**CAMBRIDGE HOUSE GRAMMAR SCHOOL**

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**DRUGS POLICY**

**Duty of Care**

Schools have a duty in law to:

* teach drugs education, as part of the Health Education cross-curricular theme;
* have a drugs education policy, and publicise it in their prospectus;
* inform the Police where they believe or suspect a pupil to be in possession of a “controlled drug” - if in any doubt about the nature of the substance, the Police should be informed.

Drug misuse is a major threat to individuals, families and the wider community, in Northern Ireland as in the rest of the United Kingdom and further afield, and no school can ignore the threat that the increasing drugs culture poses to the health and well-being of the children and young people in its charge.

**Ethos**

Cambridge House Grammar School promotes the moral, intellectual, personal and social development of its pupils. There is an atmosphere of care and respect within the formal and informal life of the school community.

**Rationale**

The school undertakes to:

* ensure there are clear procedures for managing drugs-related incidents
* co-ordinate drugs education and prevention programmes across all subject departments
* provide a co-ordinated system of pastoral care with the involvement of all relevant external support agencies
* develop approaches to drug education which increase pupils’ awareness of drugs and their effects and enhance pupils’ ability to cope with pressures to experiment with or use illegal substances

**Aims of Drugs Education Policy**

The policy will provide a clear statement of the school’s view on drug education.

The school will adopt a measured, professional and consistent approach to drug education and in the handling of drug related incidents. The policy will be monitored by the Board of Governors in liaison with Senior Leadership Team and staff. The policy will be reviewed in the light of changing circumstances, the publication of new guidelines or statutory legislation.

**Roles and responsibilities**

All staff have a role in the working operation of this policy: Board of governors, Principal, Designated teacher, teaching staff and non-teaching staff.

**Staff training**

Training is provided by the CASS service or other external agencies as available. The school will request training if required in the light of experience.

**Role of schools in relation to drugs issues**

Drug Education aims to prepare students for life outside school. It should provide factual and accurate information on all aspects to drugs and aim to provide the pupils with the necessary skills to resist pressures to take drugs.

Drug education has a place in the Personal, Social & Health Education programme and is supported by the pastoral care programme throughout the school. There are relevant subject programmes of study such as science, R.E., HE, PE, Learning for Life and Work, Drama, English and other subject areas which also support Drugs education. There is the possibility of specialised drug education lessons delivered by specialist staff along with the provision of adequate/suitable resources. Varied methods of delivery will be used including pupil-centred/active learning. The thrust will be on preventative education and there will be opportunities for special events e.g. drug awareness days. Assemblies will also be used to promote healthy lifestyles.

The aims of a drug education programme are to:

* promote positive attitudes towards personal health.
* inform pupils of the effects of drug use and abuse.
* help pupils acquire skills in managing the pressures of the youth culture they live in.
* build up the self-esteem of the pupils.
* help pupils acquire decision-making skills.
* create a climate where a young person feels comfortable to discuss problems around substance misuse.
* encourage a participative approach in which each pupil is actively involved.
* encourage a healthy and critical respect for all substances taken into the body.
* foster skills that will empower them to take responsibility for their own health and safety.

**Staff use of smoking and alcohol**

Cambridge House Grammar School operates a non-smoking policy. ‘Drugs and Alcohol in the Workplace Guidance’ is obtainable from the Health and Safety Executive for Northern Ireland.

**Communicating the policy to parents and other relevant agencies**

Parents are invited to become involved in the consultation process as appropriate and often. Pupils are enabled to become involved in the consultation process as appropriate. All policies are available on the school’s website.

**Procedures for managing drug -related incidents**

The school has clearly defined procedures for dealing with substances found on the school premises, for finding/suspecting a pupil of possessing drugs and for dealing with a pupil under the influence of drugs

**Disciplinary measures**

Cambridge House Grammar School is committed to tackling drug misuse among young people,and that any instances of possession, use or supply of illegal drugs particularly on school premises or on school-related activities, willbe regarded with the utmost seriousness.The Discipline Policy also permits sanctions to be applied in relation to incidents off site. This applies to situations where pupils may be in or out of school uniform. It would not be appropriate to prescribe centrally specific sanctions which should beapplied to drug-related incidents. The Principal in consultation with the Senior Leadership Team and the Board of Governors retains responsibility for deciding how torespond to particular incidents, taking account of factors such as the age of the pupilconcerned, whether the incident involved one pupil or a group of pupils, whether there hasbeen evidence of particular peer group pressure and whether this is a first offence.

