



Ysgol Uwchradd Y Frenhines Elisabeth
Queen Elizabeth High School

SUBSTANCE MISUSE POLICY

GENERAL

This is a Governing Body policy, which takes into account the governors' legal responsibilities as employers and occupants of the school premises, and the following guidance: "**Drugs: Guidance for Schools**", "**10/95 Protection of Children: the Role of the Education Service**", and the guidance relating to behaviour and inclusion.

The governing body seeks to follow the guidance contained in the LEA's policy document on Drugs.

It should be read in conjunction with the school's:

- Behaviour Policy;
- Child Protection Policy;
- Exclusions Policy;
- Administration of Medicines Policy;
- Health and Safety Policy;
- Personal, Social, and Health Education (PSHE) Policy.

The governors are committed to ensuring that ours is a healthy school, free from the misuse of drugs and other substances.

AIM

The policy aims to make clear the school's approach to the problem of substance misuse. It sets out the governing body's policy on drugs education and makes clear the procedures that should be followed in responding to drug-related incidents.

RESPONSIBILITIES

The Head

The Head has overall responsibility for the implementation of the policy, for liaison with governing body and parents, and external agencies as appropriate, and for the training and support of staff.

The Head must ensure that all pupils are aware of the policy and its implications.

The Head is responsible for liaison with the media (in conjunction with the LEA) when necessary.

The Senior Learning Coordinator [Cross-curriculum]

The SLC will report to the Head and will liaise with a nominated member of the Governing Body. The SLC will also liaise with the Local Authority's Drug Adviser.

The SLC's main responsibility is to co-ordinate the detail of the school's drugs education programme, to ensure that staff have the relevant skills and to support staff under the Head's direction, and at the discretion of the Head to give advice to pupils.

Nominated Governor

This will be the same governor as the nominated governor for child protection. He/she will liaise with the SLC as appropriate and is to advise the Chair on any urgent action that needs to be taken with regard to drugs education or the misuse of drugs, and will report to the Pupil Welfare and Inclusion Committee of the Governing Body, and advise the committee on any action that needs to be taken or referred to the Governing Body. The Nominated Governor will also support the Head's liaison with parents.

Committee of the Governing Body

The Pupil Welfare and Inclusion Committee will receive termly reports from the Nominated Governor and/or the SLC or Head on the progress of the education programme, and any sanctions that have had to be applied since the last meeting. The Committee has the delegated duty to take what action it deems necessary and make a report to the next meeting of the Governing Body.

Chair of the Governing Body

The Chair of the Governing Body, in consultation with the Head and Nominated Governor, is empowered to take any necessary urgent action, and to report this to the next meeting of the governing body.

All Staff

All members of staff must know the school's policy and seek to obtain the relevant skills and knowledge to support the policy.

DEFINITION

Legal drugs that should not normally be in school include common ones such as:

- Alcohol;
- Tobacco;
- Solvents;
- over the counter drugs; and
- prescribed drugs (except those agreed by the Head under the Administration of Medicines policy).

Illegal drugs which must never be in school.

DRUGS EDUCATION

The Head will ensure that there is a planned drugs education programme as part of the PSHE programme (and other appropriate areas of the curriculum eg Science).

The programme must:

- inform pupils about drugs and their effects;
- promote a positive attitude towards a healthy lifestyle;
- increase pupils' understanding of the health and social implications of the use and misuse of drugs;
- inform pupils about course of action open to them if they or people they know become, or might become, involved in drugs activity; and
- inform pupils about support and resources available in school and outside school.

The detailed programme will be co-ordinated by the DSC in consultation with the Head and relevant staff.

ACTION TO BE TAKEN IN INCIDENTS INVOLVING MISUSE OF DRUGS

It is vitally important the staff, pupils and parents should be clear about the action that will be taken in any drug related incident.

1. Staff should ensure that all cases of misuse of drugs, or suspected misuse, are reported to the Head or another member of the Leadership Group.
2. In all instances involving substance misuse or supply on the school's premises parents will be informed, and their co-operation sought.
3. The school will consider each drug incident separately and consider the appropriate response, bearing in mind the circumstances of the case, and the need to balance the interests of the pupil, other members of the school and the wider community.
4. However, the governors believe that it is essential that parents and pupils are clear about the normal sanction that will be applied in particular instances, as follows:
 - a) a pupil who supplies any drugs or other solvents (whether legal or illegal, and regardless of the seriousness of the use) on the school premises will normally be permanently excluded for a first offence.

'Supply' includes retailing drugs on the premises, communicating with a drug dealer on behalf of another pupil of the school, introducing fellow pupils to a drug dealer, and any other instance of procuring legal or illegal drugs for him/herself or other pupils.

'Supply' includes supplying for money or free-of-charge.

In the case of the supply of a drug which is legal (including over-the-counter drugs) the Head will assess the seriousness of the incident before deciding whether to exclude permanently or for a fixed period.

Before making a decision on exclusion the Head will ensure that satisfactory investigation has been carried out.

b) a pupil who has any legal or illegal drug in his/her possession will normally be excluded for a fixed period FOR A FIRST OFFENCE, to be determined by the Head after considering all the circumstances of the case.

The Head will also determine what counselling needs to be provided and/or other action needs to be taken during or after the exclusion.

For a SECOND OFFENCE the Head will determine whether a further fixed term exclusion is appropriate, or whether it is appropriate to exclude permanently. In coming to a decision the Head will take into account any medical/police/social service/ drug adviser reports that may be available, and consider whether further counselling is appropriate.

Where the Head is contemplating exclusion for a drug-related offence he/she will take any other advice he/she deems appropriate.

OFFENCES OUTSIDE THE SCHOOL

If a pupil is involved in a drug-related incident outside the school the Head will assess the implications for the pupil and the school and determine the best course of action bearing in mind the interests of the pupil and the interests of the school and wider community. Exclusion would not normally be appropriate for a first outside-school offence. The Head will consult the Police Liaison Officer or other agency before making a decision.

INVOLVEMENT OF THE POLICE

Although there is no legal duty to inform the police of any drug incident in the school, the Governors' policy is that the Head will determine whether to inform the Police Liaison Officer and will seek any relevant support and advice. The Head must be mindful that the Governors cannot knowingly allow the premises to be used for the production or supply of any controlled drug, or the preparation or smoking of cannabis or opium.

Where the school suspects that drugs are being sold on the premises all relevant suspicions and information will be passed to the police.

LIAISON WITH THE LEA

The SLC will liaise with the LEA Drugs Adviser, and will keep Head and Staff informed of relevant discussions, actions or resources.

Where the Head deems it necessary to inform the LEA of any drug-related incident he/she will do so as quickly as possible.

STAFF TRAINING

The Head will ensure that staff (teaching and support staff) will receive appropriate training in drug education and the handling of incidents that they might come across.

All staff should know this school policy and be informed of any changes to it.

MONITORING AND REVIEW

The Pupil Welfare and Inclusion Committee of the Governing Body will receive termly reports on the implementation of the policy.

The Governing Body will review the policy annually and will assess its effectiveness and whether any changes are necessary.

Any changes will be notified to the staff and parents.

Date established by governing body: 13th November 2007

Review date: 13th November 2008