



# **The Complete Works Policies**

## **Drugs Awareness Policy**

**Updated May 2018**

This policy has been developed as part of The Complete Works Independent School's ethos to develop healthy children with high self-esteem who are able to take responsibility for their own learning and actions.

This policy is linked with the following policies:

- Equality and Diversity
- Health & Safety
- Safeguarding and Child Protection
- Behaviour and Conduct
- Data Protection
- Anti Bullying

Key reference documents:

- Drugs: Guidance for Schools DFES 2004.
- Drug, alcohol and tobacco education -curriculum guidance for schools at key stages 1-4 (QCA 2003).
- 'School Drug Policy Review Process' Blueprint Programme 2004.([www.drugeducationforum.co.uk](http://www.drugeducationforum.co.uk))

The purpose of the drug policy is to:

- Clarify the legal requirements and responsibilities of TCW.
- Reinforce and safeguard the health & safety of pupils and others who use our services.
- Clarify TCW's approach to drugs for staff, pupils, governors, parents/carers and the wider community.
- Give guidance on developing, implementing and monitoring the drug education programme.
- Enable tutors to manage incidents that occur, with confidence and consistency, and in the best interests of those involved.
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and values and ethos of TCW.

**Definition of 'Drugs':** (See section 1.3 and Glossary DfES doc)

This policy uses the definition that a drug is:

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

The term 'Drugs' includes

- All illegal drugs
- All legal drugs including alcohol, tobacco and volatile substances which can be inhaled
- All over-the-counter and prescription medicines

**Statement on Drugs:** (See sections 4.1, 4.5, & 5.2 DfES doc)

- We believe it is vital that children are well informed in relation to drug education for the health and well-being of TCW community.
- This policy supports TCW's vision of helping children to develop enquiring minds and healthy bodies and supporting them in making progress emotionally, morally, physically, socially and spiritually.
- Illegal and other unauthorised drugs are not acceptable within the boundaries identified within the policy.'

**Responsible staff member:** (See sections 3.7 & 4.2 DfES doc)

- The Headteacher and/or the Designated safeguarding lead are responsible for drug education and dealing with drug related issues.

**Drug education:** (See sections 2.1, 2.5, 3.1 and 3.7 DfES doc)

Through our Drugs Education we aim to:

- Develop children's understanding of the term 'drugs.'
- Give children the skills and confidence to be able to make informed choices and deal with awkward situations
- Challenge misconceptions
- Consult with parents regarding the provision to be provided

In order to develop this programme of learning, we will refer to the content to be provided with reference to the frameworks for PSHE and Citizenship and the National Curriculum Science Order (**see Drug, alcohol and tobacco education – curriculum guidance for schools at key stages 1-4 (QCA 2003).**)

Methodology and Resources: (See sections 3.2-3.6 DfES doc)

A range of teaching methods which involve children's full participation are used.

These include:

- Role-play
- Discussions
- Drama
- Debates
- Creative writing
- Questionnaires
- Structured games

Drug education is delivered through Science, PSE, Citizenship, and through personal discussion. Drug education is taught by teachers and by other professionals linked with the students welfare.

**Assessment and Monitoring:** (See sections 3.9-3.11 DfES doc)

Monitoring is the responsibility of the Headteacher, and the SLT.

TCW will assess the effectiveness of the aims, content and methods in promoting students' learning by lesson observation, sampling teacher planning, questionnaires to children and feedback from parents.

The effectiveness of the drug programme will be evaluated by assessing student's learning and implementing change if required.

### **Management of drugs:**

- **Tobacco**- We are a No Smoking organisation.
- **Alcohol**- The consumption of alcohol is prohibited at any point during the school day either at the centres, libraries or within home education where the child is present. Teachers will not drink alcohol while on duty.
- **Solvents**- TCW teachers ensure that potentially harmful substances are stored safely and students are supervised carefully in the event of them having to be used in the course of their work. The use of correction fluid and aerosol sprays by children is prohibited.
- **Illegal Substances**- The possession, use or supply of illegal and other unauthorised drugs within school boundaries is clearly unacceptable and in dealing with drug related incidents the primary concern will be with the health and safety of those involved and of the community as a whole.

### **Confidentiality:**

TCW ensures that sensitive information is only disclosed internally or externally with careful attention to pupils and families rights and needs and according to our stated Data Protection policy.

### **Involvement of parents/carers:**

In most cases at TCW, we would fully expect to involve parents at the earliest opportunity with regard to the unauthorised use of drugs and this will be made clear to pupils.

TCW has a separate guidance paper for trustees and other educational coordinators which sets out the nature of police involvement and other matters about the drugs awareness policy.

### **Trustee Advice**

**In general the trustees and in particular the trustee with specific responsibility for the Safeguarding of students will be aware of the TCW policy on drugs and do all they can to assist and support the companies views on this. There follows specific advice on the involvement of police in this matter.**

### **Police Involvement**

TCW have no legal obligation to report an incident involving illegal drugs to the police. Nevertheless, not informing the police may prove to be counter-productive for the school and wider community.

The law permits school staff to take temporary possession of substances suspected of being illegal drugs for the purposes of preventing an offence from being committed or continued - provided that all reasonable steps are taken to destroy the substance or deliver it to a person lawfully entitled to take custody of it (see DfES guidance paragraph 4.7 for further advice).

Cannabis has been re-classified as a Class C drug. As such it remains an illegal substance. Small quantities of this substance coming into the possession of staff may be disposed of independently but with a second member of staff present and the incident being recorded.

The following are the most common Class A & B drugs and substances suspected of being any of these should be retained for disposal by the police: heroin; ecstasy; LSD; cocaine; crack cocaine and amphetamines.

When suspected illegal substances are handed over to the police, there is no obligation to identify the person from whom they were taken. However, the police will expect to be given any information that may assist in identifying those dealing in drugs.

### **Urgent action required**

Where a school has recovered drugs from a pupil, or suspects that a particular student is in possession of an illegal substance the police may be asked to attend. Where the student is suspected of having possession but has refused to hand it over to a member of the teaching staff, only a police officer has powers available to search under the Misuse of Drugs Act 1971. The police officer attending will seek to obtain the reasonable grounds required for searching from information given by school staff.

**If Police are invited to become involved in dealing with suspected illegal drug possession, the school should have procedures in place of how to deal with the aftermath of such operations. Involvement of the police should be covered in the school's drug policy or as a separate set of procedures (see DfES guidance, appendix 10 to ensure that all eventualities have been covered).**

**These guidelines must be read in conjunction with the Drugs: Guidance for schools document, which outlines police involvement (section 4.6).**

- A student demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age, e.g. a year 4 pretends to roll/build a joint/spliff.
- Drugs or associated paraphernalia are found on school premises; e.g. a year 3 student finds a used syringe.
- A student is found in possession of drugs or associated paraphernalia E.g. a year 5 pupil drops from their school bag a packet of large cigarette papers with some of the card torn off.
- A student is found supplying drugs on school premises, E.g. a year 8 pupil is selling cigarettes.
- A student, parent/carer or staff member is thought to be under the influence of drugs, e.g. a drunken parent arrives to take a child home.
- A staff member has information that the illegitimate sale or supply of substances is

taking place in the local area, e.g. a teacher overhears a student saying that they knew another pupil who bought lighter fuel from the local shop.

- A student discloses that they or a family member/friend are misusing drugs, e.g. a year 10 student drops a piece of cannabis on the floor and when asked what it is and where he got it he says he doesn't know what it is, but his dad was cutting it up on the kitchen table.