

# BOURNE COMMUNITY COLLEGE



*Aspiration, Innovation, Motivation*

## DRUG EDUCATION POLICY

**September 2020**

Next review July 2021



### ***Our Mission:***

*To ensure every student achieves great outcomes to flourish and be successful*

*To have high expectations of all staff and students*

*To respect those in our community locally, nationally and internationally*

### ***Our Vision:***

*To be the school of choice and the Learning Hub for the locality*

### ***Our Values***

*Our values respect the charter of the UNICEF rights of the Child and our Bourne ID mirrors this.*

*We gained GOLD status as a rights respecting School and are building on this great achievement.*

### ***Our strap line:***

*Aspiration, Innovation, Motivation*

## **Bourne Community College**

### **Drug Education Policy**

*“Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this” Article 24 – UNCRC*

*“Governments must protect children from the use of illegal drugs” Article 33 – UNCRC*

#### **1. Rationale**

A drug is any substance, taken into the body, which alters the way in which the body functions physically, emotionally or mentally. It can also alter behaviour or produce a psychoactive effect.

The words ‘drugs’ and ‘substances’ are used interchangeably and encompass:

- Legally available drugs such as alcohol, tobacco, caffeine and solvents
- New psychoactive substances (formally Legal Highs)
- Nitrous Oxide (NOS)
- Over the counter and prescribed medicines such as tranquillisers and pain killers
- Illegal drugs such as cannabis, ecstasy and heroin
- CBD (Cannabidoil) – the non-psychoactive component found in illegal cannabis

#### **2. Aims**

The aims of our Drug Education Programme are:

- Increase young people’s awareness of drug issues in society
- Prepare young people for present and future experiences
- Enable young people to make their own informed decisions
- Minimise harm from drug use to individuals and communities

#### **3. Objective**

We will achieve our aim by:

- Arming students with up to date information
- Developing in students the skills to assess and resist the risks to their health
- Alerting them to the dangers of drug abuse and addiction
- Ensuring they know how and when to find support for themselves and others
- Enabling students to make their choice a healthier one

#### **4. Organisation**

Please see section on organisation of the Personal Development Policy

## **5. Content**

See Appendix1

## **6. The Teaching Methods used in Drug Education**

Please refer to section F of the Personal Development Policy

## **7. Staffing and Staff Development**

Science will teach the scientific elements of drug education. Personal Development will be responsible for drug education

As a College we recognise that staff will have needs and training will be organised in response to these. Any planning for training will refer to documentation from the West Sussex and multi-agency approach to drug education. Drug education will be coordinated by the Subject Leader for Personal Development who will ensure there is a responsible Scheme of Work which meets students' needs together with maintaining a budget to purchase appropriate resources. The Leader will also keep up to date with any recent guidance and legislation.

## **8. Use of visitors as part of Drug Education**

To enhance the Scheme of Work offered to the students, visitors from a variety of agencies will be used. Their role will be to work within the planned scheme. They will always be informed and given a copy of the Drug Education Policy before they work in the College to ensure they are in line with our philosophy and can meet our aims.

## **9. Working with parents**

We view drug education as a joint responsibility between adults in the College and adults at home. Parents will be made aware of our Drug Education Policy and encouraged to support related College policies such as no smoking or use of alcohol on the premises.

## **10. Responding to incidents**

We believe that any incident involving drugs requires a measured and sensitive response unless there is an emergency in which case procedures outlined in Appendix 3 would take precedence. The main way to report will be to:

- Establish and be clear about the nature of the incident before deciding upon any course of action
- Use the pastoral and other systems of the College as an initial response to any incident
- Involve parents/carers, police and other agencies if this is appropriate

- Provide the young person with the appropriate support and guidance they need

Above all it is important not to panic.

