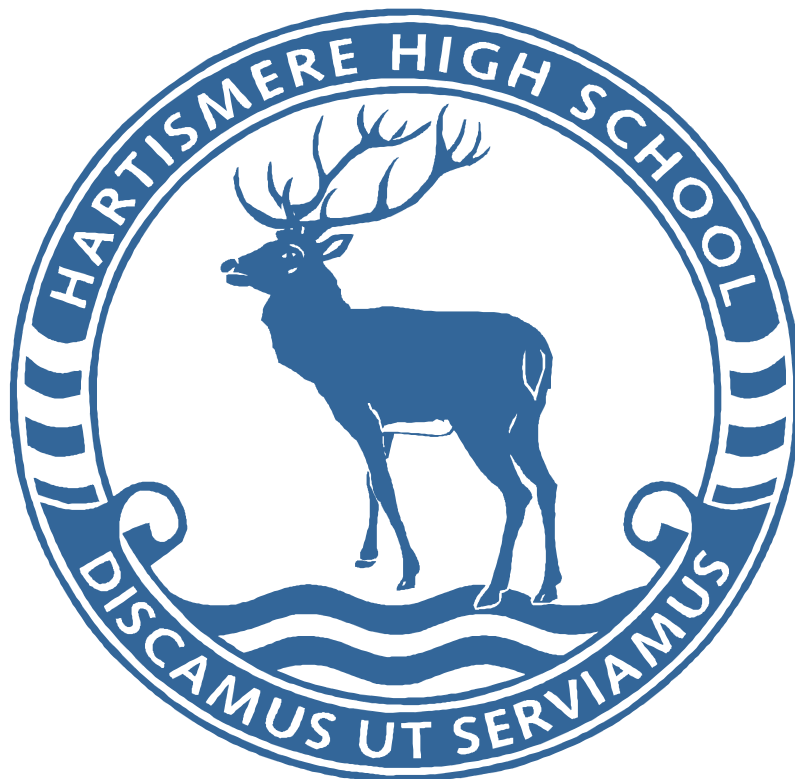


# **Hartismere High School**

**POLICY DOCUMENT No C1**

## **ATTENDANCE POLICY**



**Policy approved March 2009  
(to be reviewed Autumn 2009)**

# **Hartismere High School**

**(Draft) POLICY DOCUMENT No C**

## **ABUSE AND MISUSE OF SUBSTANCES POLICY**



**Draft for approval at Community Committee meeting 8 March 2010**

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## **Introduction**

Hartismere High School is a rural 11 - 18 comprehensive school of nearly 920 pupils serving the town of Eye and the surrounding villages. Despite its rural location it is recognized by both the school and the local community that illegal substances are easily available in the locality and, it must be assumed, are therefore available to members of the school. It is therefore in this light and with the knowledge that our pupils quickly find themselves in the wider world that the current policy has been written.

## **2. Aims and Objectives**

The aims of the school are:

To provide the very best learning experience possible to pupils and students

To help pupils and students to become givers to the Community

## **3. Curriculum Objectives**

- To provide opportunities for pupils to acquire knowledge and understanding about the dangers of drug misuse and the effects of solvents, alcohol, tobacco and other drugs on body functions
- To understand the importance of feeling positive about oneself and others, be able to express feelings confidently;
- To develop responsible attitudes towards the use of drugs and how to say "No".
- To develop decision making skills and know about factors which influence the process of making decisions, including choosing between alternatives and considering long and short term consequences of decisions for oneself and others.
- To increase pupils' understanding of situations in which drugs may be used, both legally and illegally and to develop skills for remaining in control in such situations
- To help pupils appreciate ways in which they can control aspects of their own behaviour and resist peer pressure;
- To make pupils aware of the law relating to the use of drugs
- To provide knowledge about how to use the helping agencies, e.g. clinics, hospitals

## **4. Procedural Objectives**

- To set out clear procedures to be followed by staff who suspect that substance misuse is taking place or that controlled substances are being brought onto school premises
- To provide an agreed framework for liaison with outside agencies including the police and press
- To set out a clear statement of the disciplinary measures which will be applied to drugs related incidents
- To set out the support and counselling which will be part of the response to drugs related offences in school
- To ensure that all members of the school community understand the very serious view which the school takes of all instances of possession, use or supply of illegal drugs
- To ensure that all staff are aware of the agreed procedures
- To ensure that all staff involved in specific drugs education have an adequate level of Training

This policy is one of a group of policies contributing to the pastoral provision at Hartismere. It shares with the Sex Education Policy, the Behaviour Policy, the Bullying Policy and the Policy on Safeguarding Children the theme that individuals who have a high level of self esteem and who possess the necessary and knowledge and skills to make thoughtful decisions about their behaviour will be best equipped to take their place in the adult world.

## **5. The School's Stance on Substance Misuse**

- The school does not condone the misuse of drugs or alcohol by members of the school, nor the illegal supply of these substances.
- The school is committed to the health and safety of all its members.
- The school will seek to educate pupils about the dangers connected with the misuse of substances.
- The school recognizes that it has a duty to inform and educate young people on the consequences of drug use and misuse and will take a proactive stance on the matter believing that such Health Education is a vital element of the Personal Social and Health Education (PSHE) of every pupil.

- Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents by keeping them informed of any significant, known involvement by a pupil with illegal substances. Co-operation and communication between parents, students and school is essential for the effective implementation of this policy.
- Whilst it is noted that the number of young people who misuse substances in Society appears to be rising, it is important to recognise that the majority of young people choose not to do so. We need to continue to support the differing needs of young people on this issue.

