



# Castle Rushen High School

## Drugs & Alcohol Policy

This policy has links to the following CRHS policies and should be read in conjunction with:

- ❖ Offsite Activities: School Trips
- ❖ Safeguarding Policy
- ❖ Site Security Policy
- ❖ Anti-Bullying Policy
- ❖ Suspension Policy
- ❖ Health & Safety Policy

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Date:				



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### Rationale

It is the aim of Castle Rushen High School to educate and help all pupils to be able to take their place safely in a world where a wide range of drugs and substances exist. All drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status as well as their uses and effects.

### Policy Aims

- To provide a central reference point to clarify the CRHS position in relation to drugs and related incidents
- To support the school in safeguarding all pupils, staff, governors and visitors, partner agencies and community and to clarify what is expected of them whilst on CRHS premises. This also includes off site activities, school trips, UCM and transport to and from school and any other associated activities that contribute to the CRHS education provision. To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug and alcohol related issues to ensure clarity and consistency
- To use Life Skills lessons, tutor time and assemblies to develop a whole school approach to drug education through the medium of the school curriculum
- To use guest speakers, including the police to advise pupils and parents on the effects of drugs and potential consequences
- To be viewed in the wider context of CRHS's commitment to the physical and emotional health of the school community
- To support community initiatives such as Motiv8 and liaise with police Drugs and Alcohol awareness teams
- Support the Police through involvement with Police Drugs and Dog Search unit

### The policy will: (taken from DEC policy 2013)

- Enable staff to be aware of their role in promoting young people's wellbeing and preventing drug and alcohol misuse as part of their pastoral role
- Provide a basis for evaluating the effectiveness of the school drug and alcohol education programme and the management of incidents involving illegal and other unauthorised drugs and/or alcohol

This policy will be available on request.

### Key Persons

- Mr K. Winstanley, Headteacher
- The Leadership Team (particularly in the absence of the Headteacher)
- Mr T Fallon, Assistant Headteacher, Safeguarding and Child Protection

The Head Teacher must be informed of any and all incidents.



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### Definition of Drugs and Alcohol

The school defines drugs and alcohol as substances which, when taken into the body, change the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

The policy was developed through guidance from:

- 'Guidance on Administration of Medicines', (DEC) May 2010
- The Isle of Man Drug and Alcohol Strategy 2010
- DASH, Isle of Man
- Motiv8, Isle of Man
- Physical and Emotional Health Department, DEC, Isle of Man
- Mentor (UK) Drug Education in Schools 2004 Ref: Does/0092/2004

### Drug Education

In CRHS we provide pupils with drug education as an integral part of our Life Skills and tutorial programme, and also through assemblies.

### Content of Life Skills 2019/2021

Year 7 – What are 'drugs?' the media and drugs, relationships and peer pressure, smoking, identifying risks and getting help and support.

Year 8 – Alcohol and healthy lifestyles, assessing risk, measuring strength of alcohol, alcohol and society, relationships and decision making, identifying sources of help and support.

Year 9 – Recreational drugs, cannabis use and the legality debate, attitude towards substances, stress and managing stress healthily, risks involved in drug use, identifying sources of help and support.

Year 10 & 11 – Recapping and checking previous knowledge of drugs, alcohol and tobacco, risk management, signposting towards local services for help and support, decision making and keeping safe. All students receive 3 lessons from Motiv8 in respect of drugs awareness and keeping safe.

The school also works with external agencies such as the Police and Youth Justice Team.

### Visitors and Speakers

CRHS uses visitors to support our programme of drugs and alcohol education. The class teacher is always present when visitors are working with our pupils in the classroom. Often, visitors will be used in assemblies directed at key stages or individual year groups.

### Managing drug related incidents: routine arrangements

#### Medicines

The school has a separate procedure for the administration of medicines that must be followed for everyone's safety. This is in line with DESC guidelines. The school also follows the advice of the School Nurse Service and the Project Lead for School Nursing Early Help and Support Team. Medication must be kept in a locked medicine cabinet, which is currently in the Headteacher's PA's office.

#### Alcohol

Pupils are not allowed to bring alcohol into CRHS. Parents and visitors under the effects of alcohol will be asked to leave the premises and to return at a later date for the safety of the whole school.



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If a parent or named adult attends the school to collect a pupil, and is under the effects of substances, this will be considered as a child protection concern and child protection procedures will be followed, (report immediately to the Head Teacher, Deputy Head Teacher or DSL). If the adult attempts to drive a vehicle, the matter will immediately be referred to the Police.

### **Tobacco**

All government properties are no smoking sites - indoors and outdoors, including school vehicles - at all times. Pupils are not permitted to bring into school smoking materials, including matches and lighters or electronic smoking materials (E-Cigarettes). In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated and parents will be informed. Pupils found to be smoking either on or offsite during our normal hours will be subject to an appropriate set of sanctions.

### **Solvents**

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary for them to come into contact with them during the course of their work. The CLEAPPS records held in each department (eg Art, Design and Technology and Science) notifies where solvents are stored. Pupils are not permitted to be in possession of solvent based products.

