



SHAPWICK SCHOOL

'The same road by different steps'

DRUGS, ALCOHOL & TOBACCO POLICY

Review: 31st August 2019

SHAPWICK SCHOOL

DRUGS, ALCOHOL & TOBACCO POLICY

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DRUGS, ALCOHOL & TOBACCO POLICY

The possession, use or supply of illegal and other unauthorised drugs by staff, young people and visitors is wholly unacceptable.

1. Introduction

Shapwick School has adopted the definition of a 'drug' as "any substance people take to change the way they feel, think or behave". It includes all:

- over-the-counter (PRN) and prescription medicines
- legal drugs such as alcohol, tobacco and volatile substances (those giving off a gas or vapour which can be inhaled) and
- illicit/controlled drugs (as defined under the Misuse of Drugs Act 1971).

We recognise the importance of effective health and safety management in compliance with the Health & Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1992; and acknowledge our responsibility for ensuring the health, safety and welfare of all those we work with especially our employees, young people and visitors to our premises.

We also acknowledge that we have a key role to play in providing drug education and pastoral support to young people and identifying children vulnerable to drug misuse, so that those who need extra help receive it either at Shapwick School or through referral to other services.

This policy and all associated procedures apply to all staff (including agency staff, volunteers and students on placement), young people and visitors and should be read in conjunction with other safeguarding and employment policies including (not an exhaustive list):

- Anti-Bullying Policy
- Compliments and Complaints Policy
- Equality and Diversity Policy
- E-Safety and Multi-Media Policy
- Health and Safety Policy
- Management of Behaviour: Rewards and Sanctions Policy
- Off-Site Visits Policy
- Privacy Policy
- Recruitment and Selection Policy
- Restrictive Physical Intervention (RPI) Policy
- Runaway and Missing from Home, Care and Education (RMFHCE) Policy
- Safe Working (Caring) Practice Policy
- Safeguarding and Child Protection Policy
- Whistle Blowing Policy

Failure to comply with these policies and procedures may result in disciplinary action.

2. Drug education

Education about the effects of medicines, alcohol, tobacco and other drugs occurs in a variety of settings at Shapwick School including PSD (Personal and Social Development)/PSHE (Personal, Social and Health Education), Science and other areas of the academic and social curriculum.

In discussing drug-related issues with young people, staff must adopt an open and consistent approach which is sensitive to the fact that young people may have varying attitudes towards drugs which are influenced by their cultural and religious backgrounds; their life experiences, beliefs and values. The need to safeguard and promote young people's well-being and self-esteem must take precedence over the beliefs and preferences of staff.

3. Roles and responsibilities

The designated senior member of staff with overall responsibility for all drug-related issues at Shapwick School is the Principal. For further information on the **roles and responsibilities** of the Designated Person see Appendix 1.

All staff must report and record any drug-related issues associated with young people, staff and visitors to senior staff.

4. Smoking/Vaping

Smoking or vaping is prohibited in all buildings and vehicles owned, hired or leased for Shapwick School business.

Staff are encouraged to seek assistance in stopping smoking/vaping and are strictly forbidden to smoke/vape on any part of the Shapwick School site.

We recognise that smoking/vaping is a serious health risk and nicotine addiction is a significant issue for many of our young people. We actively discourage smoking/vaping by offering:

- information and support to manage the addiction and
- access to approved smoking cessation programmes.

The possession and use of e-cigarettes and associated paraphernalia will be treated in the same way as tobacco cigarettes and related products.

5. Authorised drug use

Some young people have a legitimate reason for using prescribed and over-the-counter (PRN) medicines and Shapwick School has clear policies on the administration, storage and disposal of such drugs.

6. Responding to drug-related incidents

The consumption of alcohol, volatile and illegal substances by young people is strictly forbidden at Shapwick School and young people are discouraged from indulging in such behaviour elsewhere.

However, our response always focuses on promoting and safeguarding the welfare of children and young people, and all necessary support, including medical intervention, is offered to any young person attending Shapwick School suffering from the effects of and/or addiction to any such substances.

All drug-related incidents (confirmed or otherwise) must be reported to senior staff and recorded as soon as is reasonably possible (and in any event within 24 hours of the incident); and will be addressed in accordance with relevant policies, procedures and guidance.

Any risks associated with children and young people offending, misusing drugs or alcohol and self-harming are documented and communicated to the adults who work with them. Where appropriate, plans and help will be put in place to reduce the risk of harm or actual harm and there is evidence that these risks are being minimised.

7. New Psychoactive Substances (“legal highs”)

New Psychoactive Substances (NPS) are drugs that are designed to replicate the effects of illegal substances. While many people may refer to these drugs as “legal highs”, this term is often misleading and factually inaccurate. Many of these substances are now under the control of the Misuse of Drugs Act 1971 and some NPS products also contain illegal substances. Most NPS fall into one of five categories based on their effects. Examples include TNT, Spice, Ivory Wave, Black Mamba and nitrous oxide.

The possession, consumption or supply of new psychoactive substances will be treated in the same way as all other unauthorised drugs.

