

Drugs Procedure & Drugs Education Policy

Revised Summer 2023
Policy adopted by the Governing Body Summer 2021
Review date Summer 2025

Our Mission Statement

At Grays Convent we recognise the value of each individual as a gift from God to the world. We are a Catholic school founded by the La Sainte Union Sisters and our ethos is one of unity, prayer, worship, service and work. We strive to follow the example of the Sacred Hearts of Jesus and Mary by enabling learning to take place in a caring and accepting community. We are blessed by Jesus the Good Shepherd, try to follow him in everything that we do, and in doing so make the most of our God given talents. We are one with God.

Drugs Education Policy and Procedures

Access to the Policy

This policy is available to view on our website. All staff, parents, carers and pupils have access to it. This policy and procedures are under continuous review by the Senior Leadership Team to reflect the changing drugs landscape nationally and locally.

To be read in conjunction with:

This policy should be read in conjunction with the following:

- Anti Bullying Policy
- Child Protection Policy
- Behaviour Policy
- Health and Safety Policy
- Medical Conditions Policy

Related documentation-This policy is informed by:

- DfE and ACPO Drug Advice for Schools 2012.
- The Children and Family Act 2014.
- Keeping Children Safe in Education 2020.
- 'Legal Highs' and Novel Psychoactive Substances (NCPS) Mentor 2014.
- E-Cigarettes and Nicotine containing products (NCPS) Mentor 2014.
- Searching and Screening and Confiscation.
- See Mentor adepis.org/resources New briefing paper named 'Updating your drugs Policy' to include NPS Oct 2017.
- The new drug strategy 2017 https://www.gov.uk/government/publications/drug-strategy-2017

Aims of this policy:

- Grays Convent seeks to provide an environment where all members of our community are safe from harm.
- To be clear about the school's robust approach to drugs for all staff, pupils, governors, parents/carers and external agencies
- To clarify legal responsibilities of school and parents/carers
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the curriculum of the school
- To enable staff to manage drug related incidents confidently
- To provide a basis for evaluating the effectiveness of the school's approach to drugs education.

Definition of 'Drug':

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. This definition includes illegal substances and also legal substances such as: alcohol and tobacco, volatile substances, over the counter and prescription medicines and new psychoactive substances.

(For the purpose of)In this document, the word "drugs" refers to:

- all illegal drugs i.e. those controlled by the Misuse of Drugs Act 1971
- all legal drugs, including alcohol and tobacco which have a particular significance in relation to pupils, volatile substances (those giving off a gas or vapour, i.e. vapes, including ecigarettes, that can be inhaled), legal highs, ketamine, khat, alkyl nitrites (known as poppers) and GHB (gammahydroxybutyrate).

The drugs authorised in school are those taken for medical purposes. Heads of Key Stage, Pastoral Manager and appropriate support staff should be informed immediately when the medicine is to be taken and it should be stored in the school office.

Drugs, health, and the needs of our pupils

We provide pupils with a broad and balanced curriculum, which enables (pupils) them to fulfil their potential and prepares them for the opportunities and responsibilities of adult life. We are committed to the spiritual, moral, social and physical development and well-being of each pupil.

Drugs Education is considered an important part of our school's ethos and curriculum, especially as young people are growing up in a world where drugs are increasingly used and abused. Drugs education will respond to pupils needs in the local and national context.

We believe that knowledge is power and so we ensure that age appropriate drugs education and support is provided through the PSHEC programme and Science lessons. In addition we look forward to welcoming our School nurse who will resume the weekly drop in sessions for pupils when it is safe to do so.

The aim is to give pupils the skills to cope with peer group pressure. We raise awareness of damage caused by socially acceptable and unacceptable drugs and dissuade experimentation. The programme focuses on both legal and illegal drugs such as tobacco, alcohol, volatile substances (solvents) and other substances that may have harmful effects on the body and the mind.

