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff are encouraged to discuss this with line managers so that support can be put in place.

Tobacco

In keeping with our National Healthy School Standard, and Brighton & Hove Council policy, Longhill School is a non-smoking site.

Medicines

Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. School staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

Medical emergencies involving drugs

The first concern in dealing with a medical emergency involving drugs is the health and safety of the school community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

Staff with key responsibility for drugs:

If any member of staff has concerns about any drug related incident then they should immediately inform a member of the Senior Leadership Team.

The school delivers a balanced curriculum which:

- promotes the spiritual, moral, cultural, mental and physical development of students at the school and of society
- prepares students at the school for the opportunities, responsibilities and experiences of adult life.

Drug education is a major component of drug prevention and is an important aspect of the school curriculum. Its aim is to provide opportunities for students to develop their **knowledge, skills, attitudes** and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

It aims to:

- increase students' **knowledge** and understanding and clarify misconceptions about:
- the short- and long-term effects and risks of drugs
- the rules and laws relating to drugs
- the impact of drugs on individuals, families and communities
- the prevalence and acceptability of drug use among peers

- the complex moral, social, emotional and political issues surrounding drugs
- develop students' personal and social **skills** to make and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem
- enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Drug education is delivered through a well-planned PSHE programme. Appendix 1 provides a breakdown of the programmes of study for KS3 and 4.

Methodology and resources

Drug education is delivered within a safe, secure and supportive learning environment. Ground rules are set out, and teachers and students right to privacy is respected. Boundaries of discussions are made clear.

Group agreements are made to help to foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions. Distancing techniques can be adopted through role-play and structured simulations. Staff are advised to sometimes answer difficult questions on an individual basis. A variety of teaching resources are outlined in the PSHE schemes of work and are available from Mr J Wilson.

External contributors include the Police School Liaison Officer and RUOK.

Staff support and training

The launch of this policy will involve whole staff continued professional development training and subsequent new staff will be provided with training as part of the New Staff Induction Programme. Advice is also provided within the staff handbook and PSHE training takes place as and when needed.

Management of drugs at school

Searches

In line with the DFE legislation searching, screening and confiscation policy the staff at Longhill High school reserve the right to search students if they have reason to believe that they are carrying offensive weapons, illegal substances or anything that is illegal or dangerous. Similarly students can expect to be physically restrained if they present a danger to themselves or other members of the community.

In the first incidence staff will always encourage students to hand over anything which they should not have on them. However if the student does this it may still require a search.

A search of a student includes all pockets, bags, shoes/shocks and may involve patting down to feel any objects hidden. This will always be done by a same sex member of staff and there will always be a secondary member of staff present to witness the search.

Searches will be carried out by the Senior Leadership Team and another member of staff. Longhill High School will ensure that at least one member of staff is the same gender and Parents and Carers

will always be informed after the search this has happened. Unless contacting parent or carer will place the student in further danger, in which case the school will contact front door for families Brighton.

If inappropriate articles are brought into school or used inappropriately they may be confiscated and kept in the school safe for collection by Parents and Carers at the end of the day. If these items are dangerous or illegal they will be handed to the Police for safe disposal.

If a student refuses to be searched or goes out of the care of Longhill High School for a period of time then the head teacher will make the decisions based on the probability of the student having drugs or paraphernalia. The first priority is the safety of the students so the school may decide to keep the student until the police arrive to make an assessment of the risk. Refusal to be searched will be logged as defiance and an additional sanction may be issued.

Searches of school property

Staff may search school property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the school may proceed with a search. Where consent is refused, the school will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The school will not search personal property without verbal communication with the student. If the school wishes to search personal property, including students' property stored within school property, for example a bag or pencil case within a locker, they will inform the student in question that they are doing this and the expectation is that the student complies with this request. Where this is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines including calling the police.

After any search involving students, parents/carers will be contacted by the school, regardless of whether the result of the search is positive or negative. This contact may be done by any member of staff and may not be the same person who searched the student.

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected illegal drugs staff will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- store it in school safe
- **Without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures
- Record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

Any students bringing illegal substances onto the school site, or using illegal substances on the school site will be subject to serious sanctions, which may include permanent exclusion from the school.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the school will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Alcohol and tobacco

Parents/carers will be informed and informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Volatile substances

Given the level of danger posed by volatile substances, the school will arrange for their safe disposal.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy.

Referral and external support

Heads of Year, INCO and Senior Leadership Team are responsible for referral to agencies. A list of local support services and national helplines/websites is available for students and parents, information on these can be found with Fi Barton, the school's designated member of staff for co-ordination of child protection.

Students who have had Drugs or alcohol confiscated off them will be referred to the RUOK duty team. Parents will be informed of this referral and RUOK will see the student to complete an assessment and decide if further support or guidance is required.

Students are made aware of the various internal and external support structures via PSHE. Local support services and national helplines/websites are advertised on the notice board outside the careers office in B block and in PSHE teaching rooms. Information is available from Heads of House for individual students or parents as and when required.

Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of Senior Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.
- Every effort will be made to secure the student's agreement to the way in which the school intends to use any sensitive information.

It may be necessary to invoke child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger.

Involvement of parents/carers/visitors

In any incident involving illegal and other unauthorised drugs the school will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the student's needs. Where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the school's child protection co-ordinator should be consulted and local child protection procedures followed.

Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child and the school will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required.

If parents/carers are suspected of being under the influence of drugs or alcohol on school premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the school will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

The role of governors

The school governors will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.