

Drugs & Alcohol Policy
(including tobacco, vaping & psychoactive substances)

This policy covers the Senior and Prep Schools

Governors' Committee normally reviewing policy	Curriculum & Welfare
Date policy formally approved by Governors	May 2021
Period of review	1 Years
Last review date	August 2026
Next review date	August 2027

Person responsible for monitoring implementation and effectiveness of the policy	Deputy Head Pastoral
Other relevant policies	Pastoral Policies Safeguarding Policies

Kingsley School Bideford is owned and operated by KSI Schools Group Limited, which is the School's Proprietary Body ("the Proprietor").

Any reference in this policy to the Governors or Governing Body means the School's local body of governors, which operates as a local advisory board on behalf of the Proprietor. The local governing body does not constitute the Proprietary Body of the School.

The Proprietor has ultimate responsibility for ensuring that the School meets its statutory and regulatory obligations and for ensuring that this policy is appropriate, effective and implemented in accordance with those requirements.

The Governors provide local oversight and scrutiny on behalf of the Proprietor and undertake appropriate review and monitoring to satisfy themselves that this policy is being implemented effectively. They advise and make recommendations to the Proprietor and the School's leadership as appropriate.

The core principle that guides everything we do is **Putting Students First**.

1. Introduction

The policy reflects the guidance of national bodies i.e. DfE, Healthy Schools, ACPO (now NPCC), Drugwise, Mentor and ADEPIS.

All school staff, parents and students are familiar with the contents of this policy and its location.

2. Definitions

DRUG:

This document uses the term drug to refer to any substance people take to change the way they feel, think or behave: all legal drugs including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), all psycho-active substances and illegal drugs (those controlled by the Misuse of Drugs Act 1971 and the Psychoactive Substances Act 2016¹), and over-the-counter and prescription medicines. Any substance that is used in order to create a psychoactive effect is considered a drug under this policy.

DRUG USE:

The consumption of any drug entering the body. All drug use, including medicinal use, carries the potential for harm.

DRUG MISUSE:

The use of a substance for a purpose not consistent with legal or medical guidelines². Drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or presents an immediate or future risk of harm.

DRUG ABUSE:

Persistent or sporadic excessive drug use inconsistent with or unrelated to acceptable medical practice.³

HARMFUL USE:

a pattern of psychoactive substance use that is causing damage to health.⁴

HAZARDOUS USE:

a pattern of substance use that increases the risk of harmful consequences for the user.⁵

SMOKING and VAPING:

For the purposes of this policy, any reference to smoking includes vape-inhalation. Any reference to tobacco includes vaping substance (tobacco or non-tobacco based) and any reference to smoking materials includes vaping materials.

3. The School's Rationale for Providing Drug Education

3.1 The school has a duty to:

1. provide a balanced and broadly based curriculum
2. promote students' spiritual, moral, social and cultural development
3. prepare children and young people for the challenges, opportunities and responsibilities of adult life
4. promote school/British values – helping to ensure children can contribute to wider society
5. promote the welfare and safeguarding of children and young people

¹ Now controlled under the Psychoactive Substances Act 2016 <https://www.gov.uk/government/collections/psychoactive-substances-bill-2015>

² WHO, 2006 http://www.who.int/substance_abuse/terminology/who_lexicon/en/

³ WHO, 1969 http://www.who.int/substance_abuse/terminology/who_lexicon/en/

⁴ WHO, no date http://www.who.int/substance_abuse/terminology/who_lexicon/en/

⁵ WHO, no date http://www.who.int/substance_abuse/terminology/who_lexicon/en/

- 3.2 Drug use and misuse have become increasingly common in our society. Children and young people of school age are part of society and as such the school recognises the need to:
- a. prepare and equip students for life in a drug using society
 - b. inform students about the broad range of drug related situations and incidents which may occur in the lives of our students and others involved in the life of a school
 - c. set out a proactive rational response towards safeguarding, Drug Education and drug related incidents as we believe that this is more likely to have a positive outcome than a reactive response determined when confronted with a drug use or possession incident
 - d. publicise the Drug Policy to ensure that the students and community are aware and understand the school's position in relation to Drug Education, drugs and drug related incidents
 - e. ensure that the messages students receive in the classroom and from the school's response to a drug incident are consistent with the school values, culture and safeguarding practices.

