

ALCOHOL, TOBACCO, VAPING AND DRUGS POLICY

Document control table

Document title:	Alcohol, tobacco, vaping and drugs policy
Author (name & job title):	Sabiha Laher – Associate Executive Principal, Michelle Colledge-Smith – Associate Principal
Version number:	V3
Date approved:	March 2023
Approved by:	Exec Board
Date of review:	March 2026

Document History

Version	Date	Author	Note of revisions
V1	08.03.17	SL/MCS	
V2	12.08.20	M Colledge-Smith	Changes to government policies
V3	29.03.23	L Calton	Updated to include section on vaping

INTRODUCTION	4
Drugs- A Definition	4
ALCOHOL, TOBACCO AND DRUG EDUCATION	4
WHEN AND WHERE IS ALCOHOL, TOBACCO AND DRUG EDUCATION DELIVERED?	5
Methodology and Resources	5
Issues of confidentiality in drug education	5
Outside speakers	5
Reviewing and evaluating alcohol, tobacco and drug education	6
MANAGING DRUG RELATED INCIDENTS	6
What is a drug related incident?	6
Where can this occur?	6
SMOKING	7
VAPING	7
ALCOHOL	7
SCHOOL TRIPS AND RESIDENTIAL COURSES	7
STAFF AND DRUGS	7
SHARPS POLICY	8
Needles found on site	8
Needle stick injuries	8
Appendix I: supporting notes	9

INTRODUCTION

Legal drugs form an important part of the society in which we live. People take them to enhance their lives and to eliminate disease and pain. In modern life there is widespread use of legal and illegal drugs both medically and socially. In this policy, the word “drug” shall be deemed to represent all mood changing substances both legal and illegal, including tobacco and alcohol, solvents, prescribed medicines, steroids and amyl nitrates.

Drugs- A Definition

*‘A substance people take to change the way they feel, think or behave’
(United Nations Office on Drugs and Crime)*

This definition includes all illegal and legal drugs including alcohol, tobacco and medicines.

The majority of young people of school age have never used an illegal drug. Of those who do experiment with illegal drugs very few will go on to become problem drug users. However, most will at some stage be occasional users of drugs for medicinal purposes and many will try tobacco and alcohol. Every school therefore has a responsibility to consider its response to drugs and all schools are expected to have a policy which sets out the school’s role in relation to all drug matters. (DfE and ACPO drug advice for schools 2012)

Young people need help to gain appropriate skills to cope with a drug orientated society and be able to make informed, safe choices. Alcohol, tobacco and drug education should be a vehicle for addressing myths and misconceptions about drugs and drug taking.

ALCOHOL, TOBACCO AND DRUG EDUCATION

Underlying principles

Outwood Grange Academies Trust believes, in line with government guidelines, that all students have the right to alcohol, tobacco and drug education. We believe that this education should be pro-active and that “just say no” and “shock-horror” techniques have been proven ineffective. Therefore, when information is delivered, it is done in a clear and honest manner without encouraging experimentation at any level. As part of this strategy, it is hoped that harm from taking risks will be minimised.

Outwood Grange Academies Trust aims to ensure that as many staff as possible who are employed on the site should have access to appropriate training to deal with drug related incidents and/or alcohol, tobacco and drug education. Academy Council members should also have knowledge and access to alcohol, tobacco and drugs education alongside this policy

Drug Education Aims/Outcomes¹:

To encourage students to choose healthy lifestyles in line by:

- 1) Equipping them with accurate and unbiased knowledge about drugs including:
 - effects on health;
 - related social issues;
 - the legal position on drug possession, dealing and using.

- 2) To enable students to make their own informed choices about their behaviour by:
 - exploring issues and attitudes towards drugs and drug use;
 - developing strong personal and interpersonal skills, together with a sense of responsibility and self-esteem.

- 3) To ensure that students, their parents/carers as well as staff at the academy are aware of the support agencies and networks available to those who find themselves in trouble, directly or indirectly.

These outcomes reflect the overall Academy aims, alongside our aims for effective personal, social, health and economic education. The science, drama and life departments also have a key role to play, as well as within the academy's approach to health education and the healthy schools programme.

WHEN AND WHERE IS ALCOHOL, TOBACCO AND DRUG EDUCATION DELIVERED?

Since September 2013, some alcohol, tobacco and drug education has been taught in KS3 LIFE lessons in Years 7 and 8. At KS4, a module of alcohol, tobacco and drug education is delivered as a discrete unit by the LIFE department and links are made between drugs, alcohol and tobacco education and relationship and sex education. The relevant schemes of work are held by individual departments.

Methodology and Resources

- Teaching methods will vary depending on the teaching staff, the subject base and the groups. Generally Outwood Grange Academies Trust expects an active learning approach to alcohol, tobacco and drugs education, in line with the findings of Ofsted, QCA, DfE and ACPO drug advice for schools and "Drug, alcohol and tobacco education - curriculum guidance for schools at Key Stages 1-4" (QCA 2003).

