



Substance Misuse, Alcohol & Drugs Awareness Policy

Reviewer: Mr C P Hunt (Headteacher) & Mrs
J Shaw (PSHE Co-Ordinator)

Reviewed: September 2018

**RATIFIED BY THE CURRICULUM AND STANDARDS
COMMITTEE ON**

Signed: _____
(Chair of Curriculum and Standards)

Date: _____

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1. BACKGROUND AND PURPOSE OF THIS POLICY

As identified by Warrington Borough Council's 'Public Health Annual Report 2015', the key aims for Warrington schools are to offer comprehensive provision in the following key issues;

Substance Misuse/Cigarettes/E-Cigarettes:

- Increasing the opportunity to discuss and learn more about the range and scope of drugs, the effects they have and the implications of use.
- Ensuring there is a programme around 'internet safety' to give young people the skills to be able to recognise what information should not be taken at face value and where they can find trusted sources of information and support.
- Discouraging and enforcing action against adults who supply cigarettes to young people.
- Discourage Warrington children from trying and using both cigarettes and e-cigarettes.
- Supporting local young people who are currently smoking to stop and access services to help them do this.
- Culcheth High School is a 'Smokefree' school and applies the WBC Smokefree Schools Policy which is in Appendix B

Culcheth High School also aims to:

- Tackle the ease with which CHS students appear to be able to obtain New Psychoactive Substances (NPS's).
- Reduce the perceived acceptability of using 'Legal Highs'.
- Reduce the risk that some young people are likely to face regarding their NPS use.
- Discouraging and enforcing action against adults or other young people who supply NPS's to young people.
- Discourage CHS students from trying and using both cigarettes and e-cigarettes.

Alcohol:

- Tackling the ease with which Warrington children appear to be able to obtain alcohol.
- Reducing the perceived acceptability of unsafe drinking amongst not only children and young people, but also the adults around them.
- Reduce the risk that some young people are likely to face regarding their alcohol use.

Culcheth High School also aims to:

- Educate CHS students about the 'sexual health' element associated with 'risk taking behaviour'.

The Governors and staff of the Culcheth High School are committed to ensuring that the school is healthy, free from the misuse of alcohol, drugs, tobacco and other substances.

It is the responsibility of the school to play a positive role in preventing the harm drugs and alcohol can have both to students and in the local community. Part of this is to **provide a clear statement to all students and their families** (see STUDENT SUBSTANCE MISUSE GUIDANCE document – Appendix A) about the rules and protocols related to the possession or use of alcohol and drugs on the school grounds. A copy of this can be found in the Culcheth High School student planner.

This policy is also a statement from the school to be alcohol and drug free. This means that all school functions will not involve alcohol or drugs. This policy follows the guidance given in the document 'Drug Advice for Schools' produced by Department of Education (DfE) and the Association for Chief Police Officers (ACPO), 2010 (reviewed in 2013).

2. POLICY CONSULTATION

The Headteachers of Warrington were consulted throughout the development process of this policy.

The policy was also agreed through the Warrington Drug & Alcohol Action Team Partnership which includes the local police and substance misuse services.

3. LOCATION & DISSEMINATION

The policies will be readily available for staff, parents and students to read on the school's website and intranet. Copies of any policy will be supplied upon request.

Both staff, students and parents will be made aware of the policies when joining the school and periodically in school assemblies and school newsletters.

4. DEFINITIONS

This policy refers to the use and supply of alcohol, illegal drugs, volatile substances (e.g. aerosols, solvents, glue or petrol) and New Psychoactive Substances (legal highs) and the misuse of prescription drugs.

The policy covers students, school staff, parents and other agencies visiting the school.

5. AUTHORISED MEMBERS OF STAFF

This policy refers to authorised staff. In this school it refers to;

The Senior Leadership Team and allocated Progress Leaders.

6. MEDICINES POLICY

Refer to CHS 'Administration of Medicines' Policy

7. UP TO DATE AND RELEVANT DRUG & ALCOHOL EDUCATION

The use of drugs and alcohol including the health and legal aspects are covered in the schools PSHE programme following guidance issues through the Department of Education.