4. Smoking / Vape Inhalation

- a. The School operates a no smoking policy at all times throughout the buildings and grounds in order to protect all members of the school community from the harms of second-hand smoke and to prevent the uptake of, and reduce the prevalence of, smoking across the school community.
- b. Smoking is not permitted in any part of the school's premises and grounds including the entrance area to the school, or on land adjacent to the school building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.).
- c. The use of e-cigarettes is not permitted in any part of the school premises and grounds. Those wishing to quit smoking may only use medications approved by the School and seek support from STOP-Devon, the stop smoking service in Devon operated by the NHS. There are no designated smoking areas provided within the school buildings or grounds.
- d. This policy applies to all events and activities held in the school including before and after school sessions, any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings and events.
- e. Suitable posters, displays and statutory no smoking signage will be displayed in school areas to create a positive visual message which supports a smoke-free working environment.
- f. Smoking is not permitted in any school owned/hired/leased vehicles, as well as private vehicles when used for carrying students or staff on school business. This is a statutory requirement. Schools also have a duty to reinforce the smoking legislation on buses used for student transport.
- g. This Policy applies when students are taken off site on school excursions/visits/trips. Staff and accompanying helpers will be reminded that smoking is not permitted when on duty and looking after students.
- h. Students are not permitted to smoke or vape when in uniform or when representing the school in any capacity. Students found smoking will be subject to appropriate action.
- i. Students are not allowed to possess or carry tobacco, tobacco-related items or vape related items at any time when in uniform or when representing the school in any capacity. Students found in possession of tobacco-related items will be subject to appropriate action.
- j. The School is committed to being a *No Smoking* site. This policy applies to students, employees, parents/carers, visitors, any member of the public, contractors or others working and using the school premises or vehicles, and all vehicles used to transport students.

5. Alcohol

- a. The consumption of alcohol during the working day, when a member of staff is on duty and could come into contact with students is prohibited for all members of the school community.
- b. The Head must be consulted and permission obtained before arranging any functions at which alcohol may be consumed.
- c. As a rule, alcohol should not be consumed at any function where students are present but this is left to the careful discretion of the Head for each event.
- d. This Policy applies when students are taken off site on school excursions/visits/trips. Staff and accompanying helpers will be reminded that alcohol consumption is not permitted when on duty and looking after students.
- e. Students are not permitted to consume alcohol when in uniform or when representing the school in any capacity. Students found drinking alcohol, or found to have been drinking alcohol, will be subject to appropriate action.
- f. Students are not allowed to possess or carry alcohol when in uniform or when representing the school in any capacity. Students found in possession of alcohol will be subject to appropriate action.

6. Solvents

- a. The School recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. Permanent markers should be kept secure at all times. Refer to COSHH regulations relating to the secure storage and safe keeping of solvent substances in classrooms and labs.
- b. Aerosol sprays are not permitted for use in school other than under staff supervision in adequately ventilated areas.
- c. Lighter fuel is not permitted in school.

7. Medication: Over-the-Counter and Prescribed Drugs

See separate First Aid and Administration and Storage of Medicines Policy.

