

# Oakfield School

## 18. Alcohol, Smoking, Substance Abuse and Managing Drug Related Incidents Policy



	Date
Agreed by School Governors:	February 2013
To be Reviewed:	July 2017

## **POLICY STATEMENT**

Oakfield School has a duty of care to pupils attending the school that includes the promotion of physical and emotional health and wellbeing.

## **PROCEDURE**

### **Alcohol**

Alcohol is not allowed on the premises of Oakfield School.

Young people and staff are not allowed to bring alcohol into the building or on to the site and any alcohol that is found will be confiscated and disposed of.

Alcohol will NOT be returned to a young person.

Staff are not allowed to take young people into licensed premises unless with the permission, in advance, of a member of the Senior Leadership Team. This would only be for a meal for a special circumstance, or celebration, and in this case neither staff nor young people would be allowed to drink alcohol.

Alcohol will not be consumed by staff whilst on duty or whilst on leisure trips or Educational Visits (the 'odd glass of wine' is not acceptable).

All staff must be in a fit condition to work on their arrival. Being under the influence of alcohol or suffering the effects of a hangover are ***not*** acceptable. Staff must be aware of their responsibility to be fit for work at the time they come on duty.

All staff must be aware of their influence upon young people as role models and should, therefore, be aware of the dangers of in any way glorifying alcohol or 'binge drinking'. Young people should be offered appropriate advice and where deemed necessary support and/or specialist help with drink related issues. Awareness of alcohol in a young person's background is essential and knowledge of their personal history is, as always, essential. The curriculum covers alcohol and its affects through the PSHE syllabus and residential staff discuss alcohol related issues as part of the students social care.

As part of each young person's Initial Health assessment they will be questioned on their alcohol consumption. Support and advice will be offered as required, using external agencies and resources if necessary.

Resources for individual and group work on alcohol are available in the School.

## **Smoking**

Oakfield School aims to provide a smoke free environment for all employees, visitors and pupils and ensure that the school complies with all legislation in force at this time.

The School accepts that smoking and passive smoking of tobacco is a major cause of avoidable ill-health, and contributes to premature deaths due to cancers, heart disease and respiratory diseases.

The School recognises its responsibilities under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of all its employees, visitors and users of premises.

The Policy will apply to all staff in the School. The Policy will also apply to parents, contractors and other people having business with the School, whilst on school premises. Premises include all buildings, entrances to buildings and land adjacent to buildings, grounds and vehicles, under the control of the School, either temporarily or otherwise.

The School will not permit smoking in any School work place, premises or site during paid work time.

## **Staff**

Under the Policy school staff are not permitted to smoke on school premises.

This applies to school staff wherever they are employed, regardless of whether the School owns the premises or land where they are working. "Premises" includes all buildings, entrances to buildings and land adjacent to buildings, grounds and vehicles, under the control of the School either temporarily or otherwise and those which are shared with other organisations.

The Policy applies to those who work outdoors and to contractors or staff employed by other organisations temporarily working on the School site and to visitors and representatives of other agencies accessing the School site.

All employees must ensure that their actions do not negatively affect the image of the School.

Breaches of this Policy will be dealt with initially through supervision and Management instruction. However if necessary disciplinary actions may need to be taken as a final resort. Managers should take advice from Human Resources where necessary.

All staff should not smoke in the direct presence of the pupils on the school site.

### **Children/Young People**

Children and young people are not allowed to smoke at Oakfield School. However, it must be recognised that outside of school many do. All staff therefore need to be aware that some children/young people may take opportunities to smoke whilst at school. Any young person seen smoking will be given verbal advice as to the dangers of smoking and asked to stop. Smoking is not permitted, under any circumstances within school buildings, including the residential houses.

The impact of smoking is covered as part of the school's curriculum. All staff, whether they themselves are smokers or not, must act as role models with young people and proactively dissuade young people from smoking.

Where young people stay in one of the school's residential houses, key workers must have an awareness of whether the child/young person is a smoker as this may present issues in terms of the safety of other young people and the fabric of the building.