The following process is appropriate in handling incidents of drug or solvent use:

- Ascertain the nature of the alleged incident in consultation with the designated member of staff
- Inform the Headteacher or a designated member of staff immediately in cases where the suspicion of drug use is confirmed and supported by evidence
- Inform the Chair of Governors if considered appropriate to do so
- Decide whether or not the police should be contacted
- Decide whether or not to send the young person home. If the parent is not contactable, alternatives need to be considered. It would be appropriate to isolate the young person pending home contact
- Discuss the situation with parents at the earliest opportunity to inform them of the College's intentions and to discuss the need for counselling and guidance and how this may be provided
- Identify a coordinated and measured response to this particular incident. This may include:
  - providing the opportunity for support and counselling
  - action by other agencies
  - on-going monitoring of the internal situation at specific times or places
  - reintegrating the young person returning after exclusion
  - permanent exclusion of the young person as a last resort and in extreme cases

Any response to a drug related incident will be connected to and linked with the sanctions of the Behaviour Policy. A drug related incident will not immediately lead to exclusion and a measured and appropriate response will be made by the College.

Generally, drug related incidents will be recorded using the pro-forma from the Scoda document 'The Right Response' (Appendix 2) and this sheet will be kept with the Assistant Headteacher, Student Support.

### **Bourne Community College response to incidents:**

- Smoking on the premises, including E-cigarettes or Vapes :

Smoking is against College rules and students caught smoking or with cigarettes/matches/tobacco/E-cigarettes/Vapes on their person will have a letter sent home to inform parents.

Staff who smoke do so off the premises

- Use of alcohol on the premises by students:

Students below 18 years of age (our students leave at 16 years of age) are not permitted to drink alcohol on the premises, bring alcohol to the College or be under the influence of alcohol during their time on the premises during the College day.

Any student bringing alcohol onto College premises will incur a serious punishment – likely to be an exclusion – and a letter home to parents

In more serious cases of a student being intoxicated, the parents will be asked to collect their son/daughter from College immediately

- Use of illegal drugs on the premises:

No student may be in possession of illegal drugs or under the influence of drugs on the College premises. Should drugs be found on a student or should a student be proven to be under the influence of drugs a measured and appropriate response will be made by the College.(in the case of an emergency procedures outlined in Appendix 3 would be followed)

- Use of NPS (formally Legal Highs) or NOS (Nitrous Oxide)

No student may be in possession of or under the influence of NPS or NOS on College premises. Should either of these be found on a student or should a student be proven to be under the influence of these substances, a measured and appropriate response will be made by the College (in the case of an emergency, procedures outlined in Appendix 3 would be followed)

- Use of medicines:

Student Managers will keep students' medicines under lock and key in an office. Parents must send instructions for students to administer their own medicines.

- Students supplying legal/illegal drugs or concerned in any activity of this kind

Students discovered supplying drugs (either giving, selling or offering a controlled drug) – legal or illegal will be excluded and will receive a fixed term exclusion pending investigation. The Police will be involved and parents contacted. If appropriate, Social Services will also be contacted.

At the Headteacher's discretion the student could be permanently excluded or could appear before a panel of governors for them to make a decision about whether the student remains a member of the College.

Students bringing into College/supplying CBD-infused products

Students found in possession of or supplying CBD-infused products such as:

- i. CBD oil (used in vapes)
- ii. Chewing gum
- iii. Chocolates and sweets
- iv. Fizzy drinks (such as Green Monkey and other brands)
- v. Food products (such as CBD infused tea bags, cakes, cookies etc.)

will have the item confiscated and disposed of (please see our Searching, Screening and Confiscation Policy). A measured and appropriate response will be made by the College.

### **Role of the Headteacher and other Senior Leaders**

The Headteacher accepts a clear responsibility to reinforce the Drug Education Policy and ensure all staff are aware, especially new teachers and support staff

### **Role of Subject Leader for Personal Development**

If any incident occurs the Leader of Personal Development must check that the Drug Education is meeting the needs of the students

### **Role of Leaders of Year/Student Support Managers**

To be alert to changes of personality/inability to cope with lessons/appearance/attendance at College of any student and to inform the Assistant Headteacher, Student Support, if they have **ANY** concerns

### **Role of NSO**

Sussex Police have a well-established network of NSOs who work with schools, further education colleges and the Youth Service.