The police and the courts differentiate between cases of possession, possession with intent to supply and supply. Cambridge House Grammar School will also differentiate and use the school’s Discipline Policy within each individual context in a measured, co-ordinated and professional manner in line with the full repertoire of sanctions outlined within the Discipline Policy.

**Confidentiality**

The school can never guarantee confidentiality to pupils; any criminal activity disclosed must be passed on to the designated teacher, security forces including PSNI and NEELB.

DENI 2004/9 Circular, in conjunction with guidance material from the Northern Ireland Council for the Curriculum, Examinations and Assessment (CEA), was issued to all schools in Northern Ireland and this updates previous guidance on the teaching of drugs education and the handling of drug-related incidents on school premises.

Misuse of drugs is not confined to illegal drugs, the advice contained in the Circular and the CCEA guidance material also applies to the misuse of alcohol, tobacco, volatile substances, over-the-counter and prescribed medication, and performance enhancing drugs in sport.

Drug misuse has implications, not only for the individuals involved, but for their families and the wider community. It can result in under-achievement at school and can be associated with truancy and behavioural problems.

**The role of schools in relation to drugs issues is twofold: prevention and protection.**

The responsibility for preventionis exercised through drugs education programmes. Health Education is a compulsory cross-curricular theme for all pupils aged 4-16. Taught in the context of other compulsory subjects, one of the theme’s main objectives is that pupils should develop their knowledge and understanding of the use, misuse, risks and effects of drugs and other potentially harmful substances; and they should develop a critical awareness of the relevant personal, social and economic implications. Drugs education will continue to be a part of the revised curriculum and should engage the young people as part of a developed Personal Social and Health Education programme or a Personal Development programme. The school considers it appropriate to work in partnership with representatives of the local community during the development of their drugs education policy. The school strives to be health promoting environments, both for pupils and for teaching staff and other employees. As a workplace we also have adopted the NEELB policy relating to staff use of drugs and alcohol and we aim to promote a health environment.

**Definition of a Drug:**

A drug is any substance which when taken, alters the way a person behaves, feels, sees or thinks: any substance taken into the body which artificially affects the body functions, emotional state or behaviour of an individual.

“Illegal drugs” are those substances listed as controlled drugs.

“Illicit drugs” include socially unacceptable legal drugs e.g. poppers, solvents, magic mushrooms and underage consumption of alcohol and tobacco.

“Prescription drugs” are those which are issued on prescription by a doctor.

**Outside Speakers**

Visiting speakers, such as a local health promotion officer or PSNI, can fulfil a valuable expert role and will be used in contributory subject provision. When visiting speakers are used, there will be staff supervision at all times.

**Pastoral Support for pupils:**

Where a pupil has been identified by the school as having experimented with illegal drugs, or as being at risk of doing so, he or she will be offered appropriate counselling and support within the school’s general arrangements for the pastoral care of its pupils, and her or his parents will be informed.

The school will make parents and pupil aware of the range of specialised agencies, support and counselling services available in their areas which may be in a position to support a pupil at risk: EWO, PSNI, Health and Social Care Services. The school will also take careful consideration of the legal position and of child protection guidelines and other policies within the school. At all times the needs of the individual pupils will be considered and appropriate interventions and support mechanisms put in place. In serious cases, higher levels of Behaviour Contract may be instigated and/or other appropriate sanctions in line with the school’s Discipline Policy.

**Dealing with the Media**

Only the Principal or a designated deputy will deal with media enquiries. It is essential that the privacy of the pupil and her/his family is respected.

**Children and Young People with Special Educational Needs**

Drugs education is just as necessary for pupils with special educational needs. The Northern Ireland Code of Practice for the identification and assessment of pupils with special educational needs refers to theneed for the Education and Library Board to take account of any clear, recorded evidence of such misuse in considering whether the pupil may need statutory assessment.

In cases where it is known or suspected that school premises or grounds are used out of hours for drug or solvent misuse, the PSNI will be notified and the Principal will ensure that arrangements are in place to check the premises and grounds for signs of such misuse. It may be necessary to make arrangements with the local council’s Environmental Services Department for the safe and secure disposal of dangerous matter.

**Protocol and Procedures**

A drug related incident includes one or more of the following:

* inappropriate behaviour
* possession
* use
* possession with intent to supply
* finding drugs related items

The school operates on the fundamental principle that schools act in loco parentis – that their primary concern must be the well-being and safety of all the pupils in their charge. It is the duty of all schools to report any incident involving drugs to the Designated Officer in the relevant employing authority.