Grays Convent takes a robust approach to any individual or group that violates our Behaviour, Anti Bullying or Drug Policies

Staff Responsibility

Grays Convent is a school where the dignity of each person is respected and their human rights upheld. As such the responsibility to maintain high standards of behaviour lies with all members of our school community. The school acknowledges its legal duties under the Equalities Act 2010 in relation to all protected groups including pupils with SEND (Special Educational Needs and Disabilities) and will always take their circumstances into account.

It is our aim to help all pupils take their place safely in a world where a wide range of drugs exist.

The Headteacher has overall responsibility in respect of drug related matters on the school premises or while pupils are elsewhere on recognised school activities. The Headteacher also has overall responsibility for the implementation of the school's Drugs Education Policy and Procedures.

The management and monitoring of the PSHE programme, which includes Drugs Education, is the responsibility of the PSHE Coordinator.

The management of drug-related incidents on school premises

The legal definition of school premises includes everything within the property boundaries and extends to other settings such as vehicles, or any venue managed by the school at the time, e.g. premises of a school trip or visit

A drug-related incident is any incident where the school has reason to be concerned for the safety of a pupil or a group of pupils and where drugs or drug use are significant or contributory factors.

The use of drugs, including alcohol and cigarettes, or the bringing of such drugs onto the school premises will not be tolerated.

The school has a legal duty to ensure that illegal drug use or the making or supply of them does not take place on its premises or on school trips. Any use of illegal drugs or the offer to supply them on school premises or on school trips will be reported to the Police. The school is committed to the health and safety of its pupils and will take action to safeguard their well-being.

A pupil thought to have misused any substance by intent or accident will always be treated in the first place as a serious medical emergency and medical advice and treatment will be quickly sought. (Appendix B)

All staff should quickly ensure that the Headteacher or Deputy Headteacher/Designated Safeguarding Lead are informed about a drug-related incident. Parents/guardians will be notified immediately about a drug-related incident on school premises involving their daughter. Drugs related incidents are to be recorded within 24 hours, in writing, by a member of staff and will be recorded on CPoms and in the student's file.

- **Medicines** The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety. Please refer to our Medical Conditions Policy
- Alcohol No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult (or staff, students, parents, carers and visitors) under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to remove their children from the school and will be encouraged to seek immediate medical support.
- Smoking School premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed. Smoking on or on the journey to and from school premises will result in a Fixed Term Exclusion. This also applies to "vaping" and the use of electronic cigarettes.

• Illegal drugs and "psychoactive substances"

No illegal drugs, new psychoactive substances or Drugs Paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or glamorise illegal drug use or the use of psychoactive substances either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy.

 Solvents - The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents.
 Bringing solvents or hazardous substances onto school premises is considered a serious breach of this drugs policy.

Responses to drug related incidents - A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Student reports of parents, staff or students using drugs
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties)
- Glamorising or encouraging the use of drugs and other substances
- Involvement in 'County lines' or gang-related drug issues

Any response to drug related incidents needs to balance the needs of the individual student concerned with the wider school community. Suspension and permanent exclusion from school is not an automatic response to a drug incident but permanent exclusion is considered in serious cases where:

- There is a serious breach or persistent breaches of our Drugs and/or Behaviour Policies and
- Allowing a student to remain at Grays Convent would seriously harm the education, safety or welfare of the student or others in the school
- A student has supplied drugs to another student on the school premises.

Drug Misuse outside the school premises - In line with Behaviour Policy the school may impose sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity or
- travelling to or from school or
- in some way identifiable as a student at the school.

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the school.

Individuals in possession of drugs - If any student or adult on school premises is found in possession of an unauthorised drug it will be confiscated, if possible. Students will be isolated while the incident is fully investigated. If the drug is suspected to be illegal, the school will contact a police officer for discussion and advice. Illegal substances will be handed to the police to be legally destroyed as soon as possible and not stored. Parents and Carers will be informed (unless for safeguarding reasons this is not in the best interests of the student) and other professionals such as the local authority, Young Offenders Service, Police, GP, Social Services will be informed or consulted as appropriate.