Approaches will be detailed in relevant departmental overviews.

¹ Science Curriculum programs for both KS3 and 4 and "Drug, alcohol and tobacco education -curriculum guidance for schools at key stages 1-4" (QCA 2003)

Issues of confidentiality in drug education²

In all teaching situations, ground rules should be set so students are aware that complete confidentiality cannot be offered in the majority of cases. If information is 'disclosed' which might indicate danger to a student, staff are obliged to pass this information onto the member of staff who is the designated safeguarding lead.

Staff should be aware that the Police have the right to ask for information 'disclosed' by students.

In lessons, it is a good idea to use the phrase 'I know a person who...' This process should be established in 'ground rules' set up in the first lessons.

Outside speakers

Outside speakers can be useful as part of the alcohol, tobacco and drug education programme, but are not used to replace the teacher. Speakers are recommended by healthy schools workers, other schools or the Police and are briefed and interviewed before speaking to the students. The class teacher will always be present. The visiting speaker protocol should be used to ensure the quality of all visiting speakers.

Reviewing and evaluating alcohol, tobacco and drug education

Departments involved in alcohol, tobacco and drug education will be responsible for reviewing their area of responsibility, in line with their departmental schemes of work. In the LIFE department students review their progress and comment on the programme of study by means of a self-evaluation form. Their written work is also assessed in line with the academy marking policy.

MANAGING DRUG RELATED INCIDENTS

This section should be read in conjunction with the 'behaviour policy' and 'health and safety guidelines' (and other associated documents).

What is a drug related incident?

This is an incident which somebody deems reportable, recordable or that needs intervention. This could include finding a student under the influence of drugs, finding sharps or other suspected drugs paraphernalia or the substances themselves. This could also be students disclosing information (see note above, page 6 - issues of confidentiality).

² Data protection Act section 15 and child protection policy. Refer to Outwood Grange Academies Trust confidentiality policy.

Where can this occur?

On academy premises, including travelling to and from the academy e.g. students seen taking substances near the local shops then proceeding to/leaving the academy, or on school trips or visits including residential. Incidents reported outside the academy site or out of academy time will be taken seriously as detailed in the behaviour policy, but may be referred to the proper authorities (youth service, community drug advisers, police liaison officers, social care direct etc.).

General principles:

Remember that complete confidentiality cannot be offered (please see above, page 6)

- Teachers have the right to ask students to turn out their possessions. If they refuse to do this when asked by senior staff, the police may be contacted. SLT members, under the direction of the Principal also have the right to search for suspected drugs, alcohol and tobacco.
- If you receive information or suspect a student of misusing or dealing drugs, report the details to a member of SLT and the appropriate Learning Manager. If these are prescribed medicines in their original container, the student should be sent with these medicines to the dedicated first aider at the academy ³.
- If you believe a student is under the influence of drugs s/he should be escorted to a member of SLT or if incapacitated, the member of SLT and the first aider should be called urgently. If the drug, drug paraphernalia or the container of the drug is apparent, this should be 'seized' with another staff member as a witness and should also be taken with the student to members of SLT.
- If a student is found incapacitated, send immediately for the first aider. First aid help should be administered by a trained first aider only and immediate contact should be made with parents/carers. Containers, paraphernalia and remains of substances should be 'seized' with another member of staff as witness and sent to the member of SLT and/or the first aider if the student is to be sent to hospital. Full details and names of witnesses should be recorded and sent to the member of SLT.

Information received will be dealt with according to circumstances. The student's safety will always take priority over the finding the source of the drug.

Drug related incidents are reported to:

- a) Parents/carers (see appendix 1 supporting note);
- b) The Police, particularly when 'supplying' is involved (see appendix 1 supporting note).

Students involved in drug related incidents will be offered counselling and support at the academy by their learning manager and their mentors, and teachers will help to monitor behaviour. Students may also attend the 'Bridge', and/or could face exclusion.

Students and their families may be offered the opportunity to opt for help from various outside agencies such as those detailed in appendix 2.

³ Students who have to carry their medication around with them will subtly be made known to staff (see medicines in the academy policy).

If the SLT member and/or the Principal believe 'supplying' is involved the student will face permanent exclusion as detailed in the behaviour policy.

SMOKING

By law, the academy site is a designated "NO SMOKING" area.

VAPING

The academy site is a designated "NO VAPING" area.

ALCOHOL

The consumption of alcohol by students is strictly prohibited on academy site and in the vicinity of the academy (see page 7) and whilst on trips, visits and residential. The only exception would be the Year 13 Prom where students who are 18 and over, will be allowed to drink alcohol sensibly. Students who arrive on site after consuming alcohol or caught consuming alcohol on site will be removed from lessons, and their parent/carer will be asked to collect the student (see supporting note). The academy may offer students counselling. The student will be given a fixed term exclusion.