Although there is no statutory requirement to do so, it is recommended that the police are contacted when illegal drugs are found on a student or on College premises.

The NSOs are a source of advice on legal aspects of drug misuse. They are often the educational establishment's first point of contact with the police and they are usually able to discuss staff concerns and give advice. However, if the NSO is consulted about a case, which the officer considers to require formal investigation, she/he is bound to report it.

Regarding controlled drugs, the NSO, in deciding whether formal investigation is required, will take into account:-

- quantity of drugs found;
- regularity of occurrence;
- whether the drugs appear to be intended for supply to others.

No formal investigation will take place without reference to the officer's supervisor and without full consultation with the Headteacher.

### **Contacting Parents**

Although there is no statutory obligation to contact parents, in all but the most exceptional circumstances parents will be contacted in cases of use of illegal/legal drugs, solvents, gases, alcohol and tobacco.

In certain circumstances, such as the immediate risk of physical danger to the young person, we may make the decision to not contact parents straightaway. Such decisions will be discussed carefully by the senior staff and they should be absolutely clear of their reasons for the decision taken. There may also be situations where staff find themselves in a position of advocacy between the young person and their parent or guardian. Where a young person has confided in a member of staff, any action needs to be taken with the knowledge of the young person. (See Confidentiality Policy) approaching parents on any drug related incident needs to be done in a considered and sensitive manner. This will be either the Headteacher or Assistant Headteacher/Student Support.

### **Handling the Media**

The subject of drugs may well generate interest from the media, particularly when young people are involved. In such a situation the Headteacher will respond on behalf of the College.

If a press release is prepared it will be short and cover only the key facts and indicate clearly that the situation is being dealt with:-

- keep it short and cover only key facts
- state that the incidents are being dealt with
- be aware of matters that could be sub judice
- conclude that the situation is being resolved with the co-operation of the parents

Urgent guidance outside office hours can be obtained from the Duty Press Officer on 07767 098415

### **Hearsay**

Schools, colleges or youth centres are most likely to discover drug use through hearsay. Dealing with hearsay and rumour is not easy and places the

# **Protocol for Suspected Illegal Drugs Seized by Schools**

staff in a difficult situation. The suspected user or users and their parents will often be offended and confused by accusations of drug use, even if they are true. However, staff cannot ignore information about a young person's use of drugs even if it turns out to be untrue. Any rumours should be shared with Assistant Headteacher, Janet Murray Brown

## **Policy**

### **1 INTRODUCTION**

- 1.1 Suspected illegal drugs come to the attention of schools in a variety of ways including being found in the possession of pupils and drugs paraphernalia found discarded in school premises.
- 1.2 The 'Drugs – Guidance for Schools' document states: "Schools have no legal obligation to report an incident involving drugs to the police and have the authority to dispose of drugs". Nevertheless, not involving the police may prove to be counter-productive for the school and wider community.
- 1.3 One of the aims of the National Drug Strategy is:- Preventing today's young person from becoming tomorrow's problematic drug user. A drug profile that excludes schools is therefore not a true profile of drug misuse amongst young people.
- 1.4 As part of the Governments National Drugs Strategy gaining intelligence of all illegal drugs activity is of vital importance. To date there has been no method of determining the type of quantity of illegal drugs that come into the possession of schools nationally, This information forms part of the overall drugs usage picture and is therefore of great importance to drugs law enforcement agencies in their effects to reduce criminal activity involving illegal drugs.

- 1.5 This protocol is compliant with the ACPO (Association of Chief Police Officers) guidance "Crime Recording by Police Officers in Schools", developed by the Department of Education and skills and ACPO.
- 1.6 The Police have to record all offences that include drugs that are brought to their attention. The school can still decide to take the lead but the police would record 'a crime related incident'. Details would be recorded and logged, no matter how minor the incident.
- 1.7 Therefore this protocol seeks to support schools in their disposal of suspected illegal drugs which come into their possession as well as assisting police by providing information of low level drugs activity associated with the counties schools.
- 1.8 This protocol only applies to Secondary Schools in Sussex.

