



THE NORTON KNATCHBULL SCHOOL
ACADEMY TRUST

DRUGS POLICY
(including alcohol, tobacco and E-cigarettes)
Education and Incident Management

Approved by Education Committee

24th March 2021

Reviewed by

Richard Hoyte

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Spring 2024

DRUGS POLICY – Education and Incident Management

Drug and drug education in the context of this document are inclusive terms including tobacco, alcohol, E-cigarettes, illegal drugs, medicines and other substances such as solvents and new Psychoactive Substances

Although The Norton Knatchbull School is an Academy and independent of KCC control, this Policy refers to KCC sources of advice and guidance as the school has chosen to still utilise the expertise of KCC and to adhere to its standards with regard to this area.

Rationale

The Norton Knatchbull School is committed to the Health and Safety of all its members and believe that we have a duty to support and safeguard the well being of all its students and staff. The school is committed to the principles of being a Healthy School.

Effective drug education is an essential contributor to ensuring that all children and young people are able to reach their full potential. Education about drugs is also crucial for the school to remain a Healthy School. A teacher of drug education does not need to be an authority on drugs, as it is the life skills approach that is crucial to this area of learning.

Successful drugs education should start early; the key to which is developing students' emotional intelligence, resilience and life skills. These same skills are crucial to successful Relationships and Sex Education (RSE) and anti-bullying approaches.

The school values the importance of its pastoral role in the welfare of its students, and through the general ethos of the school, we seek to encourage and develop young people's learning and ensure support appropriate to their needs is accessible.

Education about drugs is not concerned merely with substance, but with people in their social and community settings. Therefore, drugs education should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

Drug issues and concerns extend across socio-economic and ethnic boundaries, and students of all ages and abilities will encounter both the positive and negative effects of drugs, whether used legally or illegally. Many students have some knowledge about illegal drugs through the media, "street talk", and personal experience. The school welcomes and encourages parent/carer and community involvement in the development of school policy and curriculum delivery.

Purpose

The aims of this policy are:

- To provide a safe, healthy environment in which students and staff can learn and develop.
- To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- To promote clarity about the management of drug related incidents in the school.
- To encourage and enable students to appreciate the benefits of a healthy lifestyle now, and in the future.
- To enable students to make reasoned, informed choices.
- To minimise students' experimentation with illegal or harm causing substances.
- To address and take account of local community needs, including the differences and diversity within the school community.
- To enable young people and staff to access support structures e.g. counselling, and treatment.
- To monitor, evaluate and review learning outcomes for students.
 - To work with KCC and outside agencies, including the voluntary sector, to secure and support a balanced delivery of a drugs education programme, e.g. Health Care professionals, Kent Police, Youth Service, Kent Safeguarding Children Multi-agency Partnership (KSCMP), We are With You (formally Addaction) - Mind and Body Programme, The Kenward Trust and Salus.
- To provide opportunities for students to acquire knowledge and identify the distinction between authorised and unauthorised drugs.
- To develop and equip students with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.

Implementation (Roles and Responsibilities)

Drugs Education

Science and Personal Development and the Tutorial Programme provide opportunities for drug education. Further to this, however, it is the responsibility of all staff to embrace any opportunities to discuss appropriately any issues related to drugs, as such opportunities arise both in and out of the classroom.

Students are taught about attitudes and values as follows:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.

- That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.
- To understand about New Psychoactive Substances and E-cigarettes: if something can be bought legally, it does not mean that it is safe for human consumption. These substances and their effects remain largely un-researched and could lead to damaging long-term, life-changing effects.

In teaching drugs education, teachers use a range of approaches, including role-play and discussion group work

To ensure effective drugs education it is essential that:

- Teaching resources are up to date, differentiated and culturally and age appropriate.
- Adequate staff resources, development and training are provided to address identified needs.
- There is a protocol for use of visitors contributing to the school programme (See Appendix A).

Drugs education has many cross-curricular links; with science making a particular contribution. However, the development of Personal, Learning and Thinking Skills are themes throughout the curriculum, within the programme for Personal Development, and enshrined in the values, which are embodied in the schools' ethos. There are links to other subjects, such as Geography and Physical Education, and aspects of school life.

The needs of students with AEN including medical conditions and disabilities, will be taken into account by the teacher who may need to provide different resources, different activities or specific support to some students. Where students' Individual Education Plans (IEP) identify targets relating to their personal development, the teacher will ensure that opportunities are planned to support students in achieving these.

