



PENWORTHAM GIRLS' HIGH SCHOOL

DRUGS & ALCOHOL POLICY

(June 2023)

Updated Annually

Next review Summer 2024

THE MISSION

**To prepare
Articulate, Questioning, Tolerant and Independent Women
for the future.**

Our Aim, Mission and Core Values

PGHSuccess:

It is our aim to make all our students a PGHSuccess. A pupil becomes a PGHSuccess when they have the knowledge, skills, and personal attributes required to achieve their ambitions; academically, creativity and socially.

Our Mission is:

To help our students to achieve their version of PGHSuccess, we have set ourselves the mission of '*preparing articulate, questioning, tolerant and independent women for the future*', as we believe that these qualities which are central to success in our modern society.

Our Core Values:

In order to achieve our mission statement, our policies and actions are guided by six core values. These core values are interwoven throughout all we do in school, including forming the basis of our pastoral care.



Related Policies and documentation:

- a) Confidentiality Policy
- b) Safeguarding Policy
- c) Behaviour Policy
- d) Medicines in School Policy
- e) Trips Policy
- f) Searching and Confiscation Policy

- 1) Life Skills SoW / Resources
- 2) Science SoW / Resources
- 3) GCSE PE SoW / Resources (Non-compulsory – KS4 option)
- 4) BTEC Health and Social Care SoW / Resources (Non-compulsory – KS4 option)

1.0 Drug Definition used in Policy

Our policy is based on the government's definition of a drug - "A substance people take to change the way they feel, think or behave". Under this definition the term 'drug' refers to medicines (prescription and 'over the counter') and legal substances (e.g. alcohol, tobacco, solvents and any legal high), as well as substances controlled under the Misuse of Drugs Act 1971 i.e. illegal drugs.

2.0 The Role of Schools

As part of the statutory duty on schools to promote pupils' wellbeing, schools have a clear role to play in preventing drug use / misuse as part of their pastoral and curriculum responsibilities. This policy has been written to reflect the Government's official Drug Strategy (2010).

The aim of this policy is to set out the role of school in all drug related matters, this includes:

- the content and organisation of drug education,
- the support available to pupils living in a drug using society,
- the management of drugs and medicines within school boundaries and on school trips,
- the sanctions applied for bringing, using or distributing drugs on the school grounds.

3.0 Aims of our Drugs Policy:

- To ensure our students have sufficient resilience to avoid the temptation of drug use, when faced with a challenge or peer pressure.
- To ensure all our students show dignity and compassion to those who have struggled with drug misuse, helping them to explore the causes, influences and impacts of drug use.
- To make clear the social responsibility each of us have for ensuring a safe school free from drug misuse.
- To provide a curriculum which enables our pupils to make informed choices on drug use and provides accurate information about substances and the law.
- To increase our students understanding of the physical, emotional, and social impacts of drug use.
- To enable our students to be able to identify sources of appropriate personal support, both within and beyond school.
- To provide support through the pastoral system for pupils considered at risk.
- To ensure child protection / safeguarding processes are followed when evidence of drug related abuse, or exploitation, is identified.

4.0 Drug/Alcohol use on School Grounds

If a pupil is suspected of being under the influence of drugs/alcohol on school premises, the school must prioritise the safety of the young person and those around them. If necessary, it should be dealt with as a medical emergency, administering First Aid, and summoning appropriate support. Depending on the circumstances, parents and/or the police may need to be contacted. If the child is felt to be at risk the Safeguarding Policy will come into effect and social services may need to be contacted.

4.1 Sanctions for Drug/Alcohol Use in School

This school does not tolerate the misuse, possession, or supply of drugs/alcohol by any individual member of the school community.

Incidents regarding legal (e.g. tobacco, legal highs, electric cigarettes (vapes) etc...) and illegal substances will be seen as a disciplinary matter and dealt with under the systems outlined in our Behaviour Policy. Each case will be considered on its individual merit. The Pastoral Senior-Assistant Headteachers, in consultation with other members of the pastoral team (e.g. the appropriate RAC) will decide what sanction to impose.