Confidentiality - Grays Convent will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate (please refer to our Child Protection and Confidentiality policies for more information on this). Complete confidentiality can never be promised to a student though information given in confidence will not generally be disclosed to anyone else. In particular if a student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to try to ensure the student comes to no serious harm if this is considered a risk. Regarding disclosures staff will follow the advice given in the Child Protection policy, and at the annual safeguarding training.

Support for students - At our school the welfare of the student is paramount and intervention will be made if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents'/carers'. We believe that early intervention, where possible, is significant. Each incident will be considered on an individual basis. Such interventions may include (Appendix B):

- Support and advice in school (Counsellor, Pastoral Manager, School Nurse, Head of Key Stage Form Tutor, Inclusion and Attendance Officer)
- Referral to specialist outside agencies for support

• Working with the Police

Right to Search

Please refer to up-dated SEARCHING, SCREENING AND CONFISCATION INFORMATION: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

Searching with a pupil's consent

Authorised members of staff can search a pupil for any item with their consent and a witness must be present.

The staff member does not need to obtain written consent. It is enough to ask the pupil to hand over an item, or to ask whether the staff member can look in the pupil's bag or locker, and for the pupil to agree.

If the pupil refuses the request, the staff member can apply a suitable punishment in line with the school's behaviour policy.

A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.

Searching without a pupil's consent

Only a Headteacher or a member of staff authorised by the Headteacher can conduct a search without a pupil's consent.

The person conducting the search must be the same sex as the pupil being searched, and another member must be present.

The guidance adds that there is a limited exception to the above rules. Any member of staff can carry out a search if he or she reasonably believes there is a risk that serious harm will be caused to a person if the search is not conducted immediately and another member of staff cannot be summoned.

Authorised staff members can search for certain items without a pupil's consent, including:

- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property (see pages 3-4 for a list of 'prohibited items')
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for

The guidance adds that searches without consent can only be carried out on the school premises or where the member of staff has lawful control or charge of a pupil, for example on school trips.

During a search

- The person conducting the search may not ask the pupil to remove any clothing other than outer clothing
- A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.
- Schools are able to search lockers and desks for any item provided the pupil agrees. If the
 pupil does not consent, it is possible to search a desk or locker but only for the prohibited
 items listed on pages 3-4 of the guidance
- Members of staff can use reasonable force when conducting a search for prohibited items,
 but cannot be used to search for items banned under the school rules

A further article from The Key has guidance on the use of reasonable force.

When designating a member of staff to undertake searches of pupils, the Headteacher should consider whether the member of staff requires any additional training to enable him or her to carry out this responsibility.

Retaining, returning and disposing of items

In accordance with DfE advice, staff may retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. For example, alcohol, fireworks, tobacco or cigarette papers may be disposed of. These items should not be returned to the pupil.

There is no legal requirement to keep a record of the search.

The guidance says schools should inform the pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, although there is no legal requirement to do so.

Complaints about screening or searching

Any complaints about screening or searching should be dealt with through the school's normal complaints procedure.

Behaviour and Sanctions

A pupil who voluntarily seeks help from the school with a drug related problem experienced outside school will be supported. It is important, however, to ensure that pupils understand that the use of illegal drugs and the misuse of any substance are potentially dangerous and are inappropriate conduct.

Any incident involving a pupil bringing illegal drugs into school will be dealt with as a serious issue and sanctions applied will be consistent with the School's Behaviour Policy. The school will act in conjunction with external agencies to seek advice on drugs related incidents where appropriate.

Following a drug related incident in school, support will be offered to the pupil and/or her parents through in-house counselling or by involvement of external agencies.

Police involvement

If a substance found in school is suspected of being an illegal drug the Headteacher or Deputy Headteacher/Designated Safeguarding Lead must be informed and advice from the Police will be sought.

Any suspected illegal substance that is kept in school, should be labelled, signed and dated by a member of staff and kept in a secure place. On no account should any member of staff take the substance away from the premises.