This school has an ongoing programme for professional development. Support and Continuing Professional Development (CPD) opportunities for all school staff will be made available.

The Science Coordinator, and Subject Leaders for Biology, Chemistry and RE Personal Development are responsible for ensuring that the Schemes of Work cover drugs education sufficiently, and for monitoring this through their departments.

The Designated Safeguarding Lead will review this regularly in consultation with the relevant subject leaders, and will give feedback to governors where necessary.

Management of Drug Related Incidents

This policy covers drug related incidents that take place within the school's boundaries. The school boundaries are defined as any area where a student is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the student is in the charge of the school and its staff, whether this is within or outside school hours.

In responding to a drug related incident, the school will follow the guidance of the police and the DfE document 'DfE and ACPO drug advice for schools'.

Procedure for a Student who is suspected of Substance Misuse

If a student is suspected of being involved in substance misuse, is causing concern about his/her substance use, or makes a disclosure about their own or their family's substance misuse, the Designated Safeguarding Lead will make an assessment of the extent of the drug misuse. Following this assessment action must be taken to safeguard the student and, if appropriate, the student must be referred to We are With You (formally Addaction) - Mind and Body Programme for further support. The Drug Use Screening Tool (DUST) will be used to help support this process.

Communication between staff and early involvement of parents/carers and police should set the scene for early, supportive pastoral intervention. An appraisal should take place to determine the nature of the student's needs and the additional support a student might need if, for example:

- their knowledge about drugs is low
- they rely upon frequent use of drugs
- their drug use is affecting performance at school
- their drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their (or someone else's) drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support
- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as Youth Clubs, extra-curricular events and activities, and external provision as part of Youth Service or We are With You (formally Addaction) - Mind and Body Programme)

Procedures for managing students suspected of, or found in possession of unauthorised drugs

If a student appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary, the young person should be taken to the local Accident & Emergency Unit. The Designated Safeguarding Lead will contact his/her parents or carers and request that they collect him or her from school. If they are unavailable, the student will be supervised in a suitable room until the parents/carers are able to collect him or her, or until other action appropriate to the individual and circumstances has been taken.

If a student brings drink or drugs to school or the school has good reason to believe they have done so, or if a student is found with a substance or a drug thought to be unauthorised, the following procedures should be followed:

- All unknown tablets, powders and substances should be regarded as unauthorised. This includes New Psychoactive Substances
- There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through KCC's

Children, Families and Education Health and Safety Unit, in conjunction with “The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes”.

- The Police should be the first point of contact with regard to confiscation of suspected illegal drugs in schools. The police recognise that these issues will impact on the young person, their families, friends and the wider school community.
- The confiscation of unauthorised items is covered in section 3.09, 3.10 and appendices A & B of the Behaviour policy.
- Substances should **NOT** be destroyed or flushed down the toilets.
- If a student has taken a drug, or there is reasonable evidence to assume so, a trained first-aider will be called immediately, and professional medical help sought where appropriate. If not, then another member of staff will be called for help and as a witness.
- Staff will inform the Designated Safeguarding Lead as soon as possible after they have ensured the safety of the student and any other students involved. The Headteacher will also be informed.
- The school will encourage co-operation from students when asked to empty their pockets/bags/lockers and hand over the suspected drugs. This will not be attempted unless two members of staff are present, one of whom must be a member of the school’s Senior Leadership Team.
- If the Police are called, he or she can carry out a search of the student and his/her belongings if he or she considers such a search is justified and within the law. The search *must* be done in the presence of an appropriate adult.
- The Police can retain, secure and have the substance analysed and offer advice and guidance regarding the alternative options. Kent Police work closely with the Local Authority and Kent Drug and Alcohol Action Team. There are agreed protocols about dealing with ‘experimental’ drug use which seek to reduce harm to the student/student and minimise school exclusions. (For a full range of responses see DfE: Drug Guidance for Schools sections 3.13.1 – 9)
- It is legal for a staff member to confiscate substances thought to be illegal. Confiscated drugs should be sealed in a clear plastic bag, with the completed incident form attached, and locked away until the police arrive (see appendix B of the Behaviour Policy)
- Where it is considered that the student has been at risk, or it is thought that the drug or substance is unauthorised, the student’s parent or carer should immediately be contacted and asked to attend the school, unless this is not considered to be in the best interests of the student, in which case safeguarding guidelines should be followed.
- If it is established that the incident is drugs related, the Headteacher will contact the Chair of Governors to inform him/her of the situation.
- If the incident is deemed to be serious enough, the Headteacher will contact the DfE to inform them of the situation.
- Teachers cannot guarantee confidentiality, and where a student discloses information that indicates he or she is at risk, the information will be passed immediately to the school’s Designated Safeguarding Lead. A teacher should sensitively indicate to a student that confidentiality cannot be maintained, preferably before any disclosure takes place.
- Staff should record what has happened and all actions taken as soon as possible and the witness should countersign the statement recorded by the member of staff.
- If the Headteacher or the Designated Safeguarding Lead are unavailable, any other available member of the Senior Leadership Team should be contacted.
- If the incident happens off site, alternative arrangements should be in place, as described in the ‘Residential and Off Site’ section below.

