



## DRUGS EDUCATION AND PREVENTION POLICY

### 1. Aim of the policy

The policy aims to make clear the school's approach to drug related incidents.

It sets out the governing body's policy on drugs education and makes clear the procedures that should be followed in responding to drug-related incidents.

### 2. Overview

This is a governing body policy, which takes into account the governors' legal responsibilities as employers and occupants of the school premises, and the guidance in the Department's "Drugs: Guidance for Schools" and 10/95 Protection of Children: the Role of the Education Service, and the guidance in the Department's Improving Behaviour and Attendance: Guidance on Exclusions from Schools and Student Referral Units 2003.

The governing body will also be mindful of the guidance contained in the LA's policy document on Drugs.

It should be read in conjunction with the school's:

- Attitude to Learning Policy;
- Medicines Policy;
- Health and Safety Policy;

The governors are committed to ensuring that The Elmgreen School is a healthy school, free from the misuse of drugs and other substances. Illegal drugs should never be in school. Legal drugs are only allowed when they are medicines agreed by the Headteacher for use in school under the Administration of Medicines policy.

### 3. Definitions

3.1 Legal drugs that should not normally be in school include common ones such as:

- Alcohol;
- Tobacco;
- Solvents;
- over the counter drugs; and
- prescribed drugs (except those agreed by the Headteacher under the Administration of Medicines policy).

**3.2** Illegal drugs which must never be in school include the following common ones:

- cannabis;
- ecstasy;
- heroin;
- crack/cocaine; and
- LSD.

#### **4. Responsibilities:**

##### **4.1 The Headteacher**

The Headteacher has overall responsibility for the implementation of the policy, for liaison with governing body and parents, and external agencies as appropriate, and for the training and support of staff.

The Headteacher must ensure that all students are aware of the policy and its implications.

The Headteacher is responsible for liaison with the media (in conjunction with the LA) when necessary.

The Headteacher will appoint a Co-ordinator for Drugs and Other Substances.

##### **4.2 Drugs and Other Substances Co-ordinator (DSC)**

The DSC will report to the Headteacher and will liaise with a nominated member of the governing body. They will attend relevant meetings of the Achievement Committee of the governing body. The DSC will also liaise with the Local Authority's Drug Adviser/Team

The DSC's main responsibility is to co-ordinate the detail of the school's drugs education programme, to ensure that staff have the relevant skills and to support staff under the Headteacher's direction, and at the discretion of the Headteacher to give advice to students.

For the academic year 2008-09 the Drugs and Other Substances Co-ordinator is Mr Andrew Marsh, Assistant Headteacher.

##### **4.3 Nominated Governor**

This will be the same governor as the nominated governor for child protection. They will liaise with the DSC as appropriate and advise the Chair on any urgent action that needs to be taken with regard to drugs education or the misuse of drugs, and will report to the (appropriate) committee of the governing body, and advise the committee on any action that needs to be taken or referred to the governing body.

The Nominated Governor will also support the Headteacher's liaison with parents.

For the academic year 2008-09 the nominated governor is Ms Edwina Nummey

#### **4.4 Committee of the Governing Body**

The committee will receive termly reports from the Drugs and Other Substances Co-ordinator or the Headteacher on the progress of the education programme, and any sanctions that have had to be applied since the last meeting.

The committee has the delegated duty to take what action it deems necessary and make a report to the next meeting of the governing body.

#### **4.5 Chair of the Governing Body**

The Chair of the Governing Body in consultation with the Headteacher and Nominated Governor is empowered to take any necessary urgent action, and to report this to the next meeting of the governing body.

#### **4.6 All Staff:**

All members of staff must know the school's policy and seek to obtain the relevant skills and knowledge to support the policy.

### **5. Drugs Education**

**5.1** The Headteacher will ensure that there is a planned drugs education programme as part of the PSHE programme (and other appropriate areas of the curriculum e.g. Science, Citizenship).

The programme must:

- inform students about drugs and their effects;
- promote a positive attitude towards a healthy lifestyle;
- increase students' understanding of the health and social implications of the use and misuse of drugs;
- inform students about course of action open to them if they or people they know become, or might become, involved in drugs activity; and
- inform students about support and resources available in school and outside school.

