

Policy/Procedure Cover Sheet

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| Policy/Procedure | <i>POLICY</i> | | |
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Related policies:

| Policy Ref No. | Policy Name | Policy Ref No. | Policy Name |
|----------------|-----------------------------------|----------------|---------------------------------------|
| HS/11 | Administration of Medication | OP/12 | Staff Behaviour (Code of Conduct) |
| OP/04 | Anti-bullying and Harassment | OP/15 | Exclusion |
| S/01 | Child Protection and Safeguarding | HS/01 | Health and Safety |
| OP/06 | Complaints Policy and Procedure | OP/30 | Missing from Education |
| OP/08 | Educational Visits | OP/11 | PSHE |
| OP/13 | Data Protection | S/03 | Recruitment and Selection |
| OP/09 | Equal Opportunities | OP/22 | Searching, Screening and Confiscation |
| OP/10 | Equality and Diversity | HS/07 | Use of Reasonable Force |
| S/02 | E-Safety | | |

Distribution:

Electronic copy - Website/ C:/Company Policies and Procedures/

Hard copies – Company Policy Folder

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BRIGHT SPARKS LEARNING CENTRE Management
System
Master Document Control Details

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| Revision | 0 |
| Date | March 2020 |
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Management of Drugs Policy

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1 Definitions

- 1.1 Bright Sparks Learning Centre considers a 'drug' to be "any substance people take to change the way they feel, think or behave", which in turn can affect motivation, judgement, concentration and coordination. It includes all:
- i. over the counter (PRN) and prescription medicines
 - ii. legal drugs such as alcohol and tobacco
 - iii. legal substance used inappropriately
 - iv. vaping equipment, oils and volatile substances giving off a vapour or gas
 - v. controlled drugs (as defined under the Misuse of Drugs Act 1971)
 - vi. psychoactive substances and new psychoactive drugs NPS ('legal highs'); even where these are not banned under the Misuse of Drugs Act 1971
- 1.2 Further information on drugs, including NPS, can be found at the Talk to Frank website: www.talktofrank.com
- 1.3 Further information on new psychoactive substances, can be found in the Home Office (2016) 'New Psychoactive Substances (NPS) resource pack'

2 Introduction

- 2.1 Illegal and other unauthorised drugs are not accepted in our centre.
- 2.2 We accept the importance of effective health and safety management in compliance with the Health & Safety at Work etc. Act (1974) and The Management of Health and Safety at Work Regulations (1992) and recognise responsibility for ensuring the health, safety and welfare of all those who learn, work and visit our centre.
- 2.2 This policy and all associated procedures apply to all staff and visitors and should be read in conjunction with other safeguarding and employment policies including (not an exhaustive list):
- i. Administration of Medication Policy
 - ii. Anti-Bullying Policy
 - iii. Behaviour for Learning Policy
 - iv. Child Protection and Safeguarding Policy
 - v. Complaints Policy
 - vi. Educational Visits Policy
 - vii. Equality and Diversity Policy
 - viii. Equal Opportunities Policy
 - ix. E-Safety Policy
 - x. Exclusion Policy
 - xi. Health and Safety Policy
 - xii. Missing from Education Policy
 - xiii. PSHE Policy
 - xiv. Recruitment and Selection Policy
 - xv. Staff Behaviour Policy (Code of Conduct)
 - xvi. Searching, Screening and Confiscation Policy
 - xvii. Use of Reasonable Force Policy

3 Local and national guidance

3.1 This policy has been developed based on the following documents:

- i. DfE and ACPO drug advice for schools Ref: DFE-00001-2012
- ii. DfE guidance Drugs: Guidance for Schools DfES 0092/2004
- iii. Drug, Alcohol and Tobacco Education - Curriculum guidance for schools at Key Stage 1-4 (QCA 6404 2003)
- iv. Drug Education - Including Alcohol and Tobacco (NHSS, 2003)
- v. Searching, Screening and Confiscation DfE – 00034 – 2014, updated 2018
- vi. Quality Standards for Drugs, Alcohol and Tobacco (Warwickshire LEA, 2004)

4 Policy aims

4.1 The purpose of this policy is to:

- i. clarify the legal requirements and responsibilities of the centre
- ii. reinforce and safeguard the health and safety of pupils and others who use the centre
- iii. clarify the centre's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- iv. enable staff to manage drugs on the centre's premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- v. provide a basis for evaluating the effectiveness of the centre's drug education programme and the management of incidents involving illegal and other unauthorised drugs
- vi. reinforce the role of the centre in contributing to local and national strategies of drug misuse prevention

5 Drug education

5.1 Drug education is a fundamental component of drug prevention and occurs through PSHE sessions and assemblies. For more information about the PSHE Education curriculum see the PSHE Education Policy

5.2 Drug prevention aims to:

- i. help children understand the issues associated with medicines, alcohol, tobacco and other drugs
- ii. highlight the potential for risk through the inappropriate use of drugs
- iii. minimise the number of young people engaging in inappropriate and illegal drug use
- iv. delay the onset of first use
- v. reduce the likelihood of drug use
- vi. enable those who have concerns about drugs to seek help