### **Substance Abuse**

Oakfield will not tolerate any form of substance abuse on its premises. There is therefore a zero tolerance approach. If any member of staff becomes aware of any form of substance abuse or finds any illegal substance on the premises they must immediately advise a Senior Manager on the premises or on call. The police will be called.

Any young person who states that they are using illegal substances or items such as solvents, gas or petrol must be referred for support. It may also be considered necessary to refer them for more specialist support. The same action must be taken where staff consider a child/young person to be in danger of misusing substances from what they are disclosing in conversation.

Staff should be aware that for some children at Oakfield substance abuse will be a feature of both their family life and the community in which they live.

Oakfield's curriculum covers the impact of substance use. It is important that all staff have an awareness of substance abuse, in all its forms, and of the terminology related to its use to aid their ability to identify any problems. Training for staff will be provided to develop knowledge.

It is important that all staff support the zero tolerance position of Oakfield and act as role models.

## **Managing Drug Related Incidents**

### *Aims and Values*

The school provides a pleasant, safe and orderly environment in which all individuals are respected.

We aim to educate pupils to grow up safely in a society where drugs are available. This will be achieved by providing appropriate drug education within the curriculum, which should help to minimise drug – related incidents.

We are aware that drug related incidents may be symptomatic of other problems and difficulties in the pupil's life and that such incidents will be handled sensitively and based on securing on-going support for the pupil as necessary. The school will seek to work in partnership with parents, outside agencies and appropriate authorities for the long-term benefit of the pupil.

### **Definitions**

**A drug** is any substance which when introduced into the body, creates a change in perception and/or in mood and/or in how the body functions. These will include

- Alcohol
- Illegal drugs e.g. cannabis, ecstasy, heroin
- Over the counter medicines e.g. cough mixtures, paracetamol
- Prescription medicines e.g. tranquillisers
- Tobacco
- Volatile substances that are sniffed e.g. petrol, butane, aerosols, glue

**Drug taking** is the consumption of any drug. All drug taking, including medicinal use, carries the potential for harm.

**Drug use** is drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems, although such harm may not be immediately perceptible.

**Drug misuse** is drug taking which harms health or functioning. It may take the form of physical or psychological dependence or be part of a wider spectrum of problematic or harmful behaviour.

**A drug-related incident** is either evidence or suspicion of a specific event at school involving one or more unauthorised drugs, and requiring immediate action by school staff. This may include:

- A pupil drinking alcohol on school premises
- A pupil discovered bringing prescribed medicines secretly onto school premises
- A pupil found intoxicated on school premises
- A named pupil reported having supplied illegal substances to another pupil on school premises. Within the context of the school drug policy, the term 'supply' may be used to describe:
  - pupils sharing drugs;
  - pupils being coerced to supply drugs;
  - a group of pupils taking it in turn to bring drugs in for their own use;
  - pupils selling to others.

**A drug situation** is different from what might be defined as a drug-related incident. It is an event or series of events involving one or more drugs, including planned events, which require further careful observation, investigation, monitoring, management or referral by school staff. This might include:

- The management of insulin or other medicines prescribed for pupils
- An awareness of solvent sniffing in the local area
- The discovery of drugs or paraphernalia by the caretaker
- A pupil disclosing parental drug use

### **Other School policies**

*This policy should be read in conjunction with the following policies:*

- No. 2 - Child Protection
- No. 56 - PSHE and Citizenship
- No. 3 - Discipline and Behaviour Management
- No. 9 - Health and Safety
- No. 64 - Educational Visits
- No. 16 - Complaints Procedure
- No. 65 - Whistle Blowing Policy
- No. 21 - Room Search
- No. 47 - Managing Medicines in School
- No. 46 - First Aid

### **Staff Responsibility**

The management of drug related incidents will be co-ordinated by a member of the Senior Management Team. They will be the first point of contact for staff. They will initiate contact with parents, governing body, media, the LA and any other outside agencies as appropriate.

### **Dealing with the Incident**

After any immediate medical needs have been addressed the nature and circumstance of an incident should be established and an assessment made of the pupils involved. Staff should also complete the Drugs Referral Form, which is attached to this document.