Support for pupils and families

Following actions to preserve safety, the health and emotional needs of pupils and their families will be considered. Support is available through the Pastoral system to ensure a caring response to pupils in distress. Interventions will be considered if the school feels a pupil is showing signs which indicate particular risks of or from involvement with drugs whether their own or their parents/carers'. Such interventions may include consultation with other agencies and/or referral to MASH Team.

The Drugs Education Programme

Drugs education is mainly taught during PSHEC lessons by form tutors. Some elements are taught as part of the Science curriculum. We welcome guest speakers to assemblies and Rise Above Days to inform pupils about issues such as organised crime and links with drug related activity in response to the local drugs landscape. The Drugs Education Programme follows the non-statutory PSHE programmes of study for Personal Wellbeing at Key Stage 3.

At Grays Convent the drugs education components of the PSHE curriculum within each key stage are:

Key Stage 3 Drugs Education

Year 7 Spring Term	Year 8 Spring Term	Year 9 Spring Term
Smoking and related	Drugs and the law. The	Drugs and the law
health concerns	Misuse of Drugs Act	Identify different drugs
E-cigarettes. Are they safe	 How do drugs affect 	What is addiction?
to use?	people?	How do I manage
What influences a	 Legal and illegal drugs 	situations involving
person's decisions to use	Alcohol abuse	drugs?
alcohol, tobacco and	Strategies to manage peer	The legal status of the
other volatile substances	and other influence	New Psychoactive
 Energy drinks. How many 	around alcohol, tobacco	Substances
is too many?	and drug use	 Health risks involved in
The influence of the	Why do young people	drinking alcohol or taking
media	choose to use drugs,	drugs

- The law on drugs, alcohol and smoking
- Identify and explain how to get help and support for substance use
- What are drugs?
- How can drugs affect you?
- Why do people take drugs?

- including nitrous oxide, new psychoactive substances and cannabis?
- Describe the names and appearance of different drugs
- Explain legal term 'possession', 'supply', and 'intent to supply'
- Understand the three classes of drugs and name examples in each class
- Understand how the school responds to evidence of drug possession
- How drugs affect your future plans and family
- Prescription drugs abuse and medicines

 What to do in an emergency

Key Stage 4 Drugs Education

In Years 10 and 11 pupils learn about prescribed medication and develop their knowledge of drugs

Teaching Methods

A wide range of teaching methods are used that enable pupils to actively participate in their own learning. This includes the use of quizzes, case studies, research, role playonline videos and small group discussion.

The PSHE Co-ordinator shares relevant resources with Form Tutors for their use with their Tutor groups.

Assessment

Pupils progress in drug education is assessed as part of PSHE assessment. Pupils' knowledge and skills are assessed through a range of methods including teacher, peer and self-assessment.

Methodology and resources

We promote active participation in all aspects of the programme, and individual research and development of thinking skills is encouraged. Discussion and group work are an integral part of the programme.

Training and support for staff

This document will be shared with staff at least annually so that individual responsibilities are understood. External providers for training may be used when appropriate.

Assessing, monitoring, evaluating and reviewing drug education

Heads of Year and the PSHEC co-ordinator are responsible for monitoring and evaluating the PSHE/Citizenship lessons. Teachers have to return their lesson plans to their Head of Year and PSHEC co-ordinator.

The staff who are teaching and monitoring the PSHE/Citizenship lessons review the units that have been and feedback on the changes or improvements needed in terms of content, resources and teaching methods to the PSHEC Co-ordinator.

Parents and Carers

Parents are informed of their daughters' drugs education programme through the information in this Policy via the website in the curriculum plan and through the School Newsletter where appropriate. Our PSHE Co-ordinator is happy to contact parents and carers to deal with any issues or questions they have about the programme. Additional helpful contacts and information can be found in Appendix C.

A disclosure - Confidentiality

The School follows the principles and procedures laid down by the Data Protection Act and the Human Rights Act (1998).

Pupils must be made aware that confidentiality cannot be guaranteed. This is for their own benefit and welfare and follows Child Protection Guidelines.

