



CARDINAL NEWMAN
CATHOLIC SCHOOL

March 2018

Date of Next Review: *May
2019*

**Drug Education and
Incident Management
Policy**

DRUG EDUCATION AND INCIDENT MANAGEMENT POLICY

INTRODUCTION

This policy aims at defining the school's agreed position in relation to drugs education and drug related matters. It is for the whole school community and all the school membership will be involved in implementing it and working within it.

All students who need medicinal drugs whilst at school must bring written confirmation from those adults with parental responsibility for the individual.

DEFINITION OF A DRUG

A drug can be any substance which, when introduced into the body, creates a change in perception and/or mood and/or how the body functions.

POLICY STATEMENT

At Cardinal Newman Catholic School we aim to help each student reach his or her full potential as a human being. We believe that healthy students who can manage their lives positively are better able to learn, achieve and enjoy life. Except for medical purposes, there is no reason why students should possess addictive substances (legal or illegal) whilst in school or on school-organised educational visits.

MORAL AND VALUES FRAMEWORK

Cardinal Newman Catholic School promotes those values that underpin our Christian beliefs, encompassing as they do, the personal development and health of members of the school community. These values include; respect, tolerance, caring, justice, hope and responsibility to self and others. St. Paul encourages the believers at Corinth, 'Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You were bought with a price. Therefore honour God with your body. (1 Corinthians 6:19-20).

The basic principles followed by this policy are:

- The protection of the particular individual(s) involved in any substance misuse.
- The safety of the community as a whole.
- The development of positive relationships and images within the school community as a means of pre-empting drug use.
- Recognition that the "dealer" carries more responsibility for their actions than the user.
- To reinforce the educational emphasis on knowledge, awareness and self-esteem.

DRUGS EDUCATION

The school provides clear expectations about being healthy and feeling a sense of achievement in all aspects of students' lives. The curriculum aims to support the moral, spiritual, intellectual, physical development of all students and, in particular, through Personal, Social, Moral Education (PSHEE) students engage in a structured programme of learning relating to personal health and an understanding of addictive substances. The substance education programmes provide opportunities when drugs and drug related issues can be discussed.

Aims:

Drugs Education will be both cross-curricular and through a discrete programme within the PSHEE curriculum.

Drugs education in our school will be co-ordinated by the Head of the PSHEE department.

The teachers involved in teaching it will review the programme and the students will make assessments themselves through Student Questionnaires, which are used as evaluative tools by the department. The overall delivery will be the responsibility of the Head of PSHEE and the member of the Senior Management Team who manages that department. The Governing Body has oversight of all curriculum areas.

MANAGING DRUG RELATED ISSUES INCLUDING 'INCIDENTS'

All staff will be expected to care for the physical, social and emotional wellbeing of all students.

GUIDANCE FOR STAFF

Where a young person discloses substance misuse on the premises, staff will inform a member of SLT and where appropriate, participate in the planning of subsequent action. Where a young person discloses substance misuse off the premises, the staff member will use his or her discretion to decide on appropriate action, but will normally involve a member of SLT.

Where staff discovers substances which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed from either a place or person:

1. Place

If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance there while you enlist the support of a colleague or a witness. Continue with the procedure below.

2. Person

When receiving or retrieving substances from a student, do so if possible in the presence of a witness. In the absence of a witness, do not put off receiving substances or, within bounds of your professional discretion, removing a suspicious substance from a student's possession.

The following guidelines should be observed at all times:

- a) Remove the substance and record the time, place and circumstance when the substance came into your possession.
- b) Do not investigate the nature of the substance, but do record its approximate size and appearance.
- c) When possible, have the recordings countersigned by a witness.
- d) Take the substance immediately to the office of the Principal or Head of School. Do not keep the substance on your person or in a place of safe keeping; to do so may put you at risk.

- e) In the presence of another member of staff place the substance in a suitable sealed container, sign and date the package. An official report should be completed, detailing the time, date and circumstances of the findings.
- f) The Headteacher will arrange for the police to remove the substance from the premises.
- g) In the event of a discovery of any equipment associated with substance use, especially needles and syringes, students should not be allowed to handle such items. All equipment found must be handled by adults with the utmost care. The Headteacher must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

SANCTIONS RELATING TO DRUGS

Students who bring drugs, alcohol or other illicit substances into school or Newman College should expect the severest of sanctions especially if they use these substances in the school/college or supply or share with others.

Bringing substances and paraphernalia into school will result in a **minimum** sanction of a fixed term exclusion (usually 5 days) and students are at risk of permanent exclusion. The Police and RUOK will be contacted on every occasion.

If a student supplies/shares with another student or if they are in possession of a quantity that in the balance of probabilities suggests this to be the case then they will be permanently excluded.

This rule applies to all students during the school and college day, whether they are on or off the school premises. It also applies to students on all school or college trips and visits.