Every member of staff of the school, both teaching and non-teaching, will be completely familiar with

their school’s procedures, and know whom to contact and what to do when a young person is suspected either of being in possession of drugs or being under the influence of drugs, including alcohol.

Care is taken to ensure that the procedures are brought to the attention of new members of staff as part of their induction training. Schools will ensure the provision of training for all staff to support the full implementation of the school’s drugs policy.

In every case, however, where action needs to be taken to protect the young person or young people involved, the need to avoid unnecessary physical risk to the member(s) of staff concerned will also be taken into account. Every effort will be made to ensure the safety of the young people but staff will also have a proper regard to their own safety.

* sensitivity will be used
* emergency First Aid procedures will be used if needed
* consideration will be given to the implications of the Human Rights Act

Child Protection measures will be invoked if a member of staff has concerns regarding discharging the pupil into the care of a parent/guardian who may themselves be under the influence of drugs or alcohol

**Procedures for using outside agencies in school** refer to pages 24 & 25 of CEA guidance

**Emergency First Aid procedures** refer page 40 of CEA guidance

**Storage of harmful substances:** such substances will be secured in line with normal school procedures

**Storage, handling and disposal of hazardous substances:** such substances will be stored, handled and disposed of in line with normal school procedures. Where solvents are used in school these will be carefully monitored and supervised (COSHH regulations).

**Administration of medication in school: (See Medication Policy)**

**Members of staff:** report to the Designated Teacher along with a brief factual written account. The law permits school staff to take temporary possession of a suspected substance. This will be directly forwarded to the Designated teacher. An adult witness will be present when confiscations occur and a record of details provided.

**Designated Teacher for Drugs:** oversees and co-ordinates the curricular provision, pastoral care, co-ordinates the school’s procedures, co-ordinates training, induction of new staff, acts as a contact point co-ordinates with outside agencies, takes possession of any related items, complete a factual report and forward it to the Principal. A deputy Drugs Officer should be available in the absence of the Designated Teacher.

**Principal:** determines the circumstances of all incidents, contacts parents/guardians, informs parents/guardians if PSNI wish to interview the pupil, informs and liaises with PSNI, takes account of welfare of the pupil, other pupils and the handling, storage and safe disposal of items, informs the Board of Governors, agrees any appropriate pastoral/disciplinary response, reports the incident to NEELB, if appropriate forwards a written report to Board of Governors and NEELB Designated Officer.

**Board of Governors:** foster and support the review of the drugs policy and education programme.

**PSNI:** investigate any criminal offence, have a Community and Schools Involvement Officer to work with schools.

It may be appropriate to search a pupil’s desk or locker but personal possessions will only be searched with consent. This will be done in the presence of the pupil and an adult witness. If no consent is given, parents/guardians and/or PSNI will be contacted. No physical search will occur. A pupil will not be detained against their will. If a member of staff has reasonable grounds to suspect that the pupil has in their possession or has taken a controlled drug, a citizens arrest may be effected.

Managing an incident – summary

Actions by members of staff in the event of a suspected drugs-related incident:

1. Assess the situation and decide on action
2. Secure first aid and send for additional staff if necessary
3. Make the situation safe for all students and other staff
4. Gather up any drugs/substances/evidence and forward this to the Drugs Officer
5. Write a factual account and forward this to the Drugs Officer

Actions taken by the Drugs Officer

1. Respond to first aiders advice and recommendations
2. Inform parents/guardians immediately
3. Take possession of any evidence
4. Inform Principal
5. Inform the relevant NEELB officer and CSIO
6. Take initial responsibility for pupils involved in the suspected incident
7. Complete an incident report form and forward this to the Principal

Actions taken by the Principal

1. Determine the circumstances from the reports
2. Verify that the following people have been contacted: parents/guardians, Community and Schools Involvement Officer, NEELB Officer.
3. Inform the Board of Governors (Chairman and/or Vice Chairman as appropriate)
4. Agree pastoral and disciplinary responses including counselling services support
5. Forward a copy of the incident report to the Chairman of the Board of Governors and the designated NEELB Officer
6. Review policy and procedures if necessary in the light of experience

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| Signed: |  | Chair of Board of Governors |
| Signed: | Untitled-1 | Principal |
| Date | 2 December 2014 |  |  |