



**THE COLNE**  
COMMUNITY SCHOOL & COLLEGE

# Drugs Education and the Management of Incidents 2018 – 2019

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# THE COLNE COMMUNITY SCHOOL

## POLICY ON DRUGS EDUCATION AND THE MANAGEMENT OF INCIDENTS

The Colne Community School aims to provide for the health and wellbeing of all our students whilst working in partnership with the home. For this reason, we have developed a drugs education policy and guidelines for staff, students and their parents so that we can communicate the manner in which drug education will be delivered in this school and the school's procedure in the event of substance misuse.

**“A drug is any substance, natural or man-made, which alters the way a person thinks, feels or acts”  
(World Health Organisation)**

### Statement of Policy

- The school is committed to the health and safety of its members and will take action to safeguard their well-being.
- The school does not condone the misuse of drugs or alcohol under any circumstances by members of the school community nor the illegal supply of these substances.
- The school acknowledges the importance of its role in the welfare of young people and through its ethos and work will seek to inform and educate its students on the consequences of drug use and misuse.

### Aims of Drugs Education

The school believes that the following educational aims support the policy on drug misuse.

#### We aim:

- to encourage personal responsibility in all aspects of behaviour
- to enable students to make healthy informed choices by increasing knowledge
- to provide accurate information about drugs and substances open to misuse
- to widen understanding about related health and social issues, e.g. crime, STDs, HIV and AIDs
- to enable young people to identify sources of appropriate personal support
- to provide a copy of the school's drugs policy and programme on request

## **School Procedures**

Whilst the school encourages students to adopt a healthy lifestyle it acknowledges that some may contravene the school rules. If a student contravenes the rules the following sanctions will be implemented:

### **If a student is caught smoking or in possession of cigarettes:**

Please refer to the Smoking Policy in the Staff Handbook.

### **If a student is caught in possession of alcohol or under the influence of alcohol:**

- the alcohol will be confiscated
- the student will be removed from classes or
- the student will be supervised as necessary
- the parents/carers will be contacted
- an appointment will be made with parents/carers
- Sanctions will be given at the discretion of the Year Leader and depending on the circumstances
- there will be referral to a counsellor, if required

### **If a student is in possession of or supplies illegal drugs, or misuses such substances on school premises, or is under their influence:**

- the substance will be confiscated
- the student will be referred to the Head of School
- the Police **will** be informed
- the parents will be contacted
- an appointment will be made with parents/carers
- there will be an immediate exclusion – the exclusion is likely to be permanent
- identification of substances will be confirmed by the Police

All actions will take into account any previous misdemeanours.

## GUIDANCE FOR STAFF

### PROCEDURES FOR DEALING WITH DRUG RELATED INCIDENTS

When a young person discloses substance misuse either on or off the premises, the staff member will inform the Head of School, Vice Principal or the Designated Person.

Where staff discover substances which are suspected to be harmful, illegal, or warrant investigation, they should note the circumstances in which substances may be removed from either a place or person.

**a. Place**

If possible, always remove the substances from where it was discovered in the presence of a witness. If it is not possible to immediately obtain a witness, do not leave the substance there while you enlist the support of a colleague or student as a witness, continue with the following procedure.

**b. Person**

When receiving or retrieving substances from a student, do so, if possible, in the presence of a witness. In the absence of a witness, and within the bounds of your professional discretion, do not put off receiving suspicious substances from a student's possession, continue with the following procedure.

**The following guidelines should be observed at all times: -**

1. Remove the substance and record the time, place and circumstances when the substance came into your possession.
2. Do not investigate the nature of the substance, but do record its approximate size and appearance.
3. When possible, have the recordings countersigned by a witness.
4. Take the substance immediately to the Head of School or Designated Person. Do not keep the substance on your person or in a place of safekeeping; to do so may place you at risk.
5. In the presence of the Head of School or Designated Person, place the substance in a suitable sealed container. The Head of School or Designated Person, yourself and, where possible, the witness should sign and date the package. An official report should be completed, recording the time, date and circumstances of the finding.
6. The Head of School or Designated Person will arrange for the appropriate agency to remove the substance from the premises.
7. In the event of a discovery of any equipment associated with substance use, especially needles and syringes, **students should not be allowed to handle such items.** All equipment found must be handled by adults, with the utmost care (protective gloves should be used), to protect against self-contamination and avoid damaging fingerprint evidence. The Head of School or Designated Person must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

