



Bishop Walsh
Catholic School

Substance Misuse Policy

*I have come that they may have life, and have it to the full
John 10: 10*

Review by Academy Committee June 2015

Reviewed by	Date
Belinda Dunphy, Deputy Head Teacher	21 st June 2013
Ratified by Pastoral Committee	21 st June 2013
Tabled at Full Governor Meeting	9 th July 2013
Review by Governors	June 2013
Reviewed and Ratified by Pastoral Committee	22 nd June 2015

Date of next Review.....March 2017

This policy should be read in conjunction with the following policies:

- Behaviour Policy
- Equality Policy
- Attendance Policy
- Special Education Policy
- Anti-bullying Policy
- School Administration of Medications Policy
- Health and Safety Policy
- First Aid Policy
- Personal, Social and health Education Programme (PSHE)

Philosophy:

Bishop Walsh Catholic School is committed to upholding the values in the school's mission statement and to ensuring the well-being of the pupils in our care. The school is also committed to the health and safety of all school members. In John's gospel Jesus makes clear, "I have come to bring them life, life to the full." This requires living a positive and healthy lifestyle.

Aim of this Policy

It is very important that everyone is committed to preventing the misuse of substances including smoking, alcohol, drugs or any other illegal substance. This will be through education, responding appropriately to any substance misuse incidents and where appropriate accessing professional support for pupils, staff or visitors.

This policy sets out how Bishop Walsh School will work together with pupils and parents/carers, staff and visitors to achieve this.

1. Statutory Obligations:

Department for Education, Drug Advice for Schools Sept 2012

Drug Strategy 2010 *Reducing Demand, Restricting Supply, Building Recovery.*

Children Act 2004 the school has a responsibility to safeguard a pupil who is at risk of harm.

The Education and Inspections Act 2006 establishes clear responsibilities for schools to encourage good behaviour and the right to discipline a pupil for poor behaviour when they are not on school premises.

Department of Education 'Screening, Searching and Confiscation. Advice for head teachers, staff and governing bodies (to be reviewed 2013)

Public Order Act 1986. The school may need to seek assistance from the police if an incident is considered to be a criminal offence.

2. Understanding Substance Misuse:

'Authorised' substances refer to medicines and any other substances sanctioned for legitimate use on school premises.

In all other circumstances substances are 'unauthorised' whether legal or not.

The term 'drugs' includes the following: prescribed and non-prescribed medicines, volatile substances, alcohol, tobacco and illegal substances.

3. Identification:

An incident could include

- Supplying or distribution of 'drugs' on school premises, or whilst representing the school outside of school boundaries or on school trips.
- Possession and /or use of 'drugs' for personal use.
- Being under the influence of 'drugs' whilst on school premises, representing the school outside of the school boundary or on school trips.
- A member of staff/parent/carer under the influence of 'drugs'
- A member of staff/parent/carer involved in the supply or distribution of 'drugs'

4. Appropriate Responses

It is important to respond appropriately to any activity related to the misuse of 'drugs' to ensure the safety and well being of the pupils involved and other members of the school community.

The school will consider each incident separately taking into account the circumstances, the interests of the pupil/pupils or staff concerned, other members of the school and public safety.

Parents/carers will be informed of all 'drug' related incidents.

5. Roles and Responsibilities:

Everyone has a responsibility to raise concerns about the misuse of 'drugs' and to ensure pupils and staff are safe from harm, have access to information about the risks of taking substances, pupils are encouraged to engage with staff members to dispel myths and improve knowledge and understanding through the drug education programmes, know how to seek advice and support if needed and understand the consequences of any incidents involved with substance misuse including the law related to substance misuse.

5.1 Parental/Carer Responsibility

- To inform the house tutors if they have any concerns about the misuse of 'drugs'.

5.2 Pupils Responsibility

- To report any incidents of substance misuse to a member of staff

5.3 School Responsibilities

House Tutors will

- Develop links between home and school to encourage parents/carers to contact them with any concerns about substance misuse
- Ensure pupils are aware of and understand how to report any incidents of substance misuse
- Engage in an open dialogue with pupils to ensure they understand the impact of substance misuse on themselves and those close to them.
- Engaged with the drug education programme

Subject Tutors will

- Provide opportunity for pupils to discuss the effects of substance misuse in a variety of curriculum areas.