In serious cases involving recreational and/or illegal drugs, the Headteacher will decide the disciplinary measures to be taken. The usual locally agreed approach is that pupils who use illegal drugs (or a legal high which replicates the impact of a controlled substance) while in school, or travelling to and from school in school uniform, will have a fixed-term exclusion. Pupils who supply drugs to others, or intend to do so, will in the majority of cases be permanently excluded on safeguarding grounds (NB: School takes the view that if a pupil brings a quantity of drugs into school, then it was the pupil's intention is to distribute these drugs to others within the school community).

4.2 Searching and Confiscation

Under Section 2 of the Education Act 2011 and the DfE's guidance on 'Searching, Screening and Confiscation 2014, schools have the duty to search, and to confiscate any items which they believe pose a danger or threat to their pupils, or any other person on school premises. This does not require consent, but wherever possible this will be sought. If a pupil refuses to cooperate, a search can only be carried out if she is reasonably suspected of having a prohibited item(s).

The DfE prohibited item list includes:

- Alcohol
- Electric cigarettes (vapes)
- tobacco (and tobacco related products)
- legal highs
- inappropriate solvents
- unauthorised medicines
- controlled substances

Searching will be conducted by a senior member of the pastoral team (Core SLT) with another member of SLT or the Pastoral Team. If a search involves checking worn items, this aspect of the search will be conducted by a member of staff of the same gender as the pupil, and in the presence of another adult. Searches will be conducted in such a manner as to minimise embarrassment or distress.

Lockers may be searched at any time, without consent, and not in the pupil's presence.

Before any search takes place, the member of staff who initiated the decision to carry out a search should explain to the pupil:

- Why they are being searched
- How and where the search is going to take place

The pupil should also be given the opportunity to ask any questions.

The cooperation of the pupil should always be sought before conducting a search. If the pupil is not willing to cooperate with the search, the member of staff should consider why. Reasons might include that they:

- are in possession of a prohibited item
- do not understand the instruction
- are unaware of what a search may involve; or
- have had a previous distressing experience of being searched.

Refusal to comply with a search request will, of itself, be a disciplinary matter and the sanction will be decided by the headteacher. If the member of staff still considers a search to be necessary, but is not required urgently, they should seek the advice of the headteacher, designated safeguarding lead (or deputy) or pastoral member of staff who may have more information about the pupil. During this time the pupil should be supervised and kept away from other pupils.

If the pupil still refuses to co-operate, the member of staff should assess whether it is appropriate to use reasonable force to conduct the search. A member of staff can use such force as is reasonable to search for any prohibited items identified in Section 8.32, but not to search for items which are identified only in the school rules (also in Section 8.32).

The decision to use reasonable force should be made on a case-by-case basis. The member of staff should consider whether conducting the search will prevent the pupil harming themselves or others, damaging property or from causing disorder. It should be noted that the use of reasonable force will differ depending on whether the member of staff is searching possessions or the pupil themselves.

It is not necessary to inform parents before or after a search takes place, or to seek their consent to search their child. However, when objects are confiscated, parents will be contacted. Where appropriate, the police may be called to deal with any search. A member of staff may search a pupil's outer clothing, pockets, possessions, desks or lockers. The person conducting the search must not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.

‘Possessions’ means any goods over which the pupil has or appears to have control - this includes desks, lockers and bags.

The member of staff’s power to search outlined above does not enable them to conduct a strip search. In the event that the Headteacher determines that a strip search may be required, the police will be called in accordance with the steps outlined in the Education Act 1996 and DfE Guidance ‘Searching, Screening and Confiscation’ (July 2022).