# ACTION TO BE TAKEN

In instances involving substance misuse on the premises, and following discussion must take place between staff members:

- The Head of School or Designated Person will inform parents/carers at the earliest opportunity.
- If a young person appears to be intoxicated with alcohol or under the influence of an illegal substance, the parents/carers must be asked to collect the young person from school.
- The young person will be kept as calm as possible. Staff will ensure no other persons are at risk. Child Protection will only be informed if the young person is 'at risk' and the issue has been discussed with a member of Senior Leadership Team
- If a young person admits to using or supplying substances on the premises, the teacher will inform the Head of School or Designated Person who will inform the parents/carers.
- There is no legal obligation to inform the Police, but we will **always** do so, since a school cannot knowingly allow its premises to be used for the supply or use of any illegal drug.
- Students will be subject to exclusion which may be permanent from the school if they are in possession of illegal substances or under the influence of illegal substances on the school premises.
- Regarding the welfare of staff, the school will follow the policy on drug and alcohol misuse as part of its Health and Safety Policy. This is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.
- The Head of School or Designated Person will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one and is likely to generate interest from the local media, the school will take appropriate advice and guidance to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school.

## **DRUG OR SOLVENT MISUSE: RECOGNISING THE SIGNS**

Appendix 3

- Excessive spending or borrowing of money
- Stealing money and goods
- Reports from parents that more time is being spent away from home
- Changes in the attendance pattern and decline in willingness to participate in school activities
- Unusual outbreaks of temper
- Sudden changes of mood
- Disregard for physical appearance
- Lack of appetite or drastic increase in intake of sweet foods
- Heavy use of aftershave or perfume to disguise the smell of drugs
- Wearing sunglasses at inappropriate times to hide dilated or constricted pupils
- Bouts of drowsiness or sleeplessness
- Increased evidence of telling lies or furtive behaviour
- Unusual smells, stains or marks on the body or clothes, or around the house
- A marked interest in glue, nail varnish or other solvent-based products
- Unusual soreness or redness around the mouth, nose or eyes
- Persistent, irritable cough
- Slurred speech
- Becomes involved in petty delinquency
- Making or receiving a lot of furtive phone calls
- Rushing off to 'meet somebody' at short notice

## **DRUGS AWARENESS EDUCATION – WARNING SIGNS**

Possible warning signs in groups

- Small groups gathering in secretive places – boiler rooms, disused sheds, garages
- Laughing hilariously and being unsteady on their feet, appearing a little 'drunk'
- Involved in a lot of 'rough and tumble'
- Pooling money – petty stealing
- Behaving aggressively
- A small group sharing a 'secret' with a great deal of giggling immediately after a break period
- Absence on days of particular significance
- Avoiding supervised areas
- Being the subject of rumours about drug taking
- Talking to strangers on or near the premises
- Use of drug-taker's slang
- Associating briefly with one person who is possibly older and not normally part of the peer group

**PARENTS: WHAT TO DO IF.....****You are concerned about the welfare of your child:**

Telephone the school and speak to the form tutor

**You require further information about the policy and the drug education programme:**

Telephone the school with your request

**You or your child find a drug, needle or drug using equipment on the school premises:**

Do **not** touch it. Get someone to guard it and contact a member of staff to dispose of it.

**You require any further information on any issue to do with drugs:**

The school supplies and displays a range of leaflets and posters.

**Useful contacts and telephone numbers:****National Information:**

**National Drugs Helpline – Freephone 0800 77 66 00**  
**Drugs in Schools Helpline – Freephone 0345 366 666**  
**Childline – Freephone 0800 1111**

**Local Information:**

**NEEDAS – 01206 287251**  
**EYPDAS – 01245 493311**  
**24 hr helpline: 0800 3165699**