Head of Year will

- Discuss drug education in school assemblies
- Distribute learning resources about substance use to staff members
- Ensure that all house groups have had an opportunity to include drug education programme as part of the PSHE programme including the effects on family life and wider society and
- Know how to access advice and support if needed.

Senior Management Team

- Order suitable materials for use within school
- Ensure that school assemblies engage with the drug education programme
- Engage with external agencies to support the drug education programme eg Year 9 LIFE Organisation drugs workshop
- Ensure staff are informed and aware of the policy and appropriate actions if substance misuse is disclosed or identified
- Discuss issues within school council meetings and then through invite to SLT meetings

6. Roles and Responsibilities:

Everyone has a responsibility to respond appropriately to any 'drug' related incident to ensure the safety and well-being of the pupil/s concerned.

6.1 Parental Responsibility:

- Work in partnership with the school to support the agreed interventions.

6.2 School Responsibility

Staff dealing with suspected illegal substances must work with a second adult witness, wear gloves and clearly document their actions. The pupil will be present at any search of possessions. Any suspected illegal substance found will be placed in a clear plastic bag, stored in the school safe, and handed to police for disposal.

The date and time of the incident including the seizure of 'drugs' plus the names of the pupils and the adult witnesses must be recorded.

House tutors and Subject tutors will;

- Be observant of signs of substance misuse and respond appropriately
- Listen attentively to any concerns raised and take them seriously
- Respond appropriately to any disclosure of substance misuse
- Check the pupils records for any previous history
- Inform the head of year
- Manage the incident by speaking to all involved
- Log the incident in the pupil's electronic record
- Monitor behaviour of all involved and document any changes or cause for concern

Heads of Year will:

- Respond appropriately to incidents from subject or house tutors
- Commence an investigation into the incident if necessary
- Ask those involved to complete a written statement about the incident including events leading up to and after the incident.
- Discuss the outcomes of the investigation with those involved
- Discuss the outcomes of the investigation with the senior management team
- Agree with the senior management team any sanctions, interventions or other actions
- Document in the pupils electronic records
- Contact parents of all involved by telephone to discuss the outcome for their pupil
- If further concerns are raised by parents, pupils, others inform senior management team
- All statements are to be filed in the pupil's records

Senior Management Team will:

- If further concerns were raised meet with those involved to discuss the outcome of the investigation
- Document all actions, responses and outcomes
- The police will be informed of any suspected illegal substances
- If the media become involved it is the Head teacher's responsibility to respond

7. Sanctions

Following an investigation the following sanction/s may be administered. All sanctions will have an agreed time period and be reviewed with the teacher overseeing the sanction and the pupil/s involved. Pupils who do not comply with sanctions will be reported to the senior management team. Sanctions may include:

- Fixed term exclusion from school
- Managed move to another school
- Permanent exclusion from school

8. Pupil Support

Pupils may need further support during or after an incident this may include

- Use of a 'safe haven' as agreed between the pupil/s involved and teacher
- Use of the Damascus Room
- The School Chaplain
- Services of other agencies as appropriate to the needs of the pupil
- The Police Liaison Officer
- Counselling

9. Confidentiality

All staff involved in the investigation of a misuse of drugs incident will be respectful of the confidentiality of all pupils involved.

10. Staff Training

All staff will know of this policy at induction and through other staff meetings. Staff will receive updated information about the drug education programmes and be supplied with appropriate resources. Staff have a professional responsibility to maintain their competence in responding appropriately to any incidents and to seek further advice and support from a senior colleague if needed.

Staff who are identified as requiring extra support will be offered support through the senior management team and this may include shadowing, reflection, internal/external training etc

11. Monitoring of Policy

The effectiveness of this policy will be monitored through:

- Pastoral Management meetings (HOY with tutors/HOY with Deputy/ SLT)
- Analysis of the pupil conduct log (HOY/SLT)
- Pupil questionnaires (HOY and tutors/ HOY and Deputy/ SLT)
- Discussion at School Council meetings/ Pupil voice
- Pastoral Committee meeting with Academy Committee