For more information on drugs, including NPS, visit the Talk to Frank website:
www.talktofrank.com

For more information on new psychoactive substances, please refer to:
Home Office (2015) ‘*New Psychoactive Substances (NPS) resource pack*’ at
<https://www.gov.uk/government/publications/new-psychoactive-substances-nps-resource-pack>

8. Searching young people

Staff are **not authorised** to use statutory powers to search young people for alcohol, illegal drugs, tobacco or cigarette papers.

However, where a member of staff has reasonable grounds for suspecting that a young person may be in possession of illegal drugs a decision whether or not to involve the police will be made by the Principal.

Room searches and bag searches may be conducted and recorded in accordance with relevant policies, procedures and guidance.

9. Staff training

Shapwick School is committed to training all professional staff in effective drug and alcohol awareness.

10. Staff use of medication

While staff may have a legitimate reason for using prescribed and over-the-counter (PRN) medicines while on duty or on call; you must have regard for the effects that taking medication may have on your ability to safely care for children. All prescribed and over-the-counter medication brought on to our premises must be reported to a senior member of staff, who will conduct a risk assessment including the safe and appropriate storage of such personal and necessary medication belonging to staff and create an action plan after consultation with the following (as required):

- Medical professionals
- Schools' HR advisor

- Schools' Health, Safety and Estates Manager

11. Staff conduct and drugs

The consumption of alcohol, volatile and illegal substances (including NPS products), while on duty or on call, is strictly forbidden.

You must also be aware of the effects that drugs and alcohol consumed outside working hours may have on your ability to fulfil your roles and responsibilities safely and effectively whilst on duty or on call.

While we will address any drug-related dependency constructively and sensitively, any wilful possession, consumption or supply of illegal drugs will be subject to disciplinary action and may be reported to the police.

Any member of staff found to be suffering with such an issue, should in the first instance seek advice from their line manager or supervisor. However, we acknowledge that treatment for such health conditions may require specialist help and time off work. Any such absences will be considered in accordance with the terms of our policy on sickness absence and sick pay.

We also reserve the right to redeploy any individual undergoing treatment for a drug-related dependency from working directly with children and young people. In the event that the working environment is believed to be contributing to a dependency problem, then the line manager will take all reasonable steps to address the matter, in consultation with the Principal and the member of staff concerned.

12. Confiscation and disposal

All illicit and unauthorised drugs will be confiscated and disposed of in accordance with best practice. Needles and syringes should be placed in a sturdy, secure container or sharps container where available and disposed of via the local GP surgery.

13. Seeking the views of young people, parents, carers, local authorities and staff

Regular enquires are made of all young people as to how safe they feel at Setting Name and ways in which services and outcomes can be improved. The views of parents, carers, local authorities and staff are also sought through existing mechanisms for consultation and feedback. Records are kept of these enquiries and any actions taken.

14. Safeguarding and child protection

Shapwick School will always consider whether a young person's behaviour gives cause to suspect that they are suffering, or is likely to suffer, significant harm. All child protection concerns will be addressed in accordance with our 'Safeguarding and Child Protection Policy'.

15. Drug-related incidents outside of Shapwick School's premises

Where a drug-related incident outside of our premises is observed by and/or reported to staff, a decision whether or not to intervene will be made by the Principal.

16. Police involvement

Careful, child-centred decision-making is made about reporting behaviour to the police though appropriate notifications are always made and clearly documented.

If the behaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

A decision whether or not to involve the police in a drug-related incident will be made by the Principal.

17. Implementation, monitoring, evaluation and review

The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Drugs, Alcohol & Tobacco Policy' is the Principal.

The designated member of staff is also responsible for ensuring that all young people, staff, parents/carers and placing local authorities are aware of our policy. Additional support would also be provided to any parent or significant person, wishing to know more about the policy and procedures outlined above. A copy of this policy document is available for inspection on the premises during office hours and an electronic copy is posted on our website www.shapwickschool.com.

This policy document will be reviewed and publicised in writing, at least annually and, if necessary, more frequently in response to any significant incidents or new developments in national, local and organisational policy, guidance and practice.

The Advisory Board/SLT will also undertake an annual review of the school's policies and procedures relating to safeguarding, and ensure that all duties have been discharged in accordance with current legislation, regulations and statutory guidance; as well as local authority procedures and practice including the relevant Local Safeguarding Children Board(s).

The Advisory Board/SLT stringently holds senior leaders to account for all aspects of the school's performance through robust systems of governance and monitoring.

Roles and responsibilities

The designated senior member of staff with overall responsibility for all drug-related issues at Shapwick School is the Principal.

The role of the Designated Person is to:

- Oversee the planning and co-ordination of drug education;
- Monitor, evaluate and review the provision of drug education;
- Provide advice, guidance and support to staff involved in/affected by drug-related incidents;
- Provide advice, guidance and support to young people involved in/affected by drug-related incidents;
- Take responsibility for managing drug-related incidents in accordance with Shapwick School's policy and procedures;
- Liaise with relevant agencies about all safeguarding concerns, as soon as reasonably possible (and in any event within 24 hours of the concern being reported).

It is the responsibility of all staff to report and record any drug-related issues relating to young people, staff and visitors to senior staff.