8. Responding to Drug and Alcohol Related Incidents

- 8.1 The School strongly believes that drug misuse, possession and/or distribution has no place in schools, that it must be detected as early as possible and that the students, staff and community should be aware of the consequences of any such actions. The School also notes that drug misuse commonly occurs in association with other risk factors or behaviours and that a strong connectedness with the school can be a key component in a safeguarding and pastoral response.
- 8.2 The School acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies. **The School will consider each drug incident individually and recognises that a variety of responses will be necessary to deal with incidents.** It will consider very carefully the implications of any action it may take. The School seeks to balance the interests of the students involved, the other school members and the local community.
- 8.3 The range of responses includes:
 - a. the use of in-school support services (medical team/pastoral team)
 - b. referral to a specialist substance misuse service for advice and treatment, and/or counselling services if appropriate including YSMART
 - c. case conferences to discuss the options carefully before devising action plans to enable students to remain in school and receive appropriate help

- d. intensive in-school programmes (DfES guidance 'Social Inclusion and the use of Pastoral Support Programmes')
- e. referral to an appropriate specialist young persons' substance misuse service such as YSMART, or STOP-Devon with the agreed consent of the young person.

8.4 Possible sanctions include:

- a. Refer to Deputy Head Pastoral, for confiscation of items, and
 - Fixed-Term Internal Exclusion, or
 - Gating in Boarding (and community service), or
 - Fixed-Term Exclusion from Boarding, or
 - Refer to Head for Fixed-Term or Permanent External Exclusion
- b. A student who supplies any drug identified in this policy to another student is at risk of being permanently excluded from school.
- c. Any student who repeatedly uses or possesses drugs or drug-related items is also at risk of being permanently excluded from school.
- d. The management of drug related incidents is co-ordinated by the Deputy Head Pastoral in liaison with the Head.

8.5 Emergency Situations

If a student is deemed to be at serious risk of harm as a result of drug misuse (e.g. collapsed, unconscious) the following course of action should be taken:

- a. notify House staff if during boarding hours, or Reception by the fastest possible means to call an ambulance and briefly outline the cause of the emergency.
- b. summon help immediately from another member of staff and send for a first aider or member of Medical Centre staff.
- c. provide emergency aid to student as appropriate.
- d. notify the Head or another senior leader.
- e. notify the student's parents.
- f. remove, in the presence of an adult witness, any suspicious substances/equipment and retain in case they are required by ambulance staff.
- g. record the incident on CPOMS.
- h. a written report will be given to the Head and Deputy Head Pastoral (DSL). The DSL will follow the school's Safeguarding Policy to make sure the incident is recorded appropriately and follow up actions in line with safeguarding procedures.
- i. with the consent of the young person, they will be referred to STOP, YSMART, or the most appropriate service.

8.6 Intoxication

- a. The student will be removed to a quiet area and be accompanied by a member of staff at all times.
- b. In the case of a Boarder, the Houseparent will decide whether a student can be left to sleep unsupervised or whether direct supervision is required.
- c. The school nurse / first aider may be called and further medical help summoned if necessary.
- d. Parents will be informed and called to the school to collect the student and advised to visit their GP. Where parents or guardians of Residential Boarders cannot attend, the Houseparent will continue to act *in loco parentis*.

- e. The incident will be recorded by the School Nurse and also on CPOMS.
- f. A written report will be provided for key staff as above.
- g. The Deputy Head Pastoral (DSL) will be informed who will follow the School's Safeguarding Policy to make sure the incident is recorded appropriately and follow up actions in line with safeguarding procedures.
- h. With the consent of the young person, they will be referred to YSMART, or the most appropriate service.

8.7 Discovery / Observation

If a student is suspected of possessing, using or dealing any substance not permitted in school a member of the School's Leadership Team must be alerted immediately.

- a. Staff will be instructed to remove any suspicious substances from the student (in the presence of an adult witness) or to secure the voluntary production of any substances believed to be concealed on the student's person. (Intimate physical searches should not be made by any member of staff). Any substance taken possession of will be stored securely until handed over to the Deputy Head Pastoral or the Head.
- b. The situation will be investigated promptly and thoroughly and a written record made.
- c. The student will be kept out of class/away from peers but supervised by an adult at all times. The student will be informed that the situation is a serious one (particularly if the substance in question is believed to be an illegal one) and that parents will be informed and asked to attend the school. The police may also be called.
- d. The Head will be notified who, in turn, will sanction appropriate interim pastoral and disciplinary measures and confirm the student's parents have been notified.
- e. If the substance is/ or is suspected of being illegal, the Head will call the local police to help with identification of the substance and request appropriate police involvement.

