



URSULINE HIGH SCHOOL
Wimbledon

Substance Misuse Policy

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HEADTEACHER Ms JULIA WATERS BSc (Hons) MA

URSULINE HIGH SCHOOL CRESCENT ROAD WIMBLEDON LONDON SW20 8HA

TEL: 020 8255 2688 FAX: 020 8255 2687

E-MAIL: enquiries@ursulinehigh.merton.sch.uk

WEBSITE: www.ursulinehigh.merton.sch.uk

Related Policies

The following policies fall under our safeguarding umbrella and have links with these policies:

- Safeguarding Policy
- Staff Code of Conduct
- Behaviour Policy
- Whistle-blowing
- Health and Safety including site security
- Students with medical conditions(incorporating Medical Room procedures)
- Search for weapons policy
- PSHE policy
- Medicines Policy

Our ethos

The Ursuline High School is committed to safeguarding and promoting the welfare of all its pupils and staff. The school will always take a considered and sensitive approach in order that we can support and recognise that each pupil's and staff's welfare is of paramount importance. Our school will establish and maintain an ethos where:

- a) safeguarding is threaded through everything we do in our school ('the golden thread');*
- b) pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something, be it with regard to adults or their peers;
- c) we recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are encouraged to maintain an attitude of '**it could happen here**' where safeguarding is concerned;
- d) through robust training and induction, all staff and regular visitors will know how to recognise indicators of concern;
- e) at all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with '*Working Together to Safeguard Children*' (2015).
- f) Each person is able to work in a secure and safe environment.

THE SCHOOL'S ROLE IN COMBATING DRUG MISUSE

Vision

The School Mission Statement states clearly that the Ursuline is committed to developing personal qualities of understanding of self and others, self-discipline and motivation, responsible maturity, creative freedom and integrity.

At the Ursuline we

- are aware of the harm that drugs can do to individuals, families and the community.

- are developing our policy as our part in contributing to the national drug strategy and Merton's corporate drug strategy.
- are committed to the health and well-being of the whole school community
- are aware of the continuous changes to the drugs scene both locally and nationally and will continuously review our policy to reflect this.

The purpose and rationale for this policy is

- to inform all members of the school community and the individuals and organisations that support it, about the school's commitment to preventing drug misuse and our strategy for putting that into practice.
- to help create a safe and healthy environment in which students and staff can work and achieve
- to set out the school's response to drug related incidents.
- to set out a whole school curriculum for drug education as part of the provision for PSHCE.
- to outline the roles and responsibilities of key people in implementing the policy.

The policy covers

- the use of medicines, tobacco, alcohol, solvents and illegal drugs.
- the physical areas where drugs may be used including school premises, school journeys and visits.

Definition of a drug

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. This definition includes illegal substances and also legal substances such as: alcohol, tobacco, volatile substances, over the counter and prescription medicines.

DRUG EDUCATION IN THE CURRICULUM

All students have an entitlement to receive drug education throughout the school as part of a spiral curriculum from Year 7 to Year 13.

The aims for our drugs education programme are

- to ensure that all students get accurate and up-to-date information about the risks of using drugs, the legal position concerning drugs and the help that students need to develop the skills to make informed and responsible decisions.
- to help keep students safe and healthy.
- to help students to safe in a society where they may be exposed to alcohol and substance misuse.
- to help students develop positive attitudes such as self-esteem, respect for their bodies, responsibility for themselves and others.

Drug education will be delivered through a programme which

- involves a cross-curricular approach using PSHCE and ~~Citizenship~~, English, Science and Religious Education.
- is taught by a team of teachers using a variety of teaching methods
- is managed by the school PSHCE lead ~~and Citizenship co-ordinator~~ in conjunction with Heads of Faculty and Heads of Year.
- uses the skills and expertise of approved external agencies (e.g. School Nurse, *Safer Schools Officer and partner agencies such as Catch 22*)

A safe climate for students to learn about drugs will be established by the negotiation of ground rules about

- confidentiality
- listening to each other
- respect for diverse views within each class

Student progress in drug education will be assessed and reported to parents as part of

- form tutor reports on PSHCE

Parents/Carers will be informed about drug education and drug related issues by

- information evenings in Key Stages 3 and 4
- curriculum guides
- Pastoral newsletter

MANAGING DRUG-RELATED INCIDENTS

School rules about drugs on school premises are

Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

Alcohol

Alcohol must be stored securely by staff on school premises. No student should be in school or on a school journey or trip in possession of or under the influence of alcohol. Visitors under the influence of alcohol will be asked to leave the school premises and return at a later date for the safety of the whole school. Pupils under the influence of alcohol will have their parents called to collect them.

Smoking

The school is a non-smoking site at all times; this applies non-smoking policy applies to all school journeys and trips. Pupils are not permitted to bring to school smoking materials including matches, lighters and vaping devices. In the interests of health and safety, should a pupil be found in possession of these items they will be confiscated and parents informed.

Illegal drugs

No illegal drugs are allowed to be brought on to, or used on the school premises. This no illegal drugs policy applies to all school journeys and trips.

Solvents

The school will ensure that all potentially hazardous materials are stored securely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of solvents in school, on school journeys or trips.

Responses to drug related incidents

A drug related incident may be any of the following:

- Finding drugs, or related paraphernalia
- Possession of drugs by an individual on school premises, school journey or trip.
- Use of drugs by an individual on school premises, journey or trip.
- Supply of drugs on school premises, journey or trip.
- Individuals disclosing their use of drugs
- Rumours of parents, staff or students using drugs

- Reports of parents, staff or students using drugs

General principles which the school will follow in deciding a response to a drug related incident are that

- all situations will be carefully assessed before deciding on a response.
- the needs of the individual will be balanced with the needs of the health and safety of the school as a whole.
- sanctions will be used in proportion to the nature and seriousness of the offence .
- possession or use of substances will be dealt with according to the school's disciplinary procedures as outlined in the Behaviour Policy. *There is Zero tolerance to illegal drugs brought into school and this will result in permanent exclusion.*
- If permanent exclusion is thought to be an appropriate response, the school will try to ensure that the student is referred to a suitable agency for advice and counselling.