They should also be made aware that all staff are subject to Child Protection procedures and are under obligation to inform appropriate agencies when a disclosure is made.

Local Media

The school will attempt to protect the privacy of any child or family involved. It will make use of the Local Education Authority's press office if necessary.

Liaison with other schools

Through involvement in the Healthy Schools Scheme, the PSHE Coordinator has the opportunity to discuss and exchange experiences of teaching methods, content and resources being used by primary and secondary schools in Thurrock.

The role of Governors

The Governing Body will be involved in the evaluation and review of this policy.

This policy will be reviewed by the Governing Body every two years.

Appendix A - Procedures

If a pupil is found in possession of illegal drugs:

- Staff should confiscate the drugs where possible.
- Staff should isolate the pupil and ensure that she is supervised.
- Staff should inform at once the Headteacher or Deputy Headteacher/Designated Safeguarding Lead.
- Police advice will be sought regarding the identification of the substance and its safe disposal.
- The parents/guardians of the pupil will be informed.

If a pupil is suspected to be in possession of an illegal drug:

- Staff should isolate the pupil and ensure that she is supervised.
- The Headteacher or Deputy Headteacher will be informed immediately.
- With another female member of staff present, a search will be conducted of the pupil's belongings and an enquiry undertaken. Any substances/equipment discovered must be locked in the school safe and police advice may be sought.
- Make a note of date and time items were confiscated and store together securely.
- The parents of the pupil will be informed whether or not a substance is discovered.
- In the event of a suspected illegal substance being discovered, advice will be sought from the police.
- The pupil will be at risk of permanent exclusion.

If a pupil is discovered 'supplying illegal drugs' in the school:

- Staff should isolate the pupils and ensure they are supervised.
- The Headteacher or Deputy Headteacher will be informed immediately.
- With another member of staff present an enquiry and search will be undertaken.
- The police will be informed, ensuring that they are aware that a female officer will be required if a search is necessary.
- The parents of the pupils will be informed immediately.

If a pupil is suspected to be under the influence of a drug:

In the case of a pupil being unconscious:

- Don't move the pupil in case of other injuries. Be aware of any possible danger to yourself.
- Check for breathing, if it has stopped, begin mouth-to-mouth ventilation immediately.
- If/when breathing begins again, turn the casualty into the recovery position.
- Assess the pupil's condition and attempt to determine which drug has been taken.
- Send an adult to telephone 999 for an ambulance give details of the situation, condition, age and casualty address.
- Send for the designated First Aider in the school and inform the Headteacher and Deputy Headteachers.
- Keep checking that the casualty is breathing and keep them warm with a blanket.

• Stay with casualty, do not give them anything to drink or eat. Water may be given, if necessary.

Collect any evidence, such as tablets, prescriptions, vomit bottles etc. that they may have taken/used. Also, check to see if there is any equipment, or paraphernalia - cans, straws, syringes, etc.

- Check if the pupil is on any form of medication.
- Arrange for an adult to go to the hospital with the casualty.
- Inform parents immediately.
- Record incident in school log and inform POH as Health & Safety Lead.
- A member of staff should be stationed at main entrance to direct the ambulance to the casualty.

If a pupil is intoxicated but conscious

- Deal with the situation calmly and talk to the pupil in a firm but friendly manner do not provoke them.
- Remove the pupil from the situation where possible, to a quiet and well-ventilated room and away from other young people. Provide constant supervision.
- Ensure that either the Headteacher or Deputy Headteacher/Designated Safeguarding Lead is informed.
- Try to find out what the pupil has taken, how much and when.
- Don't confront the pupil, or attempt to counsel them whilst intoxicated.
- Don't give them anything to eat or drink.
- Continually check that the pupil is conscious and ensure they remain so (if they become unconscious, follow procedure above).
- Contact the parents immediately and ensure that the child is collected or taken home by an adult.
- Record the incident.

Appendix B: Drug situations - medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken any harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the wellbeing and safety of others. Put into practice the school's first-aid procedures. If in any doubt, call medical help.