**5.2** The detailed programme will be co-ordinated by the DSC in consultation with the Headteacher and relevant staff.

### **6. Action To Be Taken In Incidents Involving Misuse of Drugs**

It is vitally important the staff, students and parents should be clear about the action that will be taken in any drug related incident.

- (i) Staff should ensure that all cases of misuse of drugs, or suspected misuse, are reported to the Headteacher or DSC

- (ii) In all instances involving substance misuse or supply on the school's premises parents will be informed, and their co-operation sought.
- (iii) The school will consider each drug incident separately and consider the appropriate response, bearing in mind the circumstances of the case, and the need to balance the interests of the student, other members of the school and the wider community.
- (iv) However, the governors believe that it is essential that parents and students are clear about the normal sanction that will be applied in particular instances, as follows:

- a) a student who supplies any drugs or other solvents (whether legal or illegal, and regardless of the seriousness of the use) on the school premises **will normally be permanently excluded for a first offence.**

'Supply' includes retailing drugs on the premises, communicating with a drug dealer on behalf of another student of the school, introducing fellow students to a drug dealer, and any other instance of procuring legal or illegal drugs for him/herself or other students.

'Supply' includes supplying for money or free-of-charge.

In the case of the supply of a drug which is legal (including over-the-counter drugs) the Headteacher will assess the seriousness of the incident before deciding whether to exclude permanently or for a fixed period.

Before making a decision on exclusion the Headteacher will ensure that satisfactory investigation has been carried out.

- b) a student who has any legal or illegal drug in his/her possession will normally be excluded for a fixed period for a first offence, to be determined by the Headteacher after considering all the circumstances of the case. The Headteacher will also determine what counselling needs to be provided and/or other action needs to be taken during or after the exclusion.
- c) For a second offence the Headteacher will determine whether a further fixed term exclusion is appropriate, or whether it is appropriate to exclude permanently. In coming to a decision the Headteacher will take into account any medical/police/social service/drug adviser reports that may be available, and consider whether further counselling is appropriate.
- d) Any return to school will be accompanied by a parenting contract and close monitoring of a student's behaviour, progress and well being. The school will make such provision for support and counselling as appropriate including off-site provision.
- e) For a third offence the Headteacher would normally permanently exclude a student having taken into account any extenuating circumstances, but also the undertakings made when a student was re-integrated following previous fixed term exclusions for the same or similar offences. Fixed term exclusions for other offences will also be taken into consideration by the Headteacher in determining whether or not exclusion should be permanent.

- f) The Headteacher in determining whether to permanently exclude will be mindful of the Department's Guidance 'Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Student Referral Units 2003'.
- g) In the case of a student who has not brought any prohibited substance onto site, but who is involved in handling it, concealing it or assisting in its supply the Headteacher may exclude for a fixed period. If the student's involvement is determined to be significant following investigation the Headteacher, may, for a first offence exclude permanently. If exclusion is for a fixed term then the re-integration process outlined in d) will be followed.
- h) Where students are indirectly involved in the presence of legal or illegal substances that are prohibited on the school site the Headteacher will decide whether or not they should be excluded for a fixed term. Indirect involvement can include knowledge that the substances are on site and being in contact with the student or student with the knowledge that they are in possession of the substances. The Headteacher may determine that as well as or instead of students and families should meet with a representative of the governing body and/ or the police to discuss the serious implications of involvement with drugs.
- i) Where the Headteacher is contemplating exclusion for a drug-related offence he/she will consult the school's DSC, and take any other advice he/she deems appropriate.

## **7. Offences Outside the School**

- 7.1 If a student is involved in a drug-related incident outside the school the Headteacher will assess the implications for the student and the school and determine the best course of action bearing in mind the interests of the student and the interests of the school and wider community. Exclusion would not normally be appropriate for a first outside-school offence.
- 7.2 The Headteacher will consult the DSC, and as appropriate the Police Liaison Officer or other agency before making a decision.

## **8. Involvement of the Police**

- 8.1 Although there is no legal duty to inform the police of any drug incident in the school, the governor's policy is that the Headteacher will determine whether to inform the Police Liaison Officer/Safer Neighbourhood Team and will seek any relevant support and advice. The Headteacher must be mindful that the governors cannot knowingly allow the premises to be used for the production or supply of any controlled drug, or the preparation or smoking of cannabis or opium.
- 8.2 Where the school suspects that drugs are being sold on the premises all relevant suspicions and information will be passed to the police.