5.3 Our drug education programme will:

- i. increase pupils' knowledge and understanding of the risks and consequences of legal and illegal drugs
- ii. provide opportunities for pupils to explore their own and others' attitudes and values towards drugs and drug users
- iii. support pupils to develop their personal and social skills so they feel able to communicate effectively, recognise choices, make decisions and access help when needed

- iv. promote the benefits of a healthy lifestyle
- v. explore the legal implications of drug misuse

6 Roles and responsibilities

- 6.1 The principal will ensure that staff and parents are informed about this drug policy, and that the policy is implemented effectively. The principal will also ensure that staff receive training so that they can teach drug education effectively and respond appropriately to arising issues.
- 6.2 Should any drug-related issues arise relating to pupils, staff or visitors, these must be reported to the principal.
- 6.3 The lead PSHE teacher will liaise with appropriate external agencies regarding the centre's drug education programme, ensure suitable and relevant teaching resources are available to deliver through PSHE and ensure that all adults who work with pupils are aware of the centre's policy and works within this framework.

7 Smoking

- 7.1 Under the Health Act (2006) and associated regulations, it is illegal for any person to smoke in an enclosed workplace, public place or vehicle. Thus, smoking is prohibited in all buildings and vehicles owned, hired or leased by Bright Sparks Learning Centre.
- 7.2 Smoking is actively discouraged; approved smoking cessation programmes and information and support leaflets are signposted.

8 Authorised drug use

- 8.1 Some children have a legitimate reason for using prescribed and over the counter (PRN) medicines; the centre has clear policies on the administration, storage and disposal of such drugs. For further information, see our Medical Needs Policy.

9 Pupils vulnerable to drug use

- 9.1 Care will be taken to ensure that the drug education curriculum meets the needs of individual pupils and considers their age, maturity, stage of development and personal and social influences. Appropriately differentiated materials and approaches will ensure that vulnerable pupils, including those with SEN, receive their entitlement to drug education delivered through PSHE.
- 9.2 Pupils with SEN, and those who have been excluded from mainstream education, may be more vulnerable to situations involving risk. Teachers will focus particularly on developing pupils' confidence and skills to manage situations that require making decisions about drugs. Teachers support pupils to seek help and support when they need it.
- 9.3 Teachers will:
 - i. focus on ways to reduce the harm drugs can cause and the reasons for possible drug misuse
 - ii. involve a range of external contributors, as part of the planned programme, to add value by providing additional perspectives and approaches
 - iii. refer service links with tier-2 and 3 services such as young people's drugs services, to provide targeted education, advice and support

- iv. provide a range of highly engaging activities including media, film, music and ICT which focus on life skills
- v. arrange access to diversionary activities that focus on life skills and develop pupils' self-esteem and self-worth, and basic skills such as literacy and numeracy
- vi. help pupils to access further information and support.

10 Reporting, recording and responding to drug-related incidents involving children

- 10.1 Teachers, pupils and parents should be aware of the boundaries regarding confidentiality within the curriculum. Pupils must be made aware that confidentiality cannot be guaranteed and that they will be informed of all actions relating to their disclosure.
- 10.2 Teachers cannot offer confidentiality but should ensure pupils are informed of sources of confidential help, e.g. school nurse, counsellor, GP, Compass, advice services.
- 10.3 Healthcare professionals are bound by their own codes of conduct to maintain confidentiality. However, when working within a classroom they are also bound by the centre's policies.
- 10.4 Any disclosure or observed inappropriate behaviour associated with drugs and alcohol, must be reported to senior staff – along with a written record 'Logging a concern' (Green form) as soon as is reasonably possible (and normally within 24 hours of the incident.) Concerns will be addressed in accordance with relevant policies, procedures and guidance.
- 10.5 Promoting and safeguarding the welfare of children is paramount and all necessary support, including medical intervention, is offered to any child attending Bright Sparks Learning Centre, suffering from the effects of and/or addiction to any such substances.
- 10.6 Risk assessments are completed as necessary and shared with relevant adults and agencies.

11 Searching children for drugs, alcohol and tobacco

- 11.1 Should a member of staff believe a pupil is in possession of a prohibited item, they should refer their concern to either the principal or deputy principal.
- 11.3 DfE guidance regarding searching and confiscation: 'General power to confiscate Schools' general power to discipline, as set out in Section 91 of the [Education and Inspections Act 2006](#), enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. Where the person finds other substances, which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include vaping equipment and oil. If centre staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.'
- 11.3 The power to search without consent enables a 'personal search', involving removal of outer garments and searching of pockets only. Staff are not authorised to conduct an intimate search, under any circumstances.
- 11.4 Should a member of staff have reasonable grounds for suspecting that a child may be in possession of sharp, dangerous or illegal items, a decision whether to involve the police prior to any search will be made by the headteacher. For further information, see our 'Searching, Screening and Confiscation Policy'.

