



Caludon Castle

Drugs Policy

Local Level Policy

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Review Cycle	2 yearly
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Committee approved by	
Author	Katie Owen, Steff Hutchinson and Alex Knuckey

Date	Notes

Rationale

At Caludon Castle School, we recognise the importance of educating for life in all its fullness. As part of our commitment to the pastoral care of students as well as their academic progress, we understand that the development of students' abilities to exercise self-control and to make confident, informed choices in and out of the classroom is fundamental to enabling them to thrive and excel.

Aims of this policy

- To clarify the legal requirements and responsibilities of the school
- To reinforce and safeguard the health and safety of students and the whole school community
- To clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- To give guidance on developing, implementing and monitoring the drug education programme
- To clarify the procedures for responding to and managing any drug-related incidents that may occur so that they are managed with confidence and consistency and in the best interests of those involved
- To ensure that both the response to incidents involving drugs and the drug education programme complement the values and ethos of the school
- To provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- To reinforce the role of the school in contributing to local and national strategies.

Policy context

As part of their statutory duty to promote students' wellbeing, schools have a clear role to play in preventing drug misuse. The Drugs Education Policy has been developed with reference to Department for Education advice and guidance: DfE and ACPO drug advice for schools (DfE-00001- 2012) which is non-statutory and was produced to help answer some of the most common questions raised by school staff in this area.

The drugs education of students takes into account the statutory requirements within the National Curriculum Science Order, the non-statutory framework for PSHCE at Key Stages 3 and 4 and the statutory Citizenship Programme of Study at Key Stages 3 and 4.

Other related policies and documents include

- Behaviour for Learning Policy
- Child Protection and Safeguarding Policy
- Drug Searches Guidelines
- Health and Safety Policy
- Relationship and Sex Education Policy
- Staff Code of Conduct

Where and to whom the policy applies

This policy applies to all school staff, students, parents/carers, governors and other partner agencies working with the school. The policy applies to the school premises, the school day, while travelling to and from school, journeys in school time, work experience, day and residential trips and when the school is deemed to be in loco parentis.

Definition of Drugs

The definition of a drug given by the United Nations office on Drugs and Crime is: "A substance people take to change the way they feel, think or behave". Here, "drugs" and "drug education" is used to refer to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs')
- all over-the-counter and prescription medicines.

The school's stance towards drugs, health and the needs of students

The possession, use or supply of illegal and other unauthorised drugs in Caludon Castle School is not acceptable. The school is committed to safeguarding the health, safety and wellbeing of all members of the school community. In providing drugs education and responding to incidents involving drugs, our first concern is the pastoral care and health and safety of students.

Drugs Education

Drugs education is a major component of drug prevention.

The following aims of drugs education at Caludon Castle will be consistent with the values and ethos of the school and the laws of society as well as being appropriate to the age, ability and maturity of the students, and relevant to their particular circumstances:

- 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
 - local and national use
 - the complex moral, social, emotional and political issues surrounding drugs
 - the risk associated with 'county lines' and gang-related drugs issues
- To develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including
 - promoting positive attitudes to healthy lifestyles
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing and maintaining self-awareness and self-esteem in order to motivate them to value their welfare and conscientious care of themselves
- To 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
- To ensure that students have access to and knowledge of up to date information as sources of help. This includes local and national helplines (including FRANK for drugs, NHS Smoking

Services for tobacco and Drink Aware for alcohol), local youth and community services (including Positive Choices and Growing Young Minds) and drug services. These sources are used in addition to the school's own drug and alcohol education.

Drug Education Content

Caludon Castle School provides a planned drug education curriculum through the following:

- (i) The ACHIEVE tutor programme in Key Stages 3 and 4 includes specific drugs education such as:
 - The positive and negative uses of drugs in society, **addressing common misconceptions**.
 - Personal and social risks and consequences of substance and misuse including occasional use
 - The concepts of dependence and addiction including awareness of help to overcome addiction
 - The wider risks of illegal substance use for individuals, including personal safety, career, relationships and future lifestyles.
- (ii) Citizenship at Key Stage 3 contributes to drug education e.g. by providing opportunities to understand rules and laws and how they relate to rights and responsibilities, to explore moral, social and cultural issues and to discuss and debate topical issues.
- (iii) Other curriculum areas such as Science, Religious Education and Physical Education also contribute to aspects of the drug education curriculum.

Further details of the programme can be found in the Achieve curriculum framework on the school's Virtual Learning Network and specific detail about approach and content can be obtained from the school.