SCHOOL TRIPS AND RESIDENTIAL COURSES

Students and staff on academy trips should conform to the academy alcohol, tobacco and drugs policy. Staff members should not consume alcohol whilst in the company, or in the supervision of students during any event or residential e.g. the year 11 and 13 prom events and during academy trips including those that are residential.

STAFF AND DRUGS

Staff members that need help with drug related problems including smoking and alcohol issues, should contact a member of SLT to be signposted for appropriate assistance. Help can also be obtained from the national drug helpline, or FRANK (see supporting notes).

Staff found under the influence of drugs, including to the detriment of their work, will face disciplinary procedures.

SHARPS POLICY

Needles found on site

If a member of staff or student finds a needle on site, a member of staff should stay with the syringe and prevent access to the area for students. A responsible person should be sent to reception to report the incident. Reception staff should contact the premises staff or a member of SLT who will attend the scene and remove the items using a litter picker, gloves and a sharps box (located with the first aider). The box should then be stored in the academy safe. 'Cleaning Services' should be contacted to remove the sharps box when it is half full. There is an indicator line on the outside of the box. Details of each sharps incident

should be recorded and sent to the business manager. The business manager will contact the local 'cleaning services'.

Needle stick injuries

First aid should be given following safety regulations (use gloves in the event of blood). The first aider should be alerted immediately. Either stay with the casualty until the first aider arrives or accompany them to her. The syringe and the casualty will be taken to hospital for further attention. Parents/carers of students going to hospital should be informed immediately (see supporting note).

Appendix I: supporting notes

Important telephone numbers

School numbers:

Position	Name	Tel No.
Designated safeguarding lead	Mr Tiffany	01347 821451
First Aider	Mrs Bulmer	01347 821451
Bridge unit	Miss Myers	01347 821451
Head of Life	Miss Wikocki	01347 821451
SLT – vice principals’ office	Mr Tiffany	01347 821451

Outside school agencies:

LA: via exclusions officer	Duty LADO	01609 533080
Local police help desk	N/A	101
National drugs help-line	N/A	0845 287 7548
FRANK	N/A	0800 77 66 00
Change Grow Live (CGL)	Leeds	0113 394 5400

Involving parents /carers

Parents/carers should be informed if staff become suspicious or concerned that their child is/has been involved with the possession or supply of illegal (controlled) drugs. Misuse of tobacco, alcohol, prescribed medicines and solvents will also be reported. They will also be informed should their child be taken to hospital.

However the following points should be considered under the safeguarding rules:

- What will parental/carer reaction be?
- Who is the most appropriate person to actually contact parents/carers - this might be the student?
- Students should be informed that parents/carers are being contacted.
- Should the student be present if parents/carers are called into the academy? It may be legitimate NOT to inform parents/carers in the following circumstances (e.g. safeguarding related issues):
 - Parents/carers may seriously over-react and pose a physical threat to the student.
 - Parents/carers are suspected of direct involvement in the situation causing concern.

Talking about drugs

Always try to have at least two witnesses - if possible other members of staff.

Do's	Don'ts
Do stay calm	Don't over-react
Do clarify confidentiality and set ground rules	Don't question other than to ensure safety of themselves and other students who may be involved
Do listen to what is being said	Don't question if student is under the influence of a substance taken
Do focus on the person and not the drug	Don't intimidate or scare the student
Do ask open questions	Don't moralise or judge
Do set a time limit to the discussion	Don't expect a student to agree

Contacting the police

The senior leadership team should react to each individual occurrence considering the following:

- The needs and safety of the student and others;
- The nature and severity of the 'offence' - DFE 4/95 states 'The Secretary of State...would expect the police to be informed when illegal drugs are found on a pupil or on academy premises'. However, Guidance on drugs: DfES/0092/2012 states that 'schools have no legal obligation to report an incident involving drugs to the police', however it is desirable to work in partnership with the police in line with the 'safer schools partnership';
- Can the academy respond satisfactorily alone?
- Can the police offer extra support? (see note below about changes in the law)

The Law⁴

Students most commonly commit two drug related offence under the **Misuse of Drugs Act 1971**

1. Possession of a controlled/illegal drug
1811445568. Supplying a controlled/illegal drug

Under the **Crime and Disorder Act 1998**, managers of premises can commit an offence by knowingly allowing anyone on the premises to provide, supply or offer to supply a controlled drug⁵.

Controlled drugs:

Class A

⁴ See p98-102 DfE: 'Drugs: Guidance for school' 2012 for full details of relevant and connected laws.

⁵ This is also covered by section 8 of the Misuse of Drugs Act 1971 (with all amendments).

Heroin, Methadone, L.S.D, Cocaine (crack), Ecstasy, 'processed' magic mushrooms, Injectable amphetamine, morphine.

Class B

Amphetamines, Barbiturates, Codeine, Ritalin, Cannabis

Class C

Tranquillisers, Anabolic Steroids. GHB.