The role of police officers is contained within paragraphs 3.1 to 3.6 of the following procedures and officers must ensure there are followed.

## **2 ROLE OF SCHOOLS – to be read in conjunction with Appendix 4**

- 2.1 When suspected illegal drugs come into the possession of schools by whatever means, the law permits school staff to take temporary possession of the substance for the purpose of preventing an offence from being committed or continued in relation to that drug, providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it such as a police officer.
- 2.2 If suspected illegal drugs that come into the possession of schools are destroyed at source before police are informed, vital intelligence is lost. Therefore it has been agreed that schools will take the following steps in support of this protocol:-
- 2.3 When taking possession of a suspected illegal drugs, wherever possible, a second adult witness should be present throughout
- 2.4 Seal the substance in a bag or envelope and include details of the date and time of the seizure/find (and witness present if applicable)
- 2.5 Record the age and gender of students involved. (This will provide useful intelligence profiling which can be used to look at links to similar age groups in other schools, drugs misuse patterns, drug types availability and drug reduction opportunities. The law does not require a school to divulge to police the name of the pupil from whom the suspected illegal drug was seized)
- 2.6 Store the substance in a secure location, such as a safe or other lockable container as appropriate
- 2.7 Notify the police on the non-emergency number 101

- 2.8 Record movement details from the school to police
- 2.9 Where schools, for specific reasons, want the police involved following a seizure, a full record detailing the incident should be made and the police reference number attached. The school will contact the parents/guardian unless this would jeopardise the safety of the student
- 2.10 Staff will be aware that they should NOT attempt to analyse or taste unknown substances.

### **3 ROLE OF POLICE**

- 3.1 All schools in Sussex have a designated Neighbourhood Schools Officer (NSO) and some have a Police Safer Schools Partnership Officer (SSPO). These officers will be the point of contact with the school and used in the collection process for seized suspected illegal drugs.
- 3.2 When a school makes contact with police to inform them that a seizure has been made and collection requested, the call handling centre will create a serial for the attention of the relevant NSO or SSPO. (Divisional NSOs and SSPOs will cover for each other while on leave etc). Collection by officers should be within 48 hours as schools should not be expected to retain it beyond that period.
- 3.3 Where schools request immediate police action to deal with the matter by way of a crime, the CHC will create a serial and arrange for a Divisional Response Officer (DRT) or Neighbourhood Policing Team (NPT) to attend and deal with any investigation or arrests required.
- 3.4 Where the incident is not being investigated as a crime the NSO/SSPO attending will record details of the age and gender of the student from whom the suspected drugs were seized and remove the drugs from school premises for destruction.
- 3.5 Where there is no police investigation, the details of any seizure will still be recorded by the NSO and can be accessed by Divisional Intelligence Unit and Force Intelligence Bureau to produce trend data.
- 3.6 In some instances it may be necessary to identify the substance by formal forensic identification. Unknown drugs can be identified by the qualified Local Field Drugs Tester at the police station

### **4 BENEFITS OF THE PROTOCOL**

- 4.1 The adoption of the protocol will provide the following benefits to schools and police:-
- Further improve relationships between schools and police as partners in dealing with drug related incidents on school premises
  - Provide schools with a reliable method of disposing of suspected illegal drugs which come into their possession

- Provide police with intelligence relating to the type and quantity of drugs being brought into school premises and geographic variations within the county of these seizures
- Compliant with both 'National Best Practice for Schools' and ACPO guidance on 'Crime Recording by Police Officers in Schools'.