Response, Support and Sanctions

The Police or the School can, on request, if they consider this to be appropriate, use the **Drug Use Screening Tool** to assess the most appropriate intervention and will take legal action, including arrest, if considered necessary and requested by the Headteacher or those deputising for the Headteacher. A decision will be made in partnership with the school and with due consideration of all available information. The Assistant Headteacher Student Wellbeing) is familiar with the use of the Drug Use Screening Tool (DUST).

In many situations a local Drug Intervention and Support Programme (DISP) will be run to educate young people of secondary age about the impact of substance misuse.

The Headteacher may decide that a fixed term or permanent exclusion is an appropriate consequence for the misuse or possession of unauthorised substances within the school boundaries. If a student is found dealing in drugs, permanent exclusion will be applied.

Drug Testing and Passive Search Dogs

This school will only introduce drug testing after consulting and ascertaining the support of the whole school community. It will adhere to the KCC guidance, Guidance for Schools on Drug Testing.

This school may, from time to time, use passive search drug dogs as part of its drug education programme, and will adhere to the KCC and Police guidance.

If any student is identified as using drugs as a result of drug testing or passive search dogs, then the procedures in the 'Procedures for Managing Students Suspected or Found in Possession of Unauthorised Drugs' section will be followed.

Alcohol, Tobacco and E-cigarettes

Alcohol, Tobacco and E-cigarette misuse by students is a serious issue for schools. Research shows that the younger students are, when they enter into experimental use of these, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school will take action to safeguard the students and inform parents/carers as soon as possible. Students may be required to participate in an additional drugs education programme if they are identified as having engaged in abuse of these or other substances.

Smoking

The Governing Body is concerned for the well being of all staff and students. It also has a clear statutory responsibility to create and maintain a safe working environment for everyone. As there is extensive evidence that both smoking and passive smoking are detrimental to health, the Norton Knatchbull School is a smoke free establishment.

Smoking is not permitted in any area of the school buildings and its external boundaries, including the playgrounds. Smoking is not permitted in and around entrances to buildings as this practice projects a poor image to students and visitors and can potentially create passive smoking hazards in areas of high circulation of people. Staff wishing to smoke must go off site during their breaks, lunch time or non-contact periods, having checked first that they are not required for cover and signing in/out.

Students caught smoking will be sanctioned appropriately. Incidents within the school buildings are considered more serious than outside due to the added fire hazard. For persistent offenders, a referral may also be made to the school nurse or an external drugs education provider.

Support is available to those who wish to stop smoking as indicated in the sources given in Appendix B.

Alcohol

The Norton Knatchbull School adheres to the Licensing Act of 1964. Alcohol is occasionally used by the Science and Technology Departments, or the site maintenance team for legitimate purposes. Further, Alcohol is sometimes served and/or sold at school functions to guests who are over 18.

However, apart from the exceptions given above, The Norton Knatchbull School is an alcohol free institution.

If a student is suspected of bringing alcohol into school, this should be reported to a member of the Pastoral or Leadership teams. A search (including a member of the Leadership Team, with more than one member of staff present) may then be undertaken. Regardless of the outcome of the search, parents will be contacted and an appropriate sanction will be given if necessary.

If a student is suspected of being intoxicated, this should be reported to a member of the Pastoral or Leadership teams. The first priority will be for the health and welfare of the student. The assistance of a first-aider may be required; in the case of very serious intoxication it may be necessary to call an ambulance. Parents will be kept informed. Once the safety of the student has been established, the same procedures as for a student being suspected of bringing drugs into school will be followed.

Residential and Off Site Visits

Residential and off site visits must comply with KCC “Regulations and Guidance for Offsite Activities” full risk assessment practice. Drug issues, including tobacco, E-cigarettes, alcohol and other substances including volatile substances, should be discussed. Students and parents/carers must be clearly informed of the school’s expectations. Expectations of staff must also be considered and agreed.