### **Illegal drugs**

No illegal drugs are permitted to be brought on to, or used on school premises.

### **Offsite activities**

It is the responsibility of parents to ensure that any medication required by a pupil is made available to school. The trip/visit co-ordinator will ensure that any such medication is taken on the trip.

Management of drug misuse related incidents that occur off school premises will follow the DESC flowchart 'Response to Substance Incidences' (Appendix 1), as far as possible, with the Headteacher informed as soon as possible. Full details of trips must be entered onto the DESC EVOLVE system.

Illegal substances/paraphernalia will be confiscated and passed on to the local Police at the earliest opportunity. If an incident occurs whilst a school group is somewhere other than the Isle of Man, the group leader will take any immediate steps necessary to confiscate any items and further action will then be taken once the trip returns, or as appropriate.

### **Police Drugs Dogs**

From time to time the Police Drugs Dogs will do a sweep of the school. This will be via a pre-arranged visit, however prior notification will be limited to a few people. A member of the Leadership Team / member of staff with pastoral responsibility will accompany the Police Officer(s). If any substances are found the Police will deal with the matter accordingly.

### **Incidents**

Incidents will be dealt with in accordance with the DESC flowchart for 'Response to Substance Incidences', (Appendix 1). A drug related incident may include any of the following:-

- A pupil who is suspected of being under the influence of a drug
- Finding drugs, or related paraphernalia on school premises
- Possession of drugs by an individual on CRHS premises
- Use of drugs by an individual on school premises
- Supply of drugs on or near CRHS premises during school hours



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- Individuals disclosing information about their drug use
- Credible rumours of drug possession supply or drug use
- Reports of drug possession, supply or drug use
- Following a search whether or not anything is found, a record should be made of the person searched, the reason for the search, the time and place, who was present and any outcomes, together with any follow up actions.

The Assistant Chief Police Officer's Good Practice Guide 09/2012 on confiscation and disposal of suspected drug and alcohol substances states:-

### **In taking temporary possession and disposing of suspected controlled drugs schools are advised to:-**

- 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 a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
- Record full details of the incident, including the police incident reference number;
- Inform parents/carers, unless this is not in the best interests of the pupil;
- Identify any safeguarding concerns and develop a support and disciplinary response.

### **Guiding principles**

- The DSL is responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after making an assessment of the situation and be reported to the Headteacher or members of school Leadership Team in his absence.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use or possession may result in suspension from school.
- Evidence of drug use or possession may result in the Police being informed.
- The site team in the course of their normal duties will check out the premises regularly. Any substance or drug paraphernalia found will be recorded and reported to the Headteacher, DSL, and dealt with in accordance with policy and procedures.
- *The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses appropriate to the specific incident or concern.*

### **Procedures**

#### **Medical emergencies**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

#### **Individuals in possession of drugs**

If any pupil or adult on school premises is found in possession of an unauthorised drug or alcohol it will be confiscated. If the drug is suspected to be illegal, the school may contact the police and immediately hand over the drug. Appendix 1 will be referred to. If the substance cannot be legally destroyed or disposed of it



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will be handed to the police as soon as possible and not stored in the school safe for any longer than is necessary. Parents of pupils will be informed and other professionals from the DESC legal team, Police, School Health Service, Social Services, etc. may be informed or consulted as appropriate.

### **Support for pupils**

Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the Pastoral system (e.g. reintegration after a drugs related suspension) and/or the CRHS Listening Service to ensure a caring response to the pupil(s) involved in an incident. Referral to Motive8 will be considered. Interventions will be considered if the school feels a pupil is showing signs which indicate particular risks of, or from, involvement with drugs or alcohol, whether their own, their peers or that of their parent or carer. Such interventions may include consultation and subsequent external agency referral. Concerns should be passed to the Delegated Safeguarding Lead who will consult with the pupil and decide on the most appropriate agency for involvement. This will most likely include agencies such as Motiv8, School Nurse, Youth Justice or the Police. Pupils can also access the Listening Service within school, via a referral from any member of staff.

### **Recording**

All incidents will be recorded in writing within 24 hours. Records will be stored securely in the pupil's file and on SIMS. If the matter has followed Child Protection procedures, records will be kept in the secure files.

### **Confidentiality**

Complete secrecy can never be promised to a pupil, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection and safety. If a pupil discloses that they are using a drug without medical authorisation, action will be taken to try to prevent the pupil from coming to serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process.

### **Staff training and support**

It is important for staff to receive appropriate training to support their work in delivering the school programme of drug and alcohol education and dealing appropriately with incidents should they arise. The school will ensure all colleagues (particularly new starters) are aware of this policy and its ramifications. HOY have the responsibility for the Life Skills programme. Appropriate resources and schemes of work will be provided to all members of staff in the school who deliver it.

### **Appendices**

1. DESC Flowchart for Response to Substances Incidences





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### APPENDIX 1



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### Flowchart for Response to Substance Incidences