The school will also be offering 'Risky Behaviour' and 'Legal Highs' workshops. These workshops will include sessions relating to alcohol and drug use/substance misuse, exploring the pressure to use, the effects and emotional impact they can have. There will also be information about legalities and negative consequences. A range of 'healthy lifestyle' topic areas are taught across the curriculum in Personal Development lessons which are age appropriate and address a range of issues.

The planning and delivery of the workshops will be a partnership process between the youth service, local sexual health services, drug & alcohol services, school health nurse and the relevant school staff. (Delivered by external agencies such as 'Warrington Youth Service').

The teaching staff at each school will have the opportunity to receive appropriate drug and alcohol awareness training via the free DAAT training programme. If there is a particular problem it will be arranged for a youth worker to deliver a "briefing session" to a staff group.

8. CONFIDENTIALITY

If a student discloses alcohol or drug use in the classroom setting, the teachers will respond to the information in accordance with the schools child protection and safe-guarding policies.

Students will be informed of the confidentiality rules before any drug and alcohol education session.

If alcohol or drugs use is disclosed as part of a one to one session with either a school health nurse or a youth workers these individuals will follow their own professional confidentiality guidelines.

9. WHAT IS CLASSED AS AN ALCOHOL OR DRUG RELATED INCIDENT?

A drug incident refers to the following circumstances;

- Suspicion - if a teacher or other member of school staff has reasonable grounds for suspecting a student has involvement with alcohol or drug use on or in the vicinity of the school grounds.
- Observation - if a teacher or other member of staff observes intoxication, or witnesses the use of, or the supply of alcohol or drugs.
- Discovery - if unauthorised drugs or drug paraphernalia are found in a student's possession on school grounds or admission that they have consumed illegal drugs or other substances on or in the vicinity of the school grounds.
- There will be intermittent use of police dogs in Warrington schools. This measure is to deter drugs being brought into school and to detect drugs on individuals.

10. MANAGEMENT OF ALCOHOL OR DRUGS INCIDENTS ON SCHOOL TRIPS

The definition of an alcohol or drug incident will be the same as on school grounds.

The protocol for following up on these incidents will be as detailed in the policy for incidents happening on school premises.

11. PROTOCOL FOR AN ALCOHOL OR DRUG INCIDENT

There will be a strict protocol followed whenever there is a drug incident on school grounds. As follows -

- **Search & Confiscate**

Headteachers (and staff authorised by them) have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items include:

- alcohol
- illegal drugs
- vaping paraphernalia (e.g. e-cigarettes)
- tobacco and cigarette papers
- any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

- **Handling Illegal and Unauthorised Drugs and Drugs Paraphernalia:**

If during a search alcohol, vaping paraphernalia or volatile substances are found and confiscated they will be disposed of by the member of staff authorised to conduct the search.

If during a search suspected illegal drugs are found and confiscated they will be kept in the temporary possession of the school until they are handed over to the police for disposal.

If any vaping or drugs paraphernalia that are deemed to pose a health risk to other students (such as discarded syringes) these will be safely removed and disposed of.

- **Parents & Visitors:**

Any parent or person representing an outside agency who appears intoxicated on school premises will be asked to leave immediately. If they become aggressive or violent the police will be called immediately.

- **Emergencies:**

If any person involved in an alcohol or drug incident appears to be or becomes unwell, the school will implement relevant procedures.

- **Parent Notification**

The parents or carers of any student involved with a substance misuse, alcohol or drug incident will be notified by phone on the day.

- **The Role of the Local Police**

The police will be notified of any incident involving illegal drugs (or class A/B drugs depending on schools). They will not automatically be involved in other incidents; this will be at the discretion of the school.

- **Substance Misuse, Alcohol & Drug Incident Records**

The school will make and keep a full record of each incident. This will be stored in accordance with the requirements of the Data Protection Act 1998.

The report will cover the support offered to any student and their family. It will also include police involvement and the consequences of this.