Responsibilities of teachers (including Heads of Year and support staff):

Staff should be vigilant for the following signs of drug or alcohol abuse:

- Bloodshot eyes
- Dilated pupils
- Frequent nosebleeds
- Shakes or tremors
- Behaviour changes, particularly lack of motivation, irritability or agitation
- An unusual need for money
- Suspicious injuries or bruises
- Slurred speech

A teacher finding or suspecting a student to be in possession on school premises should inform the Head Teacher

A teacher having a suspicion that drugs are being used off the school premises should:

- pass the information on to the Head Teacher or *Assistant Head Teacher Inclusion*

A teacher receiving a disclosure from a student about their involvement with drugs should:

- listen carefully
- establish whether there is any immediate risk to health or safety
- explain limits of confidentiality i.e. that all disclosure of illegal drug use will be passed on to Head of Year.
- Immediately inform the Head Teacher or *Assistant Head Teacher Inclusion*

A teacher receiving a disclosure by a student about parental drug use and/or dealing should:

- listen carefully
- explain limits of confidentiality
- Immediately inform the Head Teacher or *Assistant Head Teacher Inclusion*

A teacher receiving a disclosure by a parent about their own drug use should,

- Immediately inform the Head Teacher or *Assistant Head Teacher Inclusion*

A teacher receiving a disclosure or discovering or having suspicion about another teacher's drug use should:

Immediately inform the Head Teacher or *Assistant Head Teacher Inclusion*

Responsibilities

Responsibilities of the Head Teacher

- establish the facts
- contact the student's parents /carers
- decide on the sanctions to be imposed
- decide upon appropriate support for the student
- *If a student is found in possession of an illegal substance it should be removed from the student and destroyed immediately if it is not the part an immediate Police investigation. Photographic evidence can be obtained before this.*

Responsibilities of Assistant Head Teacher Inclusion

- Establish the facts
- Coordinate support for students who have issues with substances or have parents/carers who have issues with substances.
- Manage any Child protection issues arising from substance related incidents or disclosures.
- Work with the Head Teacher in handling any substance related incidents.

Searching a student

- *This may be done at the Head Teacher's discretion.* If a student is believed to be in the physical possession of an illegal substance, teachers have the right to search a student without his or her consent in order to recover the substance, if the Head Teacher believes that they may possess substances which could be 'harmful or detrimental to good order and discipline.' Staff should follow the guidelines set out in the Prohibited Items Policy. Police maybe contacted regarding the search if necessary, as outlined in the Prohibited Items Policy.
 - If no substances are found in the students possession parents will be informed of the search and the reasons for suspicion; and the records of the search placed upon their file.

To instigate formal police action

- If a student is found in possession of or dealing in an illegal substance and, *at the Head Teacher's discretion*, the school wishes to formally proceed with police action, the school should contact the School Police Officer or phone the control room at Wimbledon Police Station and a uniformed officer will attend to deal with the incident. The telephone number is 101
- The Headteacher should also contact the parent/carer as soon as possible. This is so that they are aware of the incident and how the school propose to deal with it. A parent or guardian must be present at the police station due to the age of the student arrested.

Confidentiality

Adults working with young people may come to possess sensitive information, some of it relating to illegal activity. All parties need to be clear about the principles of confidentiality which apply in

these circumstances. Drug education or interviews with students may give rise to any of the following:

- a disclosure of personal experience of drug use
- information about other people's drug use including siblings, friends and relatives
- requests for specific help or advice in managing a personal drug-related problem
- Adults working with young people may, therefore come to possess sensitive information, some of it relating to illegal activity. All parties need to be clear about the rules of confidentiality which apply in these circumstances.

Principles for confidentiality

- The school is not able to offer students or their parents/carers unconditional confidentiality, because of child protection considerations. All substance related incidents should be brought to the attention of the Head Teacher.
- The school is not obliged in law to take any action on being told that a student or any other person has used an illegal drug. However, if the Head Teacher thinks that from the information disclosed that the behaviour is likely to put the young person at risk of physical or moral harm, they must pass this information on to the appropriate person in the school, following the agreed Child Protection procedures.
- The Head Teacher is not obliged to contact the police if they discover evidence of illegal drug activity by their students.
- The Head Teacher will contact the parent/carer in all cases of evidence of the use of solvents, alcohol or any illegal drug.

Dealing with the Press

- All enquiries from the press as a result of a drug related incident in school should be directed to Merton Council's press office on 0208 545 4654 for joint statements to be issued by them on behalf of the school, the police and the LA.

Recording of Drug-related incidents

- All incidents where a drug has been found, whether on a student or not, should be recorded and kept on file.

Involving other agencies

- Other agencies which the school may wish to involve in their response to a drug related incident are the Education Welfare Service, the School Nurse, any counsellors used by the school and Catch 22 (see below)
- Catch 22 is the specialist young person's drug agency in the borough and should be the first port of call for the school for information, advice and support for a young person. They can also advise parents and carers regarding young people and drugs.
- The Assistant Head Teacher will maintain an up-to-date list of agencies which can provide information, advice, counselling and treatment relating to drug problems for students, staff and parents.

Review of the Policy

The Policy will be reviewed every three years by the Pastoral Committee; or sooner as required.