## Appendix 1

### Key Stage 3

Knowledge and Understanding	Skills	Attitudes and Values
<p><b>Young People should:</b></p> <ul style="list-style-type: none"> <li>• Know the basic facts about drugs including their effects;</li> <li>• Know about relevant legislation;</li> <li>• Understand the range of reasons that can lead people to use drugs, and how harmful, habit forming and widely used they can be;</li> <li>• Know about the risks to drug users from HIV through shared needles, and how the virus affects the body;</li> <li>• Know about the effects of passive smoking, drink-driving and HIV;</li> <li>• Understand about risk taking and the need to make informed decisions about drug use;</li> <li>• Understand the places and situations that might lead to pressure to use drugs;</li> <li>• Understand the misconceptions and stereotypes linked with drug use.</li> </ul>	<p><b>Young people should:</b></p> <ul style="list-style-type: none"> <li>• Debate dilemmas associated with drug use;</li> <li>• Give and receive praise and encouragement to promote self esteem and self confidence;</li> <li>• Express their own thoughts and feelings and show an awareness of the feelings of others;</li> <li>• Analyse and assess situations in terms of safety and be able to take positive action;</li> <li>• Maintain and practise skills of negotiation and assertiveness;</li> <li>• Make choices and resist pressure from friends and others.</li> </ul>	<p><b>Young people should:</b></p> <ul style="list-style-type: none"> <li>• Have a positive self image;</li> <li>• Have a positive image of others;</li> <li>• Undertake responsibility on behalf of themselves and others;</li> <li>• Show an awareness and an ability to deal with the emotional responses of themselves and others;</li> <li>• Compare values and beliefs held by themselves and others belonging to different cultures and groups and identify common ground;</li> <li>• Have a positive attitude towards health.</li> </ul>

### Key Stage 4

Knowledge and Understanding	Skills	Attitudes and Values
<p><b>Young people should:</b></p> <ul style="list-style-type: none"> <li>• Know about the full range of drugs and the effect they have on the body;</li> <li>• Understand about the law relating to drug use/users/dealers and premises;</li> <li>• Explore the historical, cultural, political, social and economic factors relating to production, distribution and use of drugs world-wide;</li> <li>• Understand that Britain is a drug using society and recognise the different patterns of use and their effects;</li> <li>• Know about the nature and spread of HIV and its transmission by shared needles;</li> <li>• Understand the role of the media in influencing attitudes towards drugs, especially alcohol and tobacco;</li> <li>• Know how to analyse safe levels of intake, for example, tobacco use is never safe, limited use of alcohol may be;</li> <li>• Know about the range of support agencies available for those involved in drug use and their families.</li> </ul>	<p><b>Young people should:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an ability to assess themselves in order to take appropriate personal decisions and actions</li> <li>• Communicate with others in order to take joint decisions and actions;</li> <li>• Assert their own views confidentially and without aggression;</li> <li>• Analyse knowledge and experience about themselves and drugs in a variety of situations in order to predict outcomes and manage situations effectively;</li> <li>• Continue to practise strategies for coping with difficult situations and strong feelings, including pressure from friends to use drugs;</li> <li>• Continue to practise skills of negotiation and assertiveness and be able to apply these in situations involving drug use;</li> <li>• Be able to communicate effectively and confidently with those who administer medication.</li> </ul>	<p><b>Young people should:</b></p> <ul style="list-style-type: none"> <li>• Recognise and take responsibility for their influence on others;</li> <li>• Have a positive self image and a positive image of others;</li> <li>• Undertake responsibility on behalf of themselves and others;</li> <li>• Maintain a positive attitude towards health;</li> <li>• Explore their own attitude to drug use and drug users in the context of a drug using society;</li> <li>• Consider attitudes of school, parents and police towards drug use and be aware of school/college/youth centre policy.</li> </ul>

## Appendix 2

Emergency/ Intoxication	Suspicion OFF premises	Suspicion, ON premises	Discovery OFF premises	Discovery ON premises	Pupil Disclosure	Parental use	Parent/carer expresses concern
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**Tick one or more of these tabs to indicate the category**

Name of pupil	Report form completed by:
Form/Class	
Date of Incident:	Time of Incident <span style="float: right;">am/pm</span>

**First Aid Given?**

**Ambulance/Doctor called?**  
(Delete ad necessary)

Yes	<input type="checkbox"/>	→	<b>First Aid given by:</b>	<input type="checkbox"/>	No
No	<input type="checkbox"/>		Called by:	←	<input type="checkbox"/> Yes
			at time:	am/pm	