Below is a list of the type of offence which will mean a student is either subject to a fixed term or permanent exclusion. This list is not exhaustive and is designed to act as a guide.

Fixed Term Exclusion	Permanent Exclusion
Possession of a small amount of drugs clearly for personal use only	Use of drugs on school premises
Possession of a small amount of drugs during off site school activities and visits	Use of drugs during off site activities or visits or when the student is identifiable with the school or Newman College
Possession of drug paraphernalia e.g. small plastic bags, grinders, bongs etc.	Possession of a larger quantity of drugs which indicates an intention to supply others
Being under the influence of drugs or alcohol during the school day or during off site school activities and visits	Supplying drugs to others on school premises
	Supplying drugs to others during off site school activities or visits

Where permanent exclusion is designated as the appropriate sanction an alternative will only be considered in very exceptional mitigating circumstances as determined by the Headteacher.

COMMUNICATION

With any drug-related incident, there will need to be a decision about who should be informed and involved. The principle this school adopts is that information is given on a need to know basis. The main concern in making these decisions about communication will be the needs of the students involved and the rights of parents/carers. The school seeks to work in partnership with parents in deciding on the best course of action.

All staff are responsible for the implementation of the policy.

PARENTS

The school hopes that parents who are concerned about their child's involvement with drugs will feel that they can contact the school for support. The school does not want any student to be hindered from reaching their potential because of drug misuse. If specific counselling or specialist help is needed, the parent will be informed of appropriate agencies or services.

The school will provide opportunities for parents to attend workshops to help their understanding of drugs related issues as well as the school's drugs education programme for students.

REVIEW

It is the responsibility of all staff to implement this policy. The policy will be reviewed regularly by the PSHEE team, senior management team and an appropriate Governor(s).

APPENDIX 1

PSHEE DEPARTMENT – DRUGS EDUCATION

DRUGS EDUCATION CURRICULUM

YEAR 7

Students will be asked to consider what they know about drugs and substances and will have a foundation lesson based on terms used and knowledge about drugs. Students will also develop knowledge about Volatile Substance Abuse and consider the health issues surrounding the use of tobacco. They will develop skills of working in groups and presentation of relevant information and material.

YEAR 8

Students will be re-acquainted with the wider range of substances and their categories. They will examine in more detail the effects of alcohol on the body and the effects on other people. They will consider their attitudes and be encouraged to develop sensible messages about alcohol. A talk will also be given about alcohol and the law from the School Police Liaison Officer.

YEAR 9

Students will identify a greater range of addictive substances and their effects. They will explore their own attitudes and listen to the options of others. They will also develop skills related to social situations and recreational drugs such as alcohol and cannabis.

YEAR 10

Students will increase their knowledge of drugs and identify their effects. Their attitudes will also be challenged and consolidated in a positive way (we hope!) Students will consider the risks and consequences of taking drugs. They will also develop skills of first aid in its basic form of assisting people under the influence of a substance or if they are unconscious. Reducing the risks will also be considered.

YEAR 11

Students will develop a greater understanding of the diversity of views about drugs and how to reduce risks and harm associated with them. The progressive work of the key stage will culminate in a series of lessons where the focus will be upon developing greater awareness of the influences that effect student's decision making in drug related situations. Students will re-visit alcohol education. This aspect does need reinforcing, especially as some of the students at this stage will be eligible to drive a motor vehicle.

Students will be encouraged to develop a greater understanding of the diversity of views about drugs and how to reduce the risks of harm associated with drug use.

They will practice assertiveness skills and the ability to question and challenge others appropriately in situations where they might feel uncomfortable.

APPENDIX 2

Flow chart of a drug related incident.

A DRUG RELATED INCIDENT

MEDICAL EMERGENCY

1. Consider immediate medical aid
2. Consider emergency medical aid i.e. Ambulance service
3. Recovery position and first aid
4. Consider use of Red disc system

NON - MEDICAL EMERGENCY

1. Seize and retain substance
2. Remove substance to a safe place
3. Uncooperative student, consider your legal position to search
4. Record and document incident

SENIOR MANAGEMENT INVOLVEMENT

IMMEDIATE ACTION

Contact student's parents/carers.
Request immediate attendance

SENIOR MANAGEMENT INVOLVEMENT

IMMEDIATE ACTION

Contact the Police Liaison Officer who will:

1. Search student and student's belongings
2. Offer advice and guidance regarding the substance
3. Retain and secure the substance

INFORM

1. School Governors who will participate in the management of sanctions.
2. Support agencies. As part of the sanctions process, i.e.: Sussex Drugs Prevention Unit and Drugs and Young People - Joint Action Consortium.
3. Consider contact with the Press to pre-empt any media interest.
4. Consult team leaders at 'RU-OK?' Brighton