Any search by a member of staff for a prohibited item listed in this policy and all searches conducted by police officers should be recorded in the school’s safeguarding reporting system, including whether or not an item is found. This will allow the designated safeguarding lead (or deputy) to identify possible risks and initiate a safeguarding response if required.

The following information will be recorded on CPOMS under ‘Search Conducted’:

- the date, time and location of the search;
- which pupil was searched;
- who conducted the search and any other adults or pupils present;
- what was being searched for;
- the reason for searching;
- what items, if any, were found; and
- what follow-up action was taken as a consequence of the search.

Informing parents

Schools should reinforce the whole-school approach by building and maintaining positive relationships with parents. Parents should always be informed of any search for a prohibited item listed in paragraph 3 that has taken place, and the outcome of the search as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied. Schools should consider that in some circumstances it might also be necessary to inform parents of a search for an item banned by the school policy. Any complaints about searching, screening or confiscation should be dealt with through the normal school complaints procedure.

4.3 Handling Controlled Drugs

In taking temporary possession of suspected controlled drugs staff at Penwortham Girls’ are required to follow the government’s official advice (DfE and ACPO drug advice for schools, 2012), which is to:

- ensure that a second adult witness is present throughout.
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff.
- notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols.

- record full details of the incident, including the police incident reference number.
- inform parents/carers, unless this is not in the best interests of the pupil.
- identify any safeguarding concerns and develop a support and disciplinary response.

4.4 Communication of Drug Use

The Headteacher, or a member of the Senior Leadership Team (SLT), will inform the School's Community Liaison Officer if a pupil is found in possession of an illegal substances (or a legal high which replicates the impact of a controlled substance) whilst on school grounds. The school will inform the Police if it gains information that pupils are acquiring drugs illegally. Other than when safeguarding concerns exist, parents/carers will also be informed of drug related incidents.

5.0 Curriculum

Penwortham Girls' High School provides a programme of drugs related education predominately through Life Skills (which delivers the school's PSHE and Citizenship Education programmes) and Science. However, other subjects also contribute, including PE and Health and Social Care, to our drugs curriculum. Details of curriculum content can be found on the subject pages of our website.

5.1 Leadership and Staffing

Life Skills at KS3 and KS4 is coordinated, and quality assured by our Life Skills Coordinator, with the support of an SLT line manager. Life Skills lessons are taught by staff from across the curriculum. Aspects of the Life Skills course at KS3 are also delivered by RACs and form tutors during assemblies and pastoral time.

When necessary, training is provided to ensure staff have the confidence, and knowledge, to successfully teach the drugs education elements of the SoW. Support is also available through Life Skills department meetings, whole school CPD and individually from the subject coordinator. Regular evaluation is undertaken at Life Skills team meetings to review the effectiveness of the programme and to identify training needs.

5.2 Timetabling

Pupils are taught in ability sets for Life Skills at both KS3 and KS4. Where Drugs education is covered by other areas of the curriculum, pupils will be grouped in accordance with the procedures of that department. Life Skills is taught for 1 lesson per week during both KS3 and 4. Life Skills content is also delivered in form time both through a form time programme of learning as well as wider curriculum activities, such as assemblies and charity work.

5.3 Resources

The Life Skills coordinator is responsible for ensuring the school's SRE education programme is appropriately resourced. Resources are reviewed regularly to ensure that they reflect the aims of each unit, the age and maturity of the pupils being taught and to make sure that they include the most up-to-date guidance.

5.4 Visitors and Outside Agencies

Visitors and agency professionals can be of value, but care is needed to integrate their input into the teacher led programme. If the programme is dependent upon ‘experts’ it may convey the message that drugs are ‘special’ and beyond the remit of teachers. This can have negative consequences and may increase the desire for pupils to experiment.

Teachers must ensure that visitors are made aware of the school drugs policy and issues of confidentiality. Teachers should be present during any input and should view all teaching materials and handouts prior to any input, which is best delivered in partnership.