Always:

- Assess the situation
- If a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- Ask them what has happened and to identify any drug used
- Collect any drug sample and vomit for medical analysis
- Do not induce vomiting
- Do not chase or over-excite them if intoxicated from inhaling a volatile substance
- · keep them under observation, warm and quiet

If the person is unconscious:

- Ensure that they can breathe and place in the recovery position
- Do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- · Do not give them anything by mouth
- Do not attempt to make them sit or stand
- Do not leave them unattended or in charge of another pupil
- Notify parents/carers

For needle stick (sharps) injuries:

- Encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing
 ensuring full PPE is worn whilst administering first aid
- If used/dirty needle seek advice from a doctor ensure the needle is disposed of correctly unless needed for investigation.

When medical help arrives

Pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

APPENDIX B: Responding to incidents involving drugs Pupil under Disclosure of drug use: Illegitimate Drugs or Pupil in Pupil the influence · Pupil's own drug use sale/supply of paraphemalia supplying an drugs (legal or possession of a drug · Parent's/carer's drug use found on unauthorised (including illegal) in the rof. · Parent's/carer's concern school vicinity school unauthorised drug misuse of a about their child's drug premises drug medicine) No medical Medical Offer further # suspected to be advice/information. illegal, schools should emergency emergency decide whether to inform Further action may · Call for Keep pupil the police. There is not medical help/ calm and not be necessary for all disclosures legal obligation but not ambulance under e.g. smoking. to do so may be counterobservation Follow first-Consider whether productive. This includes If intoxicated aid the illegitimate sales of drug use could be procedures consider problematic or prescribed drugs (e.g. until help asking indicate other Ritalin). arrives parent/carer problems requiring to collect If alcohol, tobacco or further action. child e.g.SID: Substance solvents, schools may & Information on wish to inform police or Ensure safety and well-being of trading standards officer. Drugs other pupils e.g. onlookers Remove drug/paraphernalia Consider issues of confidentiality and Temporarily store drug securely in a designated place explain issues to Record the details with a witness present pupils/parents involved Inform headteacher or designated member of staff, who will begin further investigation Inform other staff. Local Authority and Inform parent/carer if appropriate and does not place the child at risk parents/carers if appropriate If illegal drug: notify the police without delay, who will arrange for collection or disposal according to locally agreed protocols. There is no legal obligation to divulge a pupil's name Insert contact details for local police: If legal: alcohol, tobacco or medicines can be returned to parent/carer or the drug can be disposed of safely Identify the needs of those involved, making a careful assessment of all the circumstances Decide upon appropriate response - curriculum, pastoral, disciplinary or referral to other services Provide parents and pupils with access to further sources of information/support (see SID) Seek outside support/advice if appropriate. Those who may be involved are: LA; school health team; child protection officer; education welfare officer; police; Yot; Connexions; BEST; youth and community services; specialist agencies Insert contact details

Record all decisions and monitor the outcome for the pupil and school community. Review effectiveness of policy and practice

for local agencies:

Appendix C

Useful Organisations

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 3817 9410 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Change uk 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 3907 8480 Email: contact@alcoholchange.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7404 0242 Email: enquiries@ash.org.uk Website: http://ash.org.uk

Childline 0800 1111 www.childline.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 714 650 (general queries only) Email: info@coramclc.org.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.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 7766 9900 Website: www.drinkaware.co.uk

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0300 123 1110 (lines are open 24 hours a day)

Drugwise is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service.

DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugwise.org.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 123 6600 Email: frank@talktofrank.com; Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 963 2751. Email admin@mentoruk.org Website: https://mentoruk.org.uk/

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

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: www.familylives.org.uk **Parentline Plus** www.parentlineplus.org.uk

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Text: 07496 959930 Information line: 01785 810762. Email: info@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0300 123 1044; Website: https://www.nhs.uk/smokefree **Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website:www.childrenssociety.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18. Website: https://www.gov.uk/youth-offending-team

PSHE Association https://www.pshe-association.org.uk