Organisation

- a) Responsibility for coordination
The coordination of Drugs Education is the responsibility of the Deputy Headteacher (Pastoral), the Senior Assistant Headteacher (Personal Development), and the subject leader for the Tutor Programme. The Faculty Leader for Science also has responsibility for elements of drugs education.
- b) Delivery
The Achieve tutor programme is planned by the subject leader for the Tutor Programme and delivered by tutors.
- c) Visitors
Occasionally, appropriate and suitably experienced and/or knowledgeable visitors from outside school may be invited to contribute to the delivery of drug education e.g. Positive Choices.
- d) Teaching strategies
A variety of teaching strategies is used including teacher exposition, discussion, project learning, research, questionnaires, quizzes, distancing techniques, on-line materials, external contributors, individual and group work, peer education, case studies, media analysis, structured games, reflection. Active learning methods are used at all times.
- e) Students with special educational needs (SEN)
Relevant staff will ensure that drug education is accessible to students with special educational needs by considering resources and materials used, timings, teaching strategies etc.
- f) Resources

A wide variety of materials is available to teachers and for inspection by parents on request.

g) Monitoring and evaluation

This is conducted through learning walks, work scrutiny and student voice. These are all used to ensure the quality of delivery and to inform future planning.

Specific issues

The following issues may occur within Drugs Education:

a) Visitors

Code of Practice for using visitors to support the delivery of Drugs Education

- Visitors are invited in to school because of their particular expertise or the contribution they are able to make; invitations to visitors should be cleared with the Headteacher or designated member of the Senior Leadership Team.
- All visitors must be appropriately qualified and trained to deliver work with children and young people in a school setting.
- All visitors must have a clear understanding of the aims and objectives of the session and have seen and understood the school's drug education policy.
- All input to Achieve lessons or assemblies is part of a planned programme and negotiated and agreed with staff in advance.
- All visitors must be aware of the school's protocols for dealing with any disclosures or distress shown by students during the session.
- Teachers must ensure that they reflect on the learning from particular sessions with students and visitors, assessing the learning, and building skills to support and enable pupils to make healthy choices and to avoid risk-taking behavior.
- Teachers must follow-up any unresolved issues or concerns and extend the learning begun by the visitor.
- All visitors are supervised and supported by a member of staff at all times unless alternative arrangements have been agreed with the Headteacher or delegated member of the Senior Leadership Team.
- The input of visitors is monitored and evaluated by staff and students. This evaluation informs future planning.
- When a visitor is acting in their professional capacity in a consultation with an individual student, they will follow their own professional code of conduct.

b) Confidentiality

- Staff always ensure that students know that teachers cannot offer unconditional confidentiality.
- All students are offered sensitive and appropriate support as needed.
- Students are encouraged to talk to their parents and carers and supported to do so.
- Information about sources of help is made available e.g., helplines.
- If there is any possibility that a child may be at risk or putting others at risk, the school's Child Protection and Safeguarding procedure is followed. Staff will reassure students that their best interests will be maintained and any child concerned will be supported through the process.

c) Dealing with questions

- Ground rules established with the class set clear parameters of what is appropriate and inappropriate in a whole class setting.
- Students' questions are answered according to the age and maturity of the student concerned. Questions may be addressed individually later if more appropriate.
- Staff are given appropriate support, advice and training for dealing with questions.
- If a teacher is concerned, they will follow the Child Protection and Safeguarding procedures.

Management of drug-related incidents

Defining a drug-related incident

Drug-related incidents include any or all of the following:

- drugs or drugs paraphernalia found on school premises;
- students in possession of illegal or unauthorised drugs;
- students supplying unauthorised or illegal drugs;
- students under the influence of drugs, or exhibiting signs of intoxication or illness due to drug use;
- disclosure of drug use;
- information which suggests student(s) are involved in substance misuse;
- illegitimate sale/supply of drugs in the school vicinity;
- involvement in 'county line' or gang-related drug issues

If there are any suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs (possession, supply or imbibing):