The member of the Senior Leadership Team will gauge the seriousness of any breach of school rules, this will include:

- Following procedures for confiscating tobacco and reporting to parents.
- Following procedures for confiscating alcohol and reporting to parents.
- Following procedures for confiscating solvents and reporting to parents.
- Informing parents about pupils who are intoxicated due to alcohol or solvents and either collecting them from hospital or removing them from the school premises.
- Informing parents about pupils who are intoxicated due to illegal or unknown substances. They may need to collect them from hospital or remove them from school premises. Samples of any substances found should be made available to the medical authorities if the pupil has been sent to hospital.

If a pupil refuses to hand over substances that a member of staff believes the pupil to have, the Senior Management Team must be informed immediately, who will take appropriate action.

Staff or other persons found on the school premises under the influence of drugs will be requested to leave the premises immediately by the Senior Management Team.

Where a person is involved in an incident involving illegal substances, the Headteacher and governing body must weigh the appropriateness of their response in relation to other breaches of school rules and ensure that any sanctions imposed upon the persons are in proportion to the offence. Any sanction imposed will be chosen from the usual range available for breaches of other school rules. Further action may include outside agency support, specific drug education and/or exclusion. In incidents where a person is supplying or offering to supply illegal drugs the police will be informed immediately. All drug related incidents and situations should be consistently recorded on the appropriate form and the number of incidents monitored.

### **Drug related disclosures and confidentiality**

All staff should be aware of the schools Confidentiality policy and ACPC guidelines on child protection. If a pupil makes a disclosure about drug use/abuse the Child Protection Coordinator must be informed immediately. Pupils must be informed that confidentiality cannot be promised or guaranteed.

### **Dealing with drugs**

Tobacco, alcohol and solvents found on school premises will be confiscated and parents informed. Other substances that are suspected of being illegal drugs will be removed from the school premises as soon as practically possible. These may mean informing the police and handing the substance over to them or taking the substance to a pharmacy. Any of these options will be carried out by two members of staff to act as witnesses and logged appropriately. If the substance is to be stored on school premises for any length of time the substance should be placed in an envelope, sealed with tape, two witnesses label, sign and date the envelope across the tape and locked in a secure drawer or safe.

Needles and syringes need to be handled with extreme care. Authorised personnel using protective clothing will deal with such items. They should be placed in a suitably secure and rigid container and taken as soon as possible to a needle disposal centre or handed to the relevant authorities. All such finds should be recorded appropriately.

**Contact with the media**

This will be of particular concern to the Headteacher and the governing body. Advice will always be sought from the Press Office at the Guildhall. When dealing with the media always consider the following:

- Prepare a list of the key facts beforehand
- If contacted unexpectedly ask them to call back later when more information may be available
- If the police make a comment, try to ensure the school response is consistent with theirs
- Do not be drawn into saying more than is wanted, this can be difficult to avoid
- Do not release any information that could be prejudicial to individual pupils or the school, such as details that may be required in a court action
- Avoid commenting on events or circumstances which are outside the school’s influence
- Show that the matter is being taken seriously and managed effectively
- Do not make off the record comments as this can lead to serious misunderstanding
- Be positive wherever possible, and conclude with reassurance about the incident
- Treat media enquiries with respect and be aware of their deadlines.

This Policy was reviewed July 2015

Signed: .....

Mr Lee Morfitt (Chair of Governors)



## **Appendix One**

### **Secondary Drug Incident Scenarios**

1. Pupils found using cigarettes or alcohol
2. Pupils found with what looks like an illegal drug on the school premises.
3. A pupil is found unwell on school premises with the suspicion of using drugs (which could include medicines)
4. Rumours of a young person selling drugs outside school.
5. Rumours of a young person bringing in drugs for other people.
6. Staff suspected of teaching under the influence of drugs.
7. Pupils going off site to probably use drugs
8. Drugs found on school premises
9. Pupils seen using drugs off the school premises
10. A pupil discloses own involvement with drugs.
11. A pupil discloses a parent, relative or friend is using drugs.
12. A parent seeks advice from the school about possible drug use by a pupil
13. A parent is suspected of being under the influence of drugs when on school premises
14. The school becomes aware of the availability of the sale of drugs in the school vicinity.