8.8 Drug Testing

- a. In all cases where there are reasonable grounds for a member of staff to suspect that a student is under the influence of any psycho-active substance, including alcohol, the student may be asked to provide a sample of urine for testing. All reasonable efforts will be made to inform parents before a test takes place.
- b. Reasonable grounds may include, though this list is not exhaustive, irrational or unexplained behaviour, vacant expressions or lack of responsiveness, a change in usual skin tone or colour, dilated or constricted pupils, glassy-looking eyes, or any observation of appearance or behaviour that would cause a concern. **Concern for the student's welfare will be paramount at all times.**
- c. A urine sample will be provided by the student, with at least two members of staff in attendance. A range of different substances can be detected.
- d. The testing kit is NHS-approved and claims 99% reliability. The result will be used by the School to confirm or refute the balance of probability required to substantiate the suspicion.
- e. In the event that a student refuses to provide a urine sample, the balance of probability will be based on observational and circumstantial evidence alone.
- f. Any student who has, either by testing, admission or on balance of probability, used or been found in possession of any psychoactive substance, will be subject to random testing as a condition of them being allowed to remain at the school. The School reserves the right to permanently exclude if a student has used or been found in possession of psychoactive substances (see Possible Sanctions Include above).

8.9 Alcohol Testing

- a. If a student is suspected of being under the influence of alcohol, a member of staff may ask the student to provide a breath-test using a **Dräger Alcotest Breathalyser kit**. This may be done at any time and kits are kept in Residential House offices for this purpose. A second member of staff will always be present when a student provides a breathalyser test.
- b. Any student who has been previously sanctioned for use or possession of alcohol will be

subject to random alcohol testing as a condition of them being allowed to remain at the school. The School reserves the right to permanently exclude if a student has used or been found in possession of alcoholic substances (see Possible Sanctions Include above).

8.10 Disclosure

- a. A student may disclose to a member of staff that (s)he has been using drugs or is concerned about someone else's drug use. **Concern for the student's welfare will be paramount** but in line with the school Safeguarding Policy staff will not be able to promise complete confidentiality and should make this known to any student seeking such an assurance. Information about a student in relation to drugs will follow the same procedure as for other sensitive information. The Deputy Head Pastoral (DSL), and Head will be informed and further help sought if appropriate. The student may be referred to a drugs or counselling agency/intervention programme (that is part of a community, multi-agency support network to the school) and/or referred to YSMART.

8.11 Suspicion / Hearsay

- a. Any hearsay / rumour about student drug use will be carefully evaluated in the light of the school's own knowledge about the student and sensitively investigated before any possible action is taken.
- b. If staff believe the rumour to be unfounded steps will be taken to challenge the rumour and its effects, e.g.
 - challenging the behaviour that might have led to the rumour
 - challenging those responsible for circulating ill-formed information
 - challenging the environment in which rumours breed.
- c. If the rumour is found to be true, the same procedures will be taken as outlined in the previous section for disclosure of drug use.
- d. If there is suspicion of a student misusing drugs the student will be observed and monitored over a period of time before deciding on appropriate action to be taken.
- e. Recordings of student observations will be carried out by the staff member(s) making the observations and will adhere to the following principles:
 - they will be specific
 - they will be non-judgmental (i.e. descriptive rather than interpretative)
 - they will be objective
 - they will be factual
 - they will be dated, time specific and signed
 - they will be designed to show pattern, nature, locations and frequency of the perceived behaviour.

