**Definition of terms:**

**drug:**
'A drug is a substance people take to change the way they feel, think or behave', (Definition from United Nations Office on Drugs and Crime).

Drugs referred to in this guidance include:
- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrates (known as poppers), psychoactive substances ('legal highs')
- All over-the-counter and prescription medicines

**drug use:**
The consumption of any drug. All drug use, including medicinal use, carries the potential for harm.

**drug misuse:**
Drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems.

**drug abuse:**
Drug taking which harms health or functioning. It may be part of a wider spectrum of problematic or harmful behaviour.
Drug Education: Curriculum Provision

Aim:
The overall aim of drug education in the school is to equip pupils with the necessary knowledge, skills and attitudes to enable them to be in a position to make informed, healthy choices and decisions and to prevent or reduce the harmful consequences of drug misuse.

Objectives / pupil learning outcomes:
- To protect students from the dangers of drugs and there misuse.
- To provide accurate information about drugs and the law relating to them;
- To increase understanding about the implications and possible consequences of use and misuse of drugs;
- To provide opportunities to examine attitudes and values to drug use;
- To promote the development of personal and social skills relating to health behaviour and the opportunity to practise them;
- To enable young people to identify sources of appropriate personal support.

Curriculum Organisation

Context
- Drug education is provided at Oxted School within a programme of PSHE and the tutor programme, where wider issues of promoting health, positive behaviour and social responsibility can be addressed and where drug misuse prevention is but one component. (Specific drug related information is also provided within the statutory science curriculum).
- The school acknowledges that a positive, health promoting ethos helps pupils to feel valued and part of the school community and in doing so helps to build self esteem and self images that may help pupils to cope more effectively in drug related situations.
- PSHE is delivered to all pupils (Years 7 – 11). The work is coordinated by a member of staff with specific responsibility for that role.
- Staff teaching drug education are provided with detailed schemes of work.
- The PSHE Coordinator is responsible for keeping up to date with current thinking, and updating schemes of work appropriately.

Parental involvement:
- The school believes that it is important to have the support of parents and the wider community for the drug education programme. Parents will be given the opportunity to find out about and discuss the school’s programme (through the parent bulletin and a parent awareness session).

Visiting Speakers
- Visiting speakers from the community, e.g. health promotion specialists, community police officers make a valuable contribution to the programme, and are to be encouraged. Their input is carefully planned so as to fit into and complement the programme. The PSHE Coordinator will arrange these visits.

Methods of approach:
In keeping with the school’s approach to PSHE a variety of teaching and learning methods are used as appropriate to the topic and needs of the pupils, e.g. brainstorming, role play and group discussion. These strategies enable pupils to:
- place new learning in the context of previous experience
- explore currently held personal and cultural beliefs and values in the context of new learning
- apply new learning to other situations
- relate new knowledge to current behaviour, so as to be able to make and act on informed choices
- actively consider the implications of the learning for themselves, society and the environment
Monitoring and evaluation:

The PSHE co-ordinator will monitor delivery of the programme through observation and discussion with teaching staff to ensure consistent and coherent curriculum provision. Evaluation of the programme’s effectiveness will be conducted on the basis of:

- pupil and teacher evaluation of the content and learning processes
- staff meetings to review and share experience
- assessment of pupil learning objectives/outcomes

Substances on site

The school’s position is as follows:

Tobacco
- The school operates a no smoking policy at all times throughout the building and grounds.
- This policy applies to all pupils, employees, parents and visitors.
- Students must not smoke where they are likely to bring the name of Oxted School into disrepute.

Alcohol
- The possession and use of alcohol on school premises during the working day is prohibited for all members of the school community.

- The Headteacher must be consulted and permission obtained before arranging any functions at which alcohol may be consumed.

- As a rule, alcohol should not be consumed at any function where pupils are present but this is left to the careful discretion of the Headteacher for each event. If it is permitted, steps must be taken to ensure that pupils do not have access to alcohol themselves (e.g. through serving drinks, etc.).

- Events involving alcohol for staff, governors, parents and members of the community are permitted on school premises when pupils are NOT present, at the discretion of the Headteacher.

EXTRA-CURRICULUM pre 6th form
- Alcohol should never be made available. If there is a likelihood of pupils finding it available (eg on trips abroad), clear rules of abstinence should be set out beforehand, and the situation explained to parents.

EXTRA-CURRICULUM - sixth form
- Moderate availability within legal limits may be arranged for students in special circumstances, which must be cleared by the Headteacher. Such availability should be made known to parents and possible hazards should be assessed before making such arrangements.