- **Fixed Term & Permanent Exclusions**

School may decide that some substance misuse, alcohol or drug incidents warrants a temporary exclusion. The most serious incidents (such as possessing, selling, supplying or consuming illegal substances on or in the vicinity of the school site) will result in permanent exclusion. The school follows the Warrington Borough Council guidance when making exclusions from their school. (See recent WBC exclusion guidance).

12. STUDENT AND FAMILY SUPPORT PLAN

If a student is permanently excluded from school following an incident then the school will liaise with the appropriate agencies to ensure support is given after the fifth day of school provision following the permanent exclusion.

If the student remains on roll after any reported incident then parents and carer will be asked to come into school to discuss an action plan.

If the incident was part of a pattern of misbehaviour the school can decide to implement a 'Behaviour Support Plan'.

It is advised that the student receives a session with the 'young person's substance misuse team' to be screened and given information advice and support. This may result in the young person becoming a client of the service. It may be decided that ongoing support with the school health service is more appropriate.

If it becomes apparent that the young person is being affected by parental or carer alcohol or drug use then the local safeguarding procedures will be put in place.

The parents can also ask to be referred into alcohol or drug services and this will be facilitated by the youth substance misuse worker. The school may also insist on a 'With Cause' drug testing schedule for the identified young person. This will be enforced in consultation with other agencies, if there is clear evidence that drugs have been used and with the consent of parents and the student. 'With Cause' drug testing could be used conditionally as part of the school's response to a drug incident to support the young person.

13. LOCAL AGENCIES AND SOURCES OF INFORMATION

- Warrington Drug & Alcohol Action Team
New Town House, Warrington
01925 443442

- Young person's drug and alcohol team
Orford Youth Base, Capesthorne Road, Orford, Warrington, WA2 0J 01925 851029
- Footsteps
Helping you to cope with someone else's drug or alcohol misuse
Tel: 01925 244524
- FRANK (offers information on individual NPS)
National Drugs Helpline
0300 123 6600
<http://www.talktofrank.com/worried-about-a-child>
- Warrington School Health Service
Warrington Youth Service
Orford Youth Base, Capesthorne Road, Warrington, WA2 0J
01925 851029
- Education Safeguarding Team
New Town House, Warrington
01925 442928/443179
- DrugScope's 'Business as usual' report provides a useful introduction and background to NPS and 'club drug' use in the UK
- 'One new drug a week: why novel psychoactive substances and club drugs need a different response from UK treatment providers' - published by the Royal College of Psychiatrists' Faculty of Addictions is another useful introduction to NPS use, harm and intervention
- whynotfidout.org : a website by the Angelus Foundation that provides teenagers with information to help them make informed decisions about NPS
- Global Drugs Survey: international drug use survey, which includes health advice

Signed: _____ **(Chair, Curriculum and Standards Committee)**

Date: _____

STUDENT SUBSTANCE MISUSE GUIDANCE

At Culcheth High School we are committed to ensuring that the school is healthy; free from the misuse of alcohol, drugs, tobacco and other substances which can have a harmful effect on you and the local community. We want you to know that your mental and physical health is as important to us as your grades!

This guidance is to inform you of the rules and protocols relating to the possession or use of alcohol, drugs and illegal substances on the school grounds (and including all school functions). The aims of this guidance are to inform you;

- what the CHS rules are
- what actions will be taken if you break them
- how you can avoid becoming involved with illegal substances and where you can get support if you have
- how you can report suspected incidents of substance misuse

School Rules:

We operate a zero tolerance regarding illegal drugs and we are committed to taking positive action in relation to a drug related incident.

A drug incident refers to the following circumstances;

- Suspicion - if a teacher or other member of school staff has reasonable grounds for suspecting a student has involvement with alcohol or drug use on or in the vicinity of the school grounds.
- Observation - if a teacher or other member of staff observes intoxication, or witnesses the use of, or the supply of alcohol or drugs.
- Discovery - if unauthorised drugs or drug paraphernalia are found in a student's possession on school grounds or admission that they have consumed illegal drugs or other substances on or in the vicinity of the school grounds.

Mr Hunt, and staff authorised by him, have a statutory power to search you or your possessions, without consent, when they have reasonable grounds for suspecting that you may have a prohibited item.