5.5 Drugs Education

KS3: The drugs related components of the PSHE Curriculum, as outlined in Core Theme 1 (Health and Wellbeing), are taught through our Life Skills course at KS3. To ensure age-appropriate content, the unit is covered across the key stage:

Year 7

- Autumn Term – 1 lesson: An introduction to drugs: Curiosity

Year 8

- Spring term – Drugs and Alcohol: Resilience & Social Responsibility
 - Recreational drugs and psychoactive substances
 - Drugs and the law
 - Drugs and peer pressure
- Summer term – Maintaining Positive Mental Health: Dignity and Resilience
 - Attending to your wellbeing
 - Causes / signs of stress
 - Coping with stress

Year 9

- Autumn term – Developing resilience and self-esteem: Dignity and Compassion
 - Healthy coping strategies
 - Resisting peer pressure
 - Risks and consequences
- Spring term – Drugs and Alcohol: Dignity, Social Responsibility and Compassion
 - Health risks associated with drugs
 - Legal consequences of drug use
 - Long-term impacts of drugs

- Managing risk

KS4: Drugs are also explicitly taught through Science in Year 10 and Life Skills in Year 11. Drug use is also explored in depth in the optional GCSE PE and BTEC Health and Social Care Courses.

6.0 Managing Medicines

Some pupils may require medicines that have been prescribed for a medical condition during the school day. These should be securely held by the school and administered by a First Aid trained member of staff. Where necessary, the school should work with other agencies and health professionals, including the school nurse, to devise an appropriate health care plan to ensure medication is taken correctly. Pupils under no circumstances should be carrying prescribed or 'over the counter' drugs with them in school. School should work with parents to ensure these expectations are understood and followed. (For more details see the school's medicines policy)

Teachers organising school visits should ensure they know the medical needs of any pupils participating on the visit in advance. If it is necessary for a prescribed drug, or 'over the counter' medicine, to be taken on the trip, these should be securely stored and administered by the trip leader. If appropriate, the trip leader may need specific training to ensure the drug is administered safely. In some circumstances, specialist health trained staff may be required to attend the visit in order to support the individual. (For more details see the school's trip policy)

7.0 Supporting Pupils at Risk

Drug use can be a symptom of other problems and schools should be ready to involve or refer pupils to other services when needed. Pupils identified by staff as at risk of substance abuse may be referred to our Family Support Worker for Early Help, our Pastoral Support Worker for mentoring support, and/or an appropriate support agency.

7.1 Confidentiality

In line with our school's confidentiality policy:

- pupils must be made aware of the boundaries of confidence in situations where disclosures may be made,
- staff cannot offer absolute confidentiality as they must share information relating to abuse, or risk of exploitation, in line with child protection procedures,
- there is no legal requirement for staff to disclose information relating to pupil drug use, however, in most cases parents/carers will normally be contacted and other agencies may be involved where appropriate,
- visitors contributing to the curriculum must work to the school's policy,
- professionals holding 'drop-in' clinics (i.e. school nurse) on school premises work to their agency policy.

7.2 Useful organisations:

We Are With You (formerly Addaction) is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Tel: 0808 1640074 (Urban Exchange, Mount Street, Preston, PR1 8BQ)

Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 38179410

Email: admin@adfam.org.uk

Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems

Tel: 020 7264 0510.

Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7307 7450

Website: www.drinkaware.co.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0300 1236600

Email: frank@talktofrank.com

Website: www.talktofrank.com

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0808 800 2222

Website: <http://familylives.org.uk>

The Children and Family Wellbeing Service

Preston

Preston East Children and Family Wellbeing Service
Brookfield Primary School, Watling Street Road, Ribbleson, Preston, PR2 6TU
Tel: 01772 539420

South Ribble

West Paddock Children and Family Wellbeing Service
West Paddock, Leyland, PR25 1HR
01772 532930

<https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/family-support/children-and-family-wellbeing-service/>

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