9. Substance Misusing Parents

- a. The School recognises that some of its students may have a parent whose drug use (legal and/or illegal) is problematic. The child's welfare in this case is paramount and the School will act, within the legal limits that it can, to support the child in a variety of ways, both practically and emotionally. Key staff involved in such support have received guidance and training in this area. The child may be offered external support from YSMART.
- b. If a member of staff suspects that a parent collecting their child from school and intending to drive is intoxicated the police advice is that efforts should be calmly made to help the parent think of alternative, safer ways of getting home. This might include walking home, getting somebody else to collect them or calling a taxi. If the parent becomes aggressive and insists on driving on no account should staff put their own safety or security at risk. If possible staff should note down details of the car and phone the police with this information as soon as possible.

10. Training and Support for Staff

- a. All staff in the school who deliver PSHE (including Drug Education) receive continued professional development training in order to enhance their PSHE delivery skills.
- b. STOP and/or Y-Smart can provide targeted assistance to schools where a problem has been identified (ie with young person or group of young people) and/or there is a need for staff training to ensure effective referrals and responses to substance misuse are achieved.
- c. The Deputy Head Pastoral who line-manages the Head of PSHE, and the pastoral staff who lead on students' welfare, have responsibility for ensuring that drugs issues are handled in the spirit embodied in this document.

K Venner

Deputy Head Pastoral

APPENDIX - DRUG EDUCATION: CURRICULUM PROVISION

Aim

The overall aim of Drug Education in the school is to provide opportunities for students to develop their knowledge, skills, attitudes, values and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions in order to prevent or reduce the harmful consequences of drug misuse.

Objectives / Learning Outcomes

- to provide accurate information about drugs and the law relating to them
- to increase understanding about the implications and possible consequences of use and misuse of drugs
- to provide opportunities to examine attitudes and values towards drug use
- to promote the development of personal and social skills relating to positive health behaviours and the opportunity to practise them
- to enable young people to identify sources of appropriate personal support.

How Drug Education is Organised in the Curriculum

Context

- Drug Education is provided within a broader framework of PSHE where wider issues of promoting health, positive behaviours for physical and mental health and social responsibility can be addressed and where drug misuse prevention is just one component. (Specific drug related information is also provided within the statutory science curriculum).
- The school acknowledges that a positive health promoting ethos helps students feel valued and part of the school community and, in doing so, helps build self-esteem and resilience that may enable students to cope more effectively in drug related situations .
- PSHE is taught as a discrete subject as well as forming part of additional inputs through assemblies and school themed activities – it is also integrated within cross-curricular topics and the science curriculum. Age appropriate drug-related issues are addressed throughout the PSHE curriculum and schemes of work.

Parental Involvement

The School believes that it is important to have the support of parents and the wider community for the Drug Education programme. Parents are given the opportunity to find out about and discuss the School's programme (e.g. through a parent awareness session, newsletter advice and other suitable means).

Visiting Speakers

Visiting speakers from the community (e.g. health promotion specialists, the school nurse) can make a valuable contribution to the PSHE programme. Their input is carefully planned so as to fit into and complement the curriculum. The document, 'The Effective Use of External Contributors - A Good Practice Guide' is used to assist with the effective preparation of external contributors.

Teaching and Learning Methods for Drug Education

In keeping with the School's approach to PSHE a variety of teaching and learning methods are used as appropriate to the topic and needs of the students (e.g. brainstorming, role play, group discussion).

These strategies enable students to:

- a. place new learning in the context of previous experience
- b. explore currently held personal and cultural beliefs and values in the context of new learning
- c. apply new learning to other situations
- d. relate new knowledge to current behaviour, so as to be able to make and act on informed choices
- e. actively consider the implications of the learning for themselves, society and the environment.

Monitoring, Evaluation and Assessment

The Head of PSHE will monitor delivery of the programme through observation, learning walks and discussions with teaching and pastoral staff to ensure consistent and coherent curriculum provision.

Evaluation of the programme's effectiveness will be conducted on the basis of:

- a. regular student and teacher evaluation of the content and learning processes
- b. staff meetings to review and share experience.

All staff who deliver PSHE will assess progress in learning using the school's assessment procedures. Assessment is carried out formally and informally to establish the needs of students in order for planning to be effective and appropriate.