Prohibited items include:

- alcohol
- illegal drugs
- vaping paraphernalia (e.g. e-cigarettes)
- tobacco and cigarette papers
- any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence
- any item banned by the school rules which has been identified as an item which may be searched for.

Actions Taken by CHS:

These items can, and will, be taken from you and safely disposed of. Your parents will be informed, along with the Police if deemed necessary. The incident will be kept on your file and you could be temporarily or permanently excluded from school. The most serious incidents (such as possessing, selling, supplying or consuming illegal substances on or in the vicinity of the school site) will result in permanent exclusion. Juvenile Cautions imposed by the Police stay on Police File FOR LIFE and may affect your future career prospects. Certain criminal convictions also affect your travel plans to certain countries including the USA, Australia and New Zealand.

Support offered by CHS:

Following any alcohol or drug incident your parents/carers will be asked to come into school to discuss an action plan. You will receive input from Warrington's 'Young Person's Substance Misuse Team' to be screened and given information, advice and support from the CHS School Health Team.

If the incident was part of a pattern of misbehaviour the school can decide to implement an Individual Behaviour Plan (IBP) or a Pastoral Support Plan (PSP).

If you feel that you would rather talk to someone other than a member of staff at CHS then there is alternative help available;

- Warrington Drug & Alcohol Action Team
New Town House, Warrington
01925 443442
- Young person's drug and alcohol team
Orford Youth Base, Capesthorne Road, Orford, Warrington, WA2 01925 851029
- Footsteps
Helping you to cope with someone else's drug or alcohol misuse
Tel: 01925 244524
- FRANK (offers information on individual NPS)
National Drugs Helpline
0300 123 6600
<http://www.talktofrank.com/worried-about-a-child>
- Warrington School Health Service
Warrington Youth Service
Orford Youth Base, Capesthorne Road, Warrington, WA2 0J
01925 851029

This guidance follows the guidance given in the document 'Drug Advice for Schools' produced by Department of Education (DfE) and the Association for Chief Police Officers (ACPO), 2010 (reviewed in 2013).

Appendix: WBC Public Health (March 2018): Smokefree Schools Policy

Date of Policy: June 2018

Staff Member Responsible/first point of contact: Mrs J Shaw

Link Governor:

Review Date: Annually

Approval date by Governing Body: See front of main document

School policies linked to this smokefree schools policy:

- Substance Misuse Policy

1.0 Introduction

This policy provides guidance for members of the school community on why we are a Smokefree School. It has been developed with the need to balance the interests of the whole school, the need to protect children and enable all to work and learn in a smoke-free environment.

All children and young people need to be able to make safe, healthy and responsible decisions about smoking. Schools play a pivotal role in helping students make such decisions by providing education about the risks and effects of tobacco.

2.0 Aim

1. To reinforce that our school is a 'Smoke-Free' school and complies with the Smokefree legislation.
2. This policy has been developed to protect all employees, students and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.
3. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

3.0 Objectives

The objectives of the policy are:

- To provide a smokefree school environment for everyone.
- To provide children and young people with a consistent message regarding tobacco and its impact on health.
- To provide assistance for those who smoke.
- Reduce smoking prevalence in Warrington.

4.0 Rationale

Smoke Free Environments

The Department of Health's Tobacco Control Plan for England "Towards a smoke-free generation" launched in January 2017, outlines plans to reduce smoking in England, with the aim of creating a smoke-free generation. One of the objectives of the tobacco control plan is to reduce the number of 15 year olds who regularly smoke from 8% to 3% or less by the end of 2022. The Department of Health recognises the importance of prevention; with the need to

Appendix: WBC Public Health (March 2018): Smokefree Schools Policy

discourage young people from smoking.

Smoking remains an addiction which is largely taken up in childhood, with the majority of smokers starting as teenagers. Smoking prevalence in 15 year olds continues to decline, however, 32% of smokers (current and ex-smokers) aged 16-24 started when they are 16 or 17. 77% of smokers aged 16 to 24 in 2014 began smoking before the age of 18. As a result many young people become addicted before they fully understand the health risks associated with smoking (Tobacco Plan 2017).