If a drug related incident occurs during a foreign trip, it is advisable to seek the help of the British Consulate before involving the local police, if this is deemed necessary. Under no circumstances should unauthorised drugs be carried across national borders.

Confidentiality and Child Protection

With drug related issues, as with any other issue, where a student/student discloses information that indicates he or she is at risk, the information must be passed immediately to the Designated Safeguarding Lead. Staff should sensitively indicate to a student that confidentiality cannot be maintained, preferably before any disclosure takes place. For further details, please refer to the Child Protection Policy.

Staff

Any staff bringing unauthorised drugs to work, or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site), could be subject to disciplinary procedures and possible police prosecution. All members of staff have a duty of care to the students and therefore the Headteacher must be informed immediately of such an instance. All members of staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work (see Whistle Blowing Policy).

The Norton Knatchbull School is a smoke free school, in line with national legislation effective from 1 July 2007. Staff smoking on school premises, or who bring illegal drugs on to school premises, will be deemed to be in breach of their contract.

The school will make every effort to support any member of staff in these circumstances and encourage them to seek appropriate professional help.

Parents/Carers and Drug Incidents

In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and student safety issues are paramount. The school is not able to divulge any information about individual students. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school. The school informs parents/carers of any local concerns/issues. Where appropriate, the school will refer parents/carers to other sources of help, for example, drug or alcohol specialist agencies or family support groups.

This school aims to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

Where the help of external services might be needed, and the child's safety is not considered at risk, we will consider a possible referral to other agencies. The student will be informed at every step.

When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, staff may have concerns about discharging a student into the care of a parent/carer. The focus for staff will always be the maintenance of the student's welfare, as opposed to the moderation of the parent's/carer's behaviour. It is important to gain support from other colleagues to act as a witness and/or give additional guidance when addressing parent/carers who are intoxicated.

Where the behaviour of an intoxicated parent/carer repeatedly places a student at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.

Checklist for Use of Visitors in Delivery of Drug Education

Drugs Education is a shared responsibility and schools need not be alone in providing effective and relevant drugs education for young people.

Visitors and staff from a range of statutory and voluntary agencies can support and enhance drug education programmes in schools when part of a PSHE programme. However, they should not be used to abdicate the responsibility of the school, and be relied upon solely to deliver drugs education. The use of visitors needs to be part of a planned, coherent and integrated approach. The checklist below will assist the school in developing a partnership approach to drugs education delivery and support for young people.

Before involving a visitor, it is useful to consider the following:

- Consistency with school's ethos, values, drug policy and approach to drugs education.
- The most appropriate source of information/support – why do you want the agency's involvement?
- What is the visitor expected to do ?
- What will the teacher's contribution to the session be ?
- Is it clear to the visitor that the teacher will remain in the classroom ?
- What preparation will be necessary, i.e. classroom layout, size of groups, content of session, A/V equipment etc. ?
- Has the visitor been DBS checked?
- Have confidentiality issues been clarified, avoiding inappropriate disclosures?
- How will the session be followed up?
- How will the input be evaluated?
- Is parental consent required?

(This is not a comprehensive list. Further guidelines can be found in the TACADE publication: 'Making the most of visitors – using outside agencies in school drug education.') The KCC School Drugs Education Advisers and the Kent Healthy Schools programme will be able to provide support and guidance in selecting school visitors. KCC promotes 'We are With You' (formally Addaction) - Mind and Body Programme, as the guidance for professionals to utilise.

Useful Contacts and Resources

- Action on Smoking and Health (ASH) – offer confidential advice on problems associated with smoking in the workplace. Tel: (0207) 739 5902. Website: www.ash.org.uk Tel: 0207 4040242
- NHS stop smoking www.smokefreeaction.org.uk
- Quit www.quit.org.uk
- The National ‘Giving Up Smoking’ Helpline is on 0800 1690169.

- The Kent Drug Alcohol Action Team (KDAAT) (www.kdaat.co.uk)
3rd Floor, Invicta House, County Hall, Maidstone, ME14 1XX
Tel 01622 221676

- KCA Young Persons’ Service 34 Simmonds Road, Canterbury, Kent. CT1 3RA
Tel: 01227 456744 Fax: 01227 457628 yps@kca.org.uk

- www.youngaddaction.org.uk
- www.wearewithyou.org.uk/
 - Email - yadmin@wearewithyou.org.uk

- www.talktofrank.com