## Appendix Two

### [DfE and ACPO drug advice for schools sept 2012](#)

All schools should refer to the document "drug advice for school staff and governing bodies" published by the DfES in September 2012.

This is a comprehensive document which outlines how to deal with substance misuse incidents, what should be included in a schools drug policy, and who should be involved in the consultation, dissemination and evaluation of the policy. Appendix 2 provides a summary of the relevant laws.

#### ***Police Involvement***

Schools have no legal obligation to report an incident involving illegal drugs to the police. Nevertheless, not informing the police may prove to be counter-productive for the school and wider community.

Cannabis has been re-classified as a Class B drug. As such it remains an illegal substance. Small quantities of this substance coming into the possession of staff may be disposed of independently but with a second member of staff present and the incident being recorded.

The following are the most common Class A & B drugs and substances suspected of being any of these should be retained for disposal by the police: heroin; ecstasy; LSD; cocaine; crack cocaine and amphetamines.

When suspected illegal substances are handed over to the police, there is no obligation to identify the person from whom they were taken. However, the police will expect to be given any information that may assist in identifying those dealing in drugs.

Schools should be aware that once a police officer (as opposed to a member of school staff) finds illegal drugs on a pupil, the school's discretion as to what action to take no longer exists.

#### **Urgent action required**

Where a school has recovered drugs from a pupil, or suspects that a particular pupil is in possession of an illegal substance the police may be asked to attend. Where the pupil is suspected of having possession but has refused to hand it over to a member of the teaching staff, only a police officer has powers available to search under the Misuse of Drugs Act 1971. The police officer attending will seek to obtain the reasonable grounds required for searching from information given by school staff.

#### **Non-urgent action required**

Schools may have cause to suspect that illegal drugs are in wider circulation in or around the school. If the decision is taken to involve the police in seeking a resolution, initial contact must be with Humberside Police using 101.

Joint discussions about the perceived problem need to take place before a decision is made as to whether/what type of police action is required. From a police perspective, any operation will only be based upon recent and credible intelligence.

Contact information.

Citysafe  
Hull City Council  
Kingston House  
Bond Street  
Hull  
HU1 3ER

Tel: 01482 300 300

Text phone: 01482 300 349

Email: [hull.citysafe@hullcc.gov.uk](mailto:hull.citysafe@hullcc.gov.uk)

Link to the Hull Drug Strategy 2010-2013.

[http://www.hullcc.gov.uk/portal/page?\\_pageid=221,643937&\\_dad=portal&\\_schema=PORTAL](http://www.hullcc.gov.uk/portal/page?_pageid=221,643937&_dad=portal&_schema=PORTAL)

Helpful advice and guidance on dealing with drug related incidents can be found at:

<http://www.talktofrank.com/>

<http://www.nhs.uk/smokefree>

<http://patient.info/support/Drinkline>

<http://www.proceduresonline.com/hull/scb/>

<http://www.mentoruk.org.uk/quality-standards-for-effective-alcohol-and-drug-education/?gclid=CK7tyfCdxsYCFsbltAodKggDvQ>

<http://teenchallenge.org.uk/?gclid=CK3ejeuexsYCFTQatAodxBcEYA>

## Refresh - Drug Counselling in Hull

Kenworthy House  
98-104 George Street  
Hull  
North Humberside  
HU1 3DT

**01482 331 059**

# Drugs Referral Form

Name of Pupil:

Date of referral:

Tutor Group:

Referred by:

Time of referral:

**Concern:**

Continue overleaf, if necessary

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Action to be taken	√	Date	Time
Referral to Refresh	<input type="checkbox"/>		
Report to police	<input type="checkbox"/>		
Parents informed by phone	<input type="checkbox"/>		
Parents asked in for a meeting	<input type="checkbox"/>		
Advice form Social Care	<input type="checkbox"/>		
Continued monitoring	<input type="checkbox"/>		

**Outcome:**

SLT notified :

Date: