

## BACKGROUND

Drugs education at King Arthur's Community School is delivered through the PSHE (Health Education) programme and Science education. Opportunities to reinforce key messages will occur through other areas of school life such as assemblies and Drugs Awareness Evenings. Drugs education includes, not only the imparting of knowledge about what is beneficial and what is harmful, but also involves the development of skills, which will enable students to use their knowledge to make informed choices. We recognise that the use and misuse of substances have to be considered within the context of a society where tobacco, alcohol, caffeine and prescribed medication are accepted as part of everyday life for many people.

For the purpose of this policy, the definition of a drug given by the United Nations Office on Drugs and Crime is:

A substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances or solvents (those giving off a gas or vapour which can be inhaled).
- all over-the-counter and prescription medicines.

**AIMS** The aims of the school drug policy are to:

- safeguard the health and safety of students and others who use the school
- clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- clarify the legal requirements and responsibilities of the school
- enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs

# **GUIDELINES FOR DEALING WITH DRUG-RELATED INCIDENTS**

In instances involving substance misuse or supply on the school premises, parents will be informed at the earliest opportunity by the Headteacher or member of the Senior Leadership Team.

If a young person admits to using or supplying substances off the premises, the teacher's discretion will be involved, but informing the Headteacher is appropriate action.

The school reserves the right to search any student they suspect may be in possession of drugs. The school will not search an individual or their property without their cooperation and consent. Where an individual refuses and the drug is believed to be illegal, the school may consider calling the Police. The search will be conducted in such a way as to minimise embarrassment or distress, and all searches will be conducted by a member of the SLT in the presence of a second member of staff.

The school will consider each substance incident individually, recognising that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take; it will seek to balance the interests of the student involved, the other school members and the local community. However, incidents involving smoking, solvents and alcohol are likely to result in fixed term exclusions. Any student found in possession of illegal drugs will be permanently excluded, unless there are extenuating circumstances.

## **PROCEDURES**

### **Possession of illegal drugs**

- i) The person finding the student should escort them to the Headteacher. The student should not be left on their own.
- ii) The student should be asked for the following information and it will be documented:
  - Where the drugs were obtained from
  - Type, amount and time drug taken
  - Any other students involved
- iii) Where possible the drugs should be removed in the presence of a witness. The drugs should be put in a bag with information on the time, location and date the drugs were found. The bag should be sealed in the presence of a witness.
- iv) The Police must be notified by the Headteacher. The Police will arrange to pick up the illegal substance but until such time its safekeeping is the responsibility of the school.

- v) Any suspicious accessory equipment (e.g. syringes) must also be retained but handled with caution to prevent the spread of infection.
- vi) Parents must be informed and the offer of counselling and support should be given either from within the school or from an outside agency.
- viii) The Chair of Governors will be informed by the Headteacher and the remaining members of the Governing body may be informed dependent upon the severity of the incident.

## **Smoking**

The school is a no-smoking campus.

In line with government legislation introduced on 1<sup>st</sup> July 2007, 'No Smoking' signs are displayed at the main entrance to the school.

Parents will be told that students are not allowed to smoke in school or on the school premises, nor are they permitted to have cigarettes, lighters, matches etc in their possession. This policy applies to:-

- students on the way to and from school, e.g. on the school bus
- students out of school during the school day, e.g. in town at lunchtime
- students on a school visit, trip, work experience or college course

A student caught smoking will be dealt with in the following manner:

- (i) Blue slip to be reported to reception as soon as possible following the incident. Pastoral Leader/SLT will be informed and if necessary students will be questioned about the extent of the problem and any links with other students. They will be offered guidance after consideration of the frequency and nature of the incident.
- (ii) Removal of the cigarettes, tobacco and/or smoking equipment from the student's possession. These items will be disposed of.
- (iii) Parents will be informed by letter. (See Appendices)
- (iv) Discipline will be in line with the following guidelines:

**First offence:** Students found smoking or in possession for the first time will receive a verbal warning and will receive a breaktime and lunchtime detention.

**Second offence:** Students found smoking or in possession for the second time will receive another warning and will receive a breaktime, lunchtime and afterschool detention.

**Third offence:** Students found smoking or in possession for the third time will attend a meeting, including parents, with the pastoral leader and arrange counselling with the school nurse.

**Fourth offence:** If a student is found to be smoking or in possession on a fourth occasion, the student will be excluded from school for one day.

## **Solvents**

Although solvents are not illegal drugs it is illegal to supply under 18s knowing that they are going to be inhaled (Intoxicating Substance (Supply) Act 1985).

A student found in possession of solvents or experiencing the effects of solvent inhalation should be dealt with in the following manner:

- (i) If a student is discovered in possession of a solvent based substance in a situation where it has or is likely to have been inhaled, the substance should be removed from the person's possession. The student should be escorted with the drugs to the Headteacher or member of SLT.
- (ii) If the student on being discovered runs away extreme care must be taken as one of the effects of solvents is extra stimulation and there is a danger of heart attacks. It is therefore not advisable to chase the student.
- (iii) The student must be given constant supervision to prevent or reduce the possible consequences of side effects like choking on vomit. Professional medical assistance should be given if necessary.
- (iv) When the student returns to a lucid state enquiries should be made to ascertain the time, intensity and frequency of the incident.
- (v) Parents and Police will be informed and the confiscated items will be disposed of.
- (vi) The Parents and students may be offered counselling; disciplinary action should be considered on each individual incident and should be dependent upon the extent and severity of the problem but is likely to result in a fixed term exclusion.

## **Alcohol**

A student found in possession of, or under the influence of alcohol should be dealt with in the following manner:

- (i) The student should be taken to the Headteacher or a member of SLT and the remaining alcohol removed from their possession in the presence of a witness.

- (ii) If the person is unconscious they should be put into the recovery position and supervised to prevent possible choking on vomit. Professional medical help should be sought.
- (iii) The student upon becoming lucid should be questioned fully about the incident to ascertain the extent of the problem and links with other students.
- (iv) Parents will be contacted and the confiscated alcohol will be disposed of. Counselling may be offered to the parents and student.
- (v) Disciplinary action is likely to result in a fixed term exclusion.

### **MEDICATION** *Prescription and Non-Prescription drugs*

A member of staff is not to administer medication unless there is permission from the student's parent/guardian. If a parent states their child requires medication to keep down the effects of a non-serious illness then the Headteacher, to meet his/her responsibilities in loco parentis, may take such steps in relation to the use of medicine as any ordinary parent would take. This might range from administering an antibiotic to counter the pain of an ear infection to simply reminding an asthmatic to use their inhaler. In applying these criteria the Headteacher should have regard for:-

- i) the nature of the medicine involved and whether it is reasonable for it to be used at school;
- ii) the adequacy of instruction given by the parent to the school and /or child.

However, if a student is not medically fit to attend school, or if a student carries dangerous medicines to school unsupervised, or the number of students requiring medicine is unreasonable given the school's circumstances, the Headteacher would be acting perfectly reasonably in refusing to accept responsibility for them or their use and parents should be asked to make other arrangements.

The Headteacher will if necessary delegate responsibility for the use of medicine to a school First Aider, the appropriate Head of Year or Reception staff.

### **MONITORING AND EVALUATION**

The Headteacher should ensure each member of staff has access to a copy of the Policy and is fully conversant with it.

This policy will be reviewed periodically by the Governing Body.

# APPENDICES

## 1<sup>st</sup> Offence

«Parental\_addressee»  
«AddressBlock»

Dear «Parental\_Salutation»

Earlier today «Forename» was seen smoking. Details are as follows:«Forename» was seen by a member of staff smoking near XXXXXXXXXXXX at approximately XXXXXXXXXXXXXXXX

The school's policy is clear on smoking: King Arthur's is a non-smoking campus and for a number of obvious reasons smoking is not permitted. Smoking is a habit, which is easily learnt but hard to break. As a result, «Forename» will be in detention at breaktime and lunchtime on XXXXXXXX.

I look forward to receiving your support in counselling «Forename» about smoking and preventing «Forename» from bringing cigarettes onto school premises in the future. Any student found in possession of cigarettes, tobacco or a lighter will have these items confiscated.

In line with the school's Drugs Policy if «Forename» student is caught smoking again she will receive a detention for breaktime, lunchtime and afterschool.

Please could you sign and return the acknowledgement slip below.

Yours sincerely

D Dwyer  
Deputy Headteacher



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To:- Mr D Dwyer, King Arthur's Community School, West Hill, Wincanton.

Re: - «Forename» «Surname»

I/We acknowledge receipt of your letter regarding smoking.

Signed ..... Date .....

## 2<sup>nd</sup> Offence

«Parental\_addressee»  
«AddressBlock»

Dear «Parental\_Salutation»

Earlier today «Forename» was seen smoking. Details are as follows:«Forename» was seen by a member of staff smoking near XXXXXXXXXXXXX at approximately XXXXXXXXXXXXXXXXXXXX

The school's policy is clear on smoking: King Arthur's is a non-smoking campus and for a number of obvious reasons smoking is not permitted. This is «Forename»'s second smoking offence and as a result she will be in detention at breaktime, lunchtime and afterschool on XXXXXXXXXXXXX. Please arrange to collect «Forename» from school at 5.00 p.m.

I would ask you to continue to support us in counselling «Forename» about smoking and preventing «Forename» from bringing cigarettes onto school premises again.

In line with the school's Drugs Policy if «Forename» is caught smoking again we will require you and «Forename» to meet with the Pastoral Leader and arrange counselling with the school nurse.

Please could you sign and return the acknowledgement slip below.

Yours sincerely

D Dwyer  
Deputy Headteacher



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To:- Mr D Dwyer, King Arthur's Community School, West Hill, Wincanton.

Re: - «Forename» «Surname»

I/We acknowledge receipt of your letter regarding smoking. I have arranged for «Forename» to be collected from school at 5.00 p.m. on XXXXXXXXXXXXXXXXXXXX

Signed ..... Date .....

## 3<sup>rd</sup> Offence

«Parental\_addressee»  
«AddressBlock»

Dear «Parental\_Salutation»

Earlier today «Forename» was seen smoking. Details are as follows:«Forename» was seen by a member of staff smoking near XXXXXXXXXXXXX at approximately XXXXXXXXXXXXXXXX

The school's policy is clear on smoking: King Arthur's is a non-smoking campus and for a number of obvious reasons smoking is not permitted. This is «Forename»'s third smoking offence and as a result we require you to attend a meeting on XXXXXXXXXXXXX to meet with Mr Elloway/Mrs Fuller/Mrs Creed, Head of Year 7/Head of Lowe/Upper School to discuss «Forename»'s continued smoking and to arrange a meeting to receive counselling from the school nurse.

In line with the school's Drugs Policy if «Forename» is caught smoking again she will be excluded from school for one day

Please could you sign and return the acknowledgement slip below.

Yours sincerely

D Dwyer  
Deputy Headteacher

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To:- Mr D Dwyer, King Arthur's Community School, West Hill, Wincanton.

Re: - «Forename» «Surname»

I/We acknowledge receipt of your letter regarding smoking.

Signed ..... Date .....