Children are heavily influenced by adult role models who smoke: in 2014, 82% of students who regularly smoked reported having a family member who smoked. Continuing to encourage adult smokers to quit must therefore remain an important part of reducing prevalence amongst the young, and achieving a smokefree generation (Tobacco Plan 2017).

Research shows that in 2014, 46% of students aged 11 to 15 who were current (regular and occasional) smokers usually bought their cigarettes in shops, despite the law which prohibits the sale of cigarettes to those under the age of 18 (Tobacco Plan 2017).

- Everyone has the right to a smoke-free environment.
- Smoking is the single most preventable cause of premature death and ill health in the UK
- Nationally, children's exposure to second hand smoke – children 'breathing other peoples' tobacco smoke' causes over 300,000 extra GP appointments due to asthma, respiratory conditions, bacterial meningitis and over 9,500 child hood hospital admissions each year
- Exposure to second hand smoke has been shown to cause lung cancer, heart disease and cause the onset of asthma, chest and ear infections and cot death in children.
- This increased illness leads to nursery and school absenteeism affecting education achievement, compounding poverty & continuance of the cycle of deprivation.

Smoking in Young People

- 80% of smokers take up the habit as teenager
- Approximately 330,000 children under the age of 16 years trying cigarettes for the first time each year. Two-thirds of smokers start before age 18. Of those who try smoking between one-third and one-half will become regular smokers.
- It is illegal to sell tobacco or e-cigarettes to any person under the age of 18 (ASH March 2017).
- Half of these children will die unnecessarily if they continue to smoke.

E-cigarettes

E-cigarette use is not recommended for young people. In the UK protection is in place via prohibitions on the sale of e-cigarettes to under-18s and purchase by adults on behalf of under-18s, and restrictions on advertising. However, because adult smokers use e-cigarettes to quit smoking and stay smokefree, the products can help reduce children's and young people's exposure to secondhand smoke and smoking role models.

UK data shows little evidence that young people who try e-cigarettes progress to regular use, other than those who had previously smoked. Schools have a particular responsibility in managing the risk of youth uptake of e-cigarettes and might want to treat e-cigarettes as they would any other age-restricted product.

Taken from "Use of e-cigarettes in public places and workplaces. Advice to inform evidence-based policy making" PHE 2016.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/534586/PHE-advice-on-use-of-e-cigarettes-in-public-places-and-workplaces.PDF

Appendix: WBC Public Health (March 2018): Smokefree Schools Policy

Smoke Free School Policy

The no-smoking policy forms part of the school's Health and Safety Policy arrangements. The Health Act 2006 places restrictions on smoking within the workplace. For further details of the law as it applies to England, please refer to www.smokefreeengland.co.uk

Comprehensive Smokefree Policies in schools provide a positive role model for children and contribute to the development of a health-promoting school. This policy will help to reinforce rather than contradict the school's PSHE education programme.

The Smokefree Policy will include the use of e-cigarettes and other vaping devices, as a smoking behaviour.

5.0 Smokefree School Premises

In 2007 Smokefree laws were introduced to protect people from the harms of secondhand smoke in public places, public transport and work vehicles. These laws have proven to be highly effective resulting in an immediate reduction in the number of children being admitted to hospital for asthma⁶⁹. Compliance is also virtually universal⁷⁰. To further protect children, the government extended legislation to cover private vehicles carrying children from October 2015 (Tobacco Plan 2017).

Smoking will NOT be permitted in any part of the school's premises, including kitchens, within the entrance area to the school or on land adjacent to the school building (car park, garden areas, walkway, playgrounds, playing fields etc) where this forms part of the school premises. This policy will apply equally to future premises at the design stage of any new building and refurbishment or relocation project.

There will be NO designated smoking areas provided within the school premises.

This policy applies to employees, parents and visitors, members of the public, contractors and others working or using the school's premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.

The school's disciplinary procedure will apply for dealing with staff and students who do not comply with the Smokefree Status at school.

Staff are authorised to ask non-employees who breach the policy to adhere to the smokefree status.

The Smokefree Policy