- 11.5 Where, during a search, alcohol, tobacco or cigarette papers are found, the centre can dispose of them, as they deem appropriate. It is unlawful to return them to the pupil.
- 11.6 Controlled drugs must be delivered to the police, as soon as possible, unless there is a 'good reason' not to do so. In determining what is a 'good reason' the member of staff should consider all relevant circumstances and use their professional judgement to determine whether they can safely dispose of the prohibited item.
- 11.7 Bag searches may be conducted and recorded, in accordance with relevant policies, procedures and guidance. For further information, see our 'Searching, Screening and Confiscation Policy' or 'Privacy Policy'.

12 Confiscation and disposal

- 12.1 All controlled and unauthorised drugs will be confiscated and disposed of. Needles and syringes should be placed in a sturdy, secure container or sharps container, where available, and disposed of via the local GP surgery.

13 Staff training

- 13.1 Bright Sparks Learning Centre is committed to training all professional staff in effective drug and alcohol awareness.

14 Staff use of medication

- 14.1 Staff may have legitimate reasons for using prescribed and over the counter (PRN) medicines whilst on duty; however due regard must be given for the effects that taking medication may have on your motivation, judgement, concentration and coordination.
- 14.2 Staff should inform their line manager in writing of any medicine being taken which may adversely affect their ability to fulfil their role or responsibilities. Where appropriate, the line manager will conduct a risk assessment in respect of the individual and their condition, the medication prescribed, any potential side effects, safe and appropriate storage and actions to be taken in the event of an emergency.
- 14.3 Where the potential risk to the member of staff, children, colleagues or others is considered significant, the line manager should consult with one or more of the following, as appropriate:
- i. medical professional
 - ii. health and safety officer
- 14.4 All prescribed and over-the-counter medication brought on to our premises must:
- i. be stored securely, out of sight and reach of children, in a locked room, with restricted access
 - ii. be in its original container, as dispensed by the pharmacist and include the original pharmacy label showing the name of the member of staff, where appropriate

15 Staff conduct, drugs and alcohol

- 15.1 The consumption of drugs or alcohol whilst on duty (including during paid or unpaid breaks) is strictly forbidden.
- 15.2 Attendance on Bright Sparks Learning Centre premises, under the influence of drugs or alcohol

consumed outside working hours is also strictly forbidden.

16 Responding to drug and/or alcohol-related concerns involving staff

- 16.1 All staff have a duty of care to our children, staff and visitors. Should an employer have a dependency on drugs or alcohol, they are asked to approach their line manager or the principal for support.
- 16.2 Any unauthorised possession, consumption, supply or purchase of drugs or alcohol will result in disciplinary action and may be reported to the police.
- 16.3 Should a member of staff suspects a colleague has a possible drug- or alcohol-related problem, they should encourage the individual to seek help and report their concerns to the employee's line manager or principal.
- 16.4 Any concern regarding the principal must be referred to the chair of governors.

17 Involvement of parents/carers

- 17.1 The centre encourages the involvement of parents/carers by :
- i. informing parents about the centre's drugs education policy and practice via the newsletter
 - ii. answering any questions parents may have about the drugs education their children receive in the centre through relevant staff (i.e. – PSHE Co-ordinator)
 - iii. taking seriously any issue which parents raise with teachers about this policy or the arrangements for drugs education in the centre
 - iv. informing parents about the best practice known about drugs education so that the parents can support the key messages being given to children at the centre

18 Seeking the views of children, parents, carers, local authorities and staff

- 18.1 Regular enquires are made of all children as to how safe they feel at Bright Sparks Learning Centre and ways in which services and outcomes can be improved. The views of parents, carers, local authorities and staff are also sought through existing mechanisms for consultation and feedback. Records are kept of these enquiries and any actions taken.

19 Implementation, monitoring, evaluation and review

- 19.1 The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the "Management of Drugs Policy" is the principal.
- 19.2 The designated member of staff is responsible for ensuring all children, staff, parents, carers and placing local authorities are aware of our policy. A copy of this policy document is available for inspection on the premises during office hours (term time only) and an electronic copy is posted on our website: www.brightsparkslearningcentre.co.uk
- 19.3 This policy will be reviewed annually and, if necessary, more frequently in response to any significant incidents or new developments in national, local and organisational policy, guidance and practice.

Appendix 1 – Further information and advice

Further information about current initiatives and resources to support the drug education agenda can be found at:

- www.warwickshirehealthyschools.com
- www.healthyschools.gov.uk
- www.warwickshire.gov.uk/drugs

Appendix 2 - Useful Organisations

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. 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 7553 7640 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

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.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 877910 Email: clc@essex.ac.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 7307 7450 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: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: www.drugeducationforum.com

DrugScope 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.drugscope.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: 0800 776600 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 7739 8494. Email admin@mentoruk.org Website: www.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 is 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: 0800 800 2222 Website: <http://familylives.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. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree – NHS Smoking Helpline: 0800 169 0 169 Website: <http://www.smokefree.nhs.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>