<b>Drug involved (if known)</b> <i>(eg alcohol, paracetamol, ecstasy)</i>	<b>Sample found?</b> (yes/no)
<b>Senior staff involved:</b> <i>(insert name)</i>	<b>Where retained</b>  (or) <b>Destroyed at time:</b> <span style="float: right;">am/pm</span>
	<b>Witness name:</b>

<b>Parent/Carer informed by:</b>	<b>at time:</b> <span style="float: right;">am/pm</span>
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<b>Brief description of symptoms/situation:</b>  <i>(continue on blank sheet if necessary)</i>
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Other action taken: (eg other agency involved: Ed. Psych. Report requested; C/Conf called; pupils/staff informed; sanction imposed; GP/Police consulted about drug)  <i>(continued on blank sheet if necessary)</i>
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### Appendix 3

The procedures for an emergency apply when a child or young person or others are set at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first aid procedures.

- assess the situation
- if a medical emergency arises, send for medical help and ambulance

#### **If the person is conscious:**

- ask the person what has happened and to identify any drug used
- collect any drug sample and any vomit for medical analysis
- **do not** induce vomiting
- keep the person under observation, warm and quiet

#### **If the person is unconscious:**

- ensure that the person can breathe and place in recovery position
- **do not** move the person if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give anything by mouth
- **do not** attempt to make the person sit or stand
- **do not** leave the person unattended or in the charge of another pupil
- pass on any information available including vomit and any drug sample

## Appendix 4 – The Law

Detailed information on the law relating to alcohol and drugs can be found in the Misuse of Drugs Act (1971), Psychoactive Substances Act (2016) and The Drugs Act (2005).

### Drugs

Under the Misuse of Drugs Act, illegal substances are divided into three categories: Class A are regarded as the most harmful, Class C as the least harmful. The information below sets out the likely consequences of possession, supply and use of drugs and makes explicit the different situations under which a drug and its use is either legal or illegal.

#### The Teacher’s Legal Position if Drugs are Found:

There is no legal requirement for teachers or schools to hand illegal drugs over to the police although this is recommended. If the drug is given to the police the teacher is not obliged to name the young person from whom the drug was taken although best practice would be to share this information with them.

<b>Class A Drugs</b>	<b>Maximum Penalties</b>
Heroin, opium, Methadone, Cocaine, Crack, LSD, Ecstasy. Processed magic mushrooms Class B drugs that are injected	Possession: 7 years and unlimited fine  Trafficking, supply or production: life and fine
<b>Class B Drugs</b>	<b>Maximum Penalties</b>
Amphetamines (Speed) Barbiturates, Codeine, DF 118 (opiate painkillers) Cannabis, Ketamine Mephedrone - MDVP	Possession: 5 years and fine Supply: 14 years and fine
<b>Class C Drugs</b>	<b>Maximum Penalties</b>
Tranquillisers, anabolic steroids GBL, GHB and Khat	Possession: 2 years and fine Supply: 14 years and fine

#### The Legal Position regarding Possession, Supply and use of Drugs

Drug	Possession	Supply	Knowing someone is <b>using</b> on premises and taking no action	Knowing someone is <b>supplying</b> on premises and taking no action	Knowing someone is <b>using/ supplying</b> and taking no action
Cannabis	Illegal	Illegal	No Offence	Illegal	No Offence
Heroin, Cocaine, Amphetamines, LSD, Barbiturates	Illegal (unless prescribed)	Illegal	No Offence	Illegal	No offence
Benzodiazepine Tranquillisers	No Offence	Illegal	No Offence	Illegal	No Offence
Magic Mushrooms	No Offence Unless prepared	No Offence unless prepared	No Offence	No Offence unless prepared	No Offence
Tobacco	No Offence	Illegal to under 18 years	No Offence	No Offence	No Offence
Alcohol	Illegal to buy under 18 years, over 16 years can buy beer, wine or cider with meal	Illegal to under 18 years, except cider, wine and beer with meal	No Offence	Illegal with Licence	No Offence
Solvents	No Offence	Illegal if suspected that it is to be used for intoxication	No Offence	No Offence	No Offence