- (i) Utmost priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If in doubt, medical assistance will be sought immediately.
- (ii) The Headteacher or an available member of SLT will be informed of the situation immediately.
- (iii) Dialogue with the student(s) will be undertaken by the Headteacher or a member of SLT as soon as possible in order to determine the facts. The emphasis will be on listening to what people have to say and asking open rather than closed or leading questions. Consideration will be given to separating any students involved in the incident and ensuring that a second adult witness is present.
- (iv) The Headteacher or a member of SLT will inform, consult and involve others as necessary. Careful attention will be given to respecting the confidentiality of those involved.
- (v) Where staff have reasonable grounds for suspecting that a student(s) may have an illegal or unauthorised drug, they will be escorted to a senior member of staff who will make every effort to encourage the individual to hand the item(s) over voluntarily, in the presence of a second member of staff.
- (vi) If a search is deemed to be required, senior staff will follow the school's Behaviour Policy, and the July 2022 DfE guidance for schools on Searching, Screening and Confiscation, including keeping a record of the reason for the search, who conducted it, and the outcome. Wherever possible the gender of the member of staff carrying out a search will correspond to the gender of the student. Where the individual refuses, the Headteacher, or member of staff authorised by them, may exercise their statutory power to search the student(s) or their possessions, without consent. Education and Inspections Act 2006 (s93). The school's Designated Safeguarding Lead will be informed of the search.
- (vii) After any search involving students, parents/carers will be contacted by the school, regardless of whether the result of the search was positive or negative. They will be

informed of the reason for the search, what, if anything, has been confiscated and the resulting actions of the school.

- (viii) Any substance suspected of being a drug will be confiscated. In taking temporary possession of a suspected substance, a second adult witness will be present, the sample will be sealed in a plastic bag with details of the date, time and witness present and then locked in the security cupboard.
If the substance is suspected to be an illegal drug, the police will be notified immediately, in order that they may collect it for identification and then store or dispose of it in line with locally agreed protocols. In the majority of cases, parents will be notified immediately unless this is not in the best interests of the student.
- (ix) A detailed record of the incident will be made by the Headteacher or DSL. A copy of the record will be kept by the Headteacher and DSL. There will be no other copies of the incidents.
- (x) The school will maintain vigilance about drug-related incidents in the local community through contact with police and other relevant agencies.

Responses to drug related incidents

The school will consider each incident individually and will employ a range of responses to deal with each incident.

Any response will balance the needs of the individual with those of the wider community and will aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

- (i) While there is no legal obligation to inform the police, if an offence against the Misuse of Drugs Act is suspected or substantiated, it will be appropriate to consider contacting the police. If so, the Headteacher, or member of staff authorised by them, will make the call.
- (ii) If necessary, an urgent meeting will take place on the same day as the incident, or as soon as possible (between the Headteacher and appropriate member of SLT) in order to decide whether others outside the school should be informed. These may include parents/carers, the appropriate personnel in the LA, Children's Social Care and police.
- (iii) Responses to / sanctions against students who commit drug offences will be decided following dialogue between the Headteacher, appropriate member(s) of staff, and other appropriate colleagues.

Possible responses include:

- targeted intervention
- referral
- counselling
- behaviour support plans
- inter-agency programmes
- fixed-term exclusion
- pastoral support programmes
- a placement or supported transfer at another school
- permanent exclusion

Responses and sanctions will take into account:

- the seriousness of the incident
- the short and long term welfare of the student(s) concerned
- the short and long term welfare of other students
- guidance in DfE and ACPO drug advice for schools (DfE-00001-2012)
- consistency with published school rules, codes and expectations
- consistency with disciplinary action for other drug related incidents
- consistency with disciplinary action for other misdemeanours.

- (iv) The Headteacher will take responsibility for liaison with the media if required.

Early Intervention

The school has a key role in identifying students at risk of drug misuse. The process of identifying needs should aim to distinguish between students who require general information, those who could benefit from targeted prevention, and those who require a detailed needs assessment and

more intensive support.

The school will also be alert to behaviour which might indicate that the child is experiencing difficult home circumstances. Where problems are observed or suspected or if a child chooses to disclose that there are difficulties at home, safeguarding procedures will be followed. This may include involving sources of support for the child from other agencies and, where appropriate, for the family.

Tobacco-smoke Free School

Caludon Castle School is a non-smoking school for all staff, students and visitors.

Role of the Governors

As part of their general responsibilities for the strategic direction of the school, governors have a key role to play in reviewing and monitoring this policy.

Dissemination

All staff, parents/carers and students will be reminded of this policy and its procedures on a regular basis.

Annex A – References

Drug Strategy 2010	2010	HM Government
Reducing demand, restricting Supply, building recovery:		
Supporting people to live a drug free life		
DfE and ACPO drug advice for schools'	Sept 2012	DfE
'Smoking, drinking and use survey - 2009'	April 2012	DfE
PSHE Key Stage 3 & 4 PoS (non-statutory programme of study)	Nov 2011	DfE
Science and Citizenship Key Stage 3 & 4 PoS	Nov 2011	DfE
Searching, Screening and Confiscations: Advice for Schools	July 2022	DfE

Annex B – Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

DrugEducationForum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>