Solvents
- The school recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. White board markers should be kept secure at all times. cf. COSHH regulations relating to the secure storage and safe keeping of solvent substances in classrooms and labs.

  - Correcting fluid is not permitted in school.
  - Aerosol sprays are not permitted for use in school.

Medication: over the counter and prescribed drugs
- Where it is not possible for parents to administer medicines to their children themselves out of school hours pupils should bring in a written request/signed request form from parents/carers and hand the medication into the school office/medical room. The school will not dispense paracetamol without authorisation from parents.

- Asthma reliever inhalers are kept by pupils for easy and immediate access (staff must be made aware
RESPONDING TO DRUG RELATED INCIDENTS:

The school acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies. The school will consider each drug incident individually and recognises that a variety of responses will be necessary to deal with incidents. It will consider very carefully the implications of any action it may take. The school seeks to balance the interests of the pupils involved, the other school members and the local community. (See Appendix A for specific guidance)

The range of responses includes:
1. The use of in-school counselling services (these are confidential sessions provided by professionals from Relate counselling services).
2. Referral to outside agencies for counselling treatment.
3. Case references to discuss the options carefully before devising action plans to enable pupils to remain in school and receive appropriate help.
4. Behaviour contracts (setting out clearly the terms on which a pupil can remain at the school - emphasising positive rather negative behaviour).
5. Intensive in-school programmes (DfE guidance Mental Health and Behaviour in Schools (March 2015) [APDR documentation and report])
6. Inter-agency education programmes such as Drug Intervention Programme Supporting Youth (Catch 22).
7. Support and advice from local police contacts.

A list of information and advice sources can be found in Appendix A

Possible sanctions include detentions, parents being contacted to take pupil home, internal isolation, fixed term exclusion, fixed term cessation of privileges. Permanent exclusion remains an option but is viewed as a final course of action (as it may only transfer the problem).

Emergency situations
If a pupil is deemed to be in danger as a result of drug misuse e.g. collapsed, unconscious, the following course of action should be taken:
• Notify student services by fastest possible means to call an ambulance and briefly outline the cause of the emergency.
• Summon help immediately from another member of staff and send for a first aider.
• Provide emergency aid to pupil as appropriate.
• Notify the Headteacher or another senior manager, who will arrange for parents to be contacted.
• Remove, in the presence of an adult witness, any suspicious substances/equipment and retain in case they are required by ambulance staff.
• Record the incident in the school's medical book/complete an incident form.
• A written report will be given to the Headteacher, Deputy Head, Head of House and Key Stage Leader and Year Leader.

Intoxication
• The pupil will be removed to quiet room and be accompanied by a member of staff at all times.
• The school nurse / first aider will be called and further medical help summoned if necessary.
• Parents will be informed and called to the school to collect the pupil and advised to visit their GP or hospital.
• The incident will be recorded in the school medical book / incident form completed.
• A written report will be provided for key staff as above.

Discovery / observation
• If a pupil is discovered possessing, using or dealing any substance not permitted in school (s)he will be escorted to / approached by a senior member of staff.

The senior member of staff will seek to remove any suspicious substances from the pupil (in the presence of an adult witness) or to secure the voluntary production of any substances believed to be concealed on the pupil's person. (Intimate physical searches should not be made by any teacher). Any substance taken possession of
will be sealed in a labelled plastic bag, signed by the witness present with the date and time added. Further guidance: Screening, Searching and Confiscation – advice for head teachers, staff and governing bodies http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation

- The member of staff involved will make a full written record of the circumstances leading to the discovery or suspicion.
- Where appropriate other persons involved should be informed at the earliest opportunity that in view of the seriousness of the matter a written record will be made and the incident may be referred to external authorities.
- The pupil will be kept out of class / away from peers. The pupil will be informed that the situation is a serious one (particularly if the substance in question is believed to be an illegal one) and that parents (and police) will be informed and asked to attend the school.
- The Headteacher will be notified, who in turn will sanction appropriate interim pastoral and disciplinary measures.
- If the substance is / or is suspected of being illegal, the Headteacher will call the local police to help with identification of the substance and give appropriate police involvement.
- The Chair of Governors will be kept informed.

Disclosure
- A pupil may disclose to a member of staff that (s)he has been using drugs or is concerned about someone else’s drug use, out of school hours. Concern for the pupil's welfare will be paramount but teachers will not be able to promise complete confidentiality and should make this known to any pupil seeking such an assurance.
- Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. The House team, year leader, pastoral deputy and headteacher will be informed and further help sought if appropriate. The pupil may be referred to a drugs or counselling agency / intervention programme (that is part of a community, multi-agency support network to the school).

Suspicion / hearsay
Any hearsay / rumour about pupil drug use will be carefully evaluated in the light of the school’s own knowledge about the pupil and sensitively investigated before any possible action is taken. In cases where it is felt the suspicion could be founded, but is not proven, parents will be informed about the suspicion, even if no action is to be taken.

If staff believe the rumour to be completely unfounded, steps will be taken to challenge the rumour and its effects, e.g.
- challenging the behaviour that might have led to the rumour
- challenging those responsible for circulating ill-formed information
- challenging the environment in which rumours breed

If there is suspicion of a pupil misusing drugs the pupil will be observed and monitored over a period of time before deciding on appropriate action to be taken.

Substance Abusing Parents
The school recognises that some of its pupils may have a parent whose drug use (legal and/or illegal) is problematic. The child’s welfare in this case is paramount and the school will act, within the legal limits that it can, to support the child in a variety of ways, practically and emotionally. Key staff involved in such support have received guidance and training in this area.

If a member of staff suspects that a parent collecting their child from school and intending to drive is intoxicated the police advice is that efforts should be calmly made to help the parent think of alternative, safer ways of getting home. This might include walking home, getting somebody else to collect them or calling a taxi. If the parent becomes aggressive and insists on driving on no account should staff put their own safety or security at risk. If possible staff should note down details of the car and phone the police with this information as soon as possible.
In all cases listed above the school may decide to consult with local police to give intelligence, report concerns, seek advice and support. If it is felt necessary then the school may make use of drug dogs and drug testing strategies.

**Training and support for staff**

All new staff to the school benefit from a drugs education training programme in order to enhance their PSHE delivery skills. Support for teaching and understanding drugs related issues is also incorporated in our staff INSET programme using a range of agencies.

The SLT member with oversight of the PSHE co-ordinator has responsibility for ensuring that drugs issues are handled in the spirit embodied in this document.

**Review of this policy**

This policy is reviewed biennially and in the light of any incident that may occur related to drugs or any new findings arising from educational research.

**Appendix A**

Addaction is one of the UK’s largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640  Email: admin@adfam.org.uk  Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems.

Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk  Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.  Tel: 020 7739 5902   Email: enquiries@ash.org.uk  Website: www.ash.org.uk

Children’s Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 877910   Email: clc@essex.ac.uk  Website: www.childrenslegalcentre.com

Children’s Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: info@crae.org.uk  Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7307 7450  Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else’s drinking.

Tel: 0800 917 8282  (lines are open 24 hours a day)
Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners:
Website: http://www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.
Tel: 020 7520 7550  Email: info@drugscope.org.uk  Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.
24 Hour Helpline: 0800 776600  Email: frank@talktofrank.com  Website: www.talktofrank.com

Schools can receive free FRANK resource materials, updates and newsletters by registering at http://ddshl.broadsystem.com/freeleaflets.aspx

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.
Tel: 020 7739 8494. Email admin@mentoruk.org  Website: www.mentoruk.org.uk

National Children’s Bureau promotes the interests and well-being of all children and young people across every aspect of their lives.
Tel: 020 7843 6000  Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.
Tel: 0800 800 2222  Website: http://familylives.org.uk/

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people.
Tel: 01785 817885  Information line: 01785 810762
Email: information@re-solv.org  Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169
Website: http://smokefree.nhs.uk

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.
Website: www.starsnationalinitiative.org.uk

Directgov Young People can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and educational options, money, as well as helping young people find out about activities they can get involved in.
Website:  http://www.direct.gov.uk/en/YoungPeople/index.htm

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent
offending by young people under the age of 18.
Website: http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm

Source of contact information: DfE and ACPO drug advice for Schools – September 2012

Catch 22
Website: www.catch-22.org.uk

Signs and Symptoms of involvement in drugs

Warning signs in individuals:
• Excessive spending or borrowing of money
• Stealing money or goods
• Unusual outbreaks of temper
• Parents may report that time is being spent away from home
• Decline in school performance
• Disregard for physical appearance
• Lack of appetite
• Heavy use of aftershave or perfume to disguise the smell of drugs
• Changes in the pattern of attendance
• Decline in willingness to participate in activities
• Wearing sunglasses at inappropriate times (to hide dilated/constricted pupils)

Warning signs in groups:
• Maintaining distance from other pupils
• Being the subject of drug related rumours
• Talking to strangers on or near the premises
• Use of drug takers slang
• Exchanging objects or money in unusual circumstances
• Stealing which appears to be the work of several individuals