## **6. Roles**

### **6.1. The Roles of the Head Teacher and Governing Body**

The Head takes overall responsibility for the policy and its implementation, for liaison with Governors, parents, LA and appropriate outside agencies and for the appointment within the school of a Substance Co-ordinator (a Deputy Headteacher) who will have oversight of the curriculum aspects of the policy. The Head will ensure that all staff dealing with substance abuse issues are adequately trained and supported.

### **6.2. The Role of School Staff**

Staff in whom pupils confide need to consider their responsibilities carefully. They may need to warn pupils that certain information can not be kept secret by a teacher (e.g. details of a pupil who may be supplying drugs to other pupils). However staff will want to be sensitive to the needs of individuals to speak and gain advice from adults they trust. In so doing students may confess to some drugs involvement. This may require referral to the Head depending on the seriousness of the involvement and its location. In all cases where drug misuse is known to have occurred on the school premises (or on a school journey) the facts must be reported to the Head.

Detailed procedures are set out below.

## **7. The School's Response to Drugs Related Incidents**

Cases involving substance misuse or supply on the premises are considered to be very serious infringements of school regulations. In all such cases the Head will discuss the matter with the Chairman of Governors. Permanent exclusion may be considered as an appropriate response though the school will seek to balance the interests of the pupil(s) involved, the other school members and the local community. Unless there are exceptional circumstances parents will be informed in any case where their child is

involved in an incident of substance misuse. Pupils will be made aware that the use of illegal drugs on the premises will lead to an immediate suspension and could lead to permanent exclusion. Pupils involved in serious drugs related incidents may, following a period of suspension, be readmitted to the school subject to the following provisos:

- that they undertake a punitive period of community service within the school
- that they agree to meet with an appropriate person from a specialist agency (e.g. the Community Drugs Team or Adfam) to discuss the support available to persons involved with drug misuse.

Although each incident will be considered individually, and it is recognised that a variety of responses will be required to deal with different incidents, there are certain minimum requirements related to specific situations which may occur:

## **8. Response to Specific Incidents**

No pupil may smoke on school premises, on journeys to and from school or on school visits. If a pupil is known to be smoking this should be reported to the Deputy Headteacher who will inform the parents and place a note on the pupil's record.

In each of the following cases the incident to be reported in the first instance to the Head who will take the required action.

- If any pupil is found drunk on school premises, the parents will be informed immediately and requested to remove the pupil.
- Alcohol, cigarettes or tobacco found on school premises will be confiscated. The parents will be informed and given the opportunity to redeem such items.
- If any pupil is found intoxicated through solvent abuse, urgent medical attention should be given (via Hartismere Surgery and/or the hospital) and the solvent will be confiscated.

Controlled drugs found on school premises will be confiscated and immediately handed over to the police. (Phone 01473 626417)

A member of staff, having good reason for believing that a pupil may be in possession of an illegal substance, may ask that pupil to empty his/her pockets or bag. If the pupil refuses the matter should immediately be referred to a senior member of staff who will repeat the request. In the event of another refusal, the parents should be contacted to obtain their permission. When there is good reason for pursuing this course of action, the police may be called.

If any pupil or any other person is found supplying or offering to supply a controlled drug the Headmaster must be informed immediately. He will inform the police, the Chairman of Governors and the parents.

Any equipment involved in drug misuse found on school premises will be disposed of according to the guidelines. Needles and syringes, which present a considerable health hazard, must be handled with extreme care and stored in a suitable container until collected and disposed of by the Suffolk Police Drugs Squad (phone 01473 626417).

## **9. Liaison with the Media**

Responsibility for liaison with the media will rest with the Head and Deputy Heads. Individual governors, if they are approached, might be well advised to refer the press to the Chairman or Vice-Chairman. The County Press Office and the Legal Department may be helpful in providing guidance to ensure that the reporting of incidents remains in the best interests of the young people, their families, and the school. The Area Office may be a helpful point of reference.

## **10. Drugs Education Programme**

The programme for drugs related education is partially cross curricular but is drawn together by easily identified units of work in the PSHE Programme. This programme is based on a skills led approach and is delivered by PSHE Staff under the direction of the Head of PSHE. Senior staff also contribute to the programme. The Head of PSHE and other staff are encouraged to attend regular County based training as appropriate.

A Brief Synopsis of the Drugs Education Programme is as follows :-

Year 7 Smoking & Me

A peer led programme looking at factors influencing the decision to smoke or not  
PSHE

PSHE

Year 8 Staying Alive Unit  
Lessons on smoking and its effects  
Science

Year 9 Health Unit

This unit looks at diseases and their prevention. It includes a lesson on alcohol (units, effects etc.) and a lesson on solvent/drug abuse

Science

Year 9 Staying in Control (1)

A skills based exploration of the use and abuse of alcohol  
Tutorial

Year 10 Staying in Control (2)

A skills based exploration of the use and abuse of drugs in  
General

Tutorial

Year 11 Health in the Balance

Unit includes work on the effects of solvents, alcohol,  
tobacco and other drugs on body functions

Science

In addition to the above work at different times both English and Drama contribute to fulfilling the aims of this policy.

## **11. Links with the Parents and the wider Community**

Information Evenings are arranged periodically, usually in conjunction with the Community Education Team. At such events it is usual to hear the up-to-date views of a selection of professionals in the field and to give ample time for questions to be raised and answered.

Names, addresses and telephone numbers of the helping agencies are clearly displayed in school. These are brought to the pupils' attention at appropriate times during the health education programme.

Help and support for any pupil who is influenced by drug misuse in any way is provided through the pastoral systems in place within the school. The Educational Welfare Officer will be consulted and Social Services will be informed if it is considered that the child may be at risk. (See Child Protection policy document.)

## **12. Dissemination and Review of the Policy**

This policy is available through the school website or the school office on request.  
This policy will be reviewed during Spring of 2012