

DRUGS POLICY

RATIONALE:

TBCC believes that drug education is vital in a society where drug use and misuse have become increasingly common. Children and young people of school age are part of society and as such the college recognises the need to:

- a) prepare and equip our students for life in a drug-using society
- b) deal with the broad range of drug related situations and incidents which may occur in the lives of our students and others involved in the life of the college.

SECTION ONE

1. Aims & Objectives of Drug Education

At Thomas Bennett we believe that drug education is an entitlement for all students and an integral part of each student's emergence to adulthood. Students need to be equipped with the necessary knowledge, skills and attitudes to enable them to be in a position to make informed, healthy choices and decisions and to prevent or reduce the harmful consequences of drug misuse.

Our drug education programme aims to:

- provide accurate information about substances and the law relating to them;
- increase understanding about the implications and possible consequences of use and misuse;
- provide opportunities to examine values and attitudes to drug use;
- widen understanding about related health and social issues;
- enable young people to identify sources of appropriate personal and professional support.

2. Content & Organisation

a) Planning

The delivery of drug education is jointly the responsibility of the Co-ordinators of PSHCE and Science. These departments are responsible for the overall planning, implementation and review of the programme.

b) Provision

This will be through:

- planned aspects within Science at Key Stage 3 & 4 for all students, in line with the National Curriculum statutory requirements.
- Drug Education as part of the PSVE programme for all Year 11 students.
- Crawley Drugs Advisory Clinic having a stall in the Market Place, Relationships Day, for all Year 9 students.
- Addressing moral and ethical issues that may arise from apparently unrelated topics in all Curriculum subjects. Within this category, as long as any discussion takes place within the context of the subject it will not be deemed to be part of the drug education programme. Staff responding to any such discussion are expected to abide by the guidelines as outlined in this policy.

c) Teaching approaches

A variety of approaches are used to give students relevant information; to enable moral issues to be explored through discussion, role play and brainstorming. These strategies enable students to:

- place new learning in the context of previous experience
- explore currently held personal and cultural beliefs and values in the context of new learning

- apply new learning to other situations
- relate new knowledge to current behaviour, so as to be able to make and act on informed choices.

d) Visiting Speakers

Visiting speakers from the community e.g. School's Police Liaison Officer (SLO), and health promotion specialists make a valuable contribution to the programme. Their input is carefully planned so as to fit into and complement the programme.

SECTION TWO

The College's position towards legally available substances on site:

a) Tobacco

The College operates a no smoking policy at all times throughout the building and grounds. This policy applies to students, employees, parents and visitors.

b) Alcohol

The possession and use of alcohol on college premises during the working day is prohibited for all members of the college community. (This includes alcoholic soft drinks). The Headteacher must be consulted and permission obtained before arranging any functions at which alcohol may be consumed. As a rule alcohol should not be consumed at any function where students are present but this is left to the careful discretion of the Headteacher for each event.

c) Solvents

The College recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. White board markers should be kept secure at all times. Correcting fluid is not permitted in college. Aerosol sprays are not permitted for use in college.

d) Medication

Where it is not possible for parents to administer medicines to their children themselves out of college hours students should bring in a written request form from the parents/carers and hand the medication over to the college welfare assistant. Parents are responsible for signing the medical form issued to every student at the start of each academic year authorising the dispensation of paracetamol to their child/children if necessary. Asthma reliever inhalers are kept by students for easy and immediate access [staff must be made aware of whom this applies to in order to monitor proper use]. Spare inhalers are kept in the medical room. Staff are not obliged to administer medicines.

College excursions [day and residential]

On excursions, foreign trips and exchange visits the College policy on drugs applies. However, on those occasions staff may administer medication, with parental permission, as and when necessary.

SECTION THREE

The College's position towards illegal substances on site:

Guidance on Responding to Incidents

The College acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies.

The College will consider each drug incident individually and recognises that a variety of responses will be necessary to deal with them. It will consider very carefully the implications of any action it may take. The college seeks to balance the interests of the student(s) involved, other college members and the local community.

The management of drug related incidents is co-ordinated through the Leadership Team. Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, disclosure, suspicion/hearsay.

a) Emergency Situations

If a student is deemed to be in danger as a result of drug misuse [eg collapsed, unconscious], the following course of action should be taken:

- Notify welfare assistant/reception by fastest possible means to call an ambulance and briefly outline the cause of emergency.
- Summon help immediately from another member of staff and send for a first aider.
- Provide emergency aid to student as appropriate.
- Notify the House Leader / Director of Year who will notify the Headteacher. They will notify the student's parents.
- Remove, in the presence of an adult witness, any suspicious substances/equipment and retain in case they are required by ambulance staff.
- Record the incident on college Feedback form to be given to House Leader / Director of Year and Headteacher.

b) Intoxication

- The student will be removed to a quiet room and be accompanied by a member of staff at all times.
- The welfare assistant will be called and further medical help summoned if necessary.
- Parents will be informed and called to the college to collect the student and advised to visit their GP.
- The incident will be recorded on a Feedback form and given to key staff as above.

c) Discovery/observation

- If a student is discovered possessing, using or dealing any substance not permitted in college (s)he will be escorted to/approached by a senior member of staff.
- The senior member of staff will seek to remove any suspicious substances from the student [in the presence of an adult witness] or secure voluntary production of any substances believed to be concealed on the student's person. Intimate physical searches should not be made by any teacher. Any substance taken possession of will be sealed in a labelled bag, signed by the witness present with the date and time added.
- The situation will be investigated promptly and thoroughly and a written record made. Parents will be notified.
- The student will be kept away from peers, and informed that the situation is a serious one [particularly if the substance in question is believed to be an illegal one] and parents will be informed.
- The Headteacher will be notified who in turn will sanction appropriate interim pastoral and disciplinary measures.

- If the substance is or is suspected of being illegal, the Headteacher will involve the college's SLO to help with identification of the substance and give appropriate police involvement.
- The governing body of the college will be subsequently informed.

d) Disclosure

- A student may disclose to a member of staff that (s)he has been using drugs [or is concerned about someone else's drug use], out of college hours. Concern for the student's welfare will be paramount but staff will not be able to promise complete confidentiality and should make this known to any student seeking assurance. Information about a student in relation to drugs will follow the same procedure as for any other sensitive information. The House Leader / Director of Year and Headteacher should be informed and further help sought if appropriate. The student may be referred to/advised to seek a drugs or counselling agency/ college nurse or any other appropriate support.

e) Suspicion/Hearsay

Staff should report any hearsay/rumour about student drug use to the relevant House Leader. The information will be carefully evaluated in the light of the college's own knowledge about the student and sensitively investigated before any possible action is taken.

- If the staff believe the rumour to be unfounded steps will be taken to challenge the rumour and its effects.
- If the rumour is found to be true steps will be taken as laid out in the policy depending on whether drug use has contravened college regulations. If there is suspicion of a student misusing drugs the student will be observed and monitored over a period of time before deciding on appropriate action to be taken.

Sanctions

When imposing sanctions the following principles will be adhered to:

- All situations will be carefully considered before deciding on the response
- A balanced view will be taken with regards to the needs of the student and the community
- Parents/carers will be involved at an early stage and throughout the investigation
- Support agencies will be involved, if appropriate
- Support for students will be maintained and counselling arranged, if appropriate
- Responses may include both a disciplinary and counselling approach.

Possible sanctions include detentions, internal exclusion [EZ Room], fixed term exclusion, fixed term cessation of privileges. Permanent exclusion remains an option but is viewed as a final course of action [as it may only transfer the problem].

Monitoring and Review

- a) Drug education will be monitored by the PSD Co-ordinator, Line Manager and the person with responsibility for KS3 & 4 in Science.
- b) A nominated governor will have a link role between the college and the governing body.
- c) The policy will be reviewed bi-annually as a whole; individual elements within it will be evaluated as an ongoing process.

KEY STAFF:

Carole Ls
Julian Gt
Curriculum Committee

LINKS TO OTHER POLICIES:

PSD
Teaching & Learning
Curriculum
Discipline

REVIEW DATE:

May 2008

DRUGS EDUCATION POLICY SUMMARY

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- a) prepare and equip our students for life in a drug-using society
- b) deal with the broad range of drug related situations and incidents which may occur in the lives of our students and others in the life of the college

Drug Education

The delivery of drug education is jointly the responsibility of the Co-ordinators of PSHCE and Science. These departments are responsible for the overall planning, implementation and review of the programme. Addressing moral and ethical issues may arise from apparently unrelated topics in all Curriculum subjects. As long as discussions takes place within the context of the subject it will not be deemed to be part of the drug education programme. Staff responding to any such discussion are expected to abide by the guidelines as outlined in the full policy.

The College's position towards legally available substances on site:

- a) **Tobacco** – the college operates a no smoking policy at all times throughout the building and grounds. This policy applies to students, employees, parents and visitors.
- b) **Alcohol** – the possession and use of alcohol on college premises during the working day is prohibited for all members of the college community. (This includes alcoholic soft drinks).
- c) **Solvents** – the college recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. White board markers should be kept secure at all times. Correcting fluid is not permitted in college. Aerosol sprays are not permitted for use in college.
- d) **Medication** – staff are not obliged to administer medicines. Any medication to be taken in college hours are within the control of the welfare assistants.
- e) **Excursions (day and residential)** – on excursions, foreign trips and exchange visits the College's policy on drugs applies. However, on these occasions staff may administer medication, with parental permission, as and when necessary.

The College's position towards illegal substances on site:

Guidance on responding to incidents

The management of drug related incidents is co-ordinated through the Leadership Team. Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, disclosure, and suspicion/hearsay.

- a) **Emergency situation** – if a student is deemed to be in danger as a result of drug misuse (e.g. collapsed, unconscious), the following course of action should be taken:

Notify welfare assistant/reception by fastest possible means to call an ambulance and briefly outline the cause of emergency. Summon help immediately from another member of staff and send for a first aider. Provide emergency aid to student as appropriate. Parents will be informed. Notify the House Co-ordinator/Building Director.

Remove, in the presence of an adult witness, any suspicious substances and retain in case they are required by ambulance staff. Record the incident on a Feedback form to be given to House Co-ordinator/Building Director.

- b) **Intoxication** – the student should be removed to a quiet room and be accompanied by a member of staff at all times. Notify the welfare assistant. Parents will be informed and called to College to collect the student. Record the incident on a Feedback form to be given to House Co-ordinator/ Building Director.
- c) **Discovery/observation** – if a student is discovered possessing, using or dealing any substance not permitted in college (s)he should be escorted to/approached by a senior member of staff., who will then deal with the situation as appropriate.
- d) **Disclosure** – a student may disclose to a member of staff that (s)he has been using drugs (or is concerned about someone else's drug use), out of college hours. Concern for the student's welfare is paramount but staff will not be able to promise confidentiality and should make this known to the student. Information about a student in relation to drugs will follow the same procedure as for any other sensitive

information. The House Co-ordinator, Building Director and Headteacher should be informed and further help sought if appropriate.

- e) **Suspicion/hearsay** – Staff should report any hearsay/rumour about student drug use to the relevant House Co-ordinator.

Copies of the full Drugs Education Policy are available in Department Handbooks, House offices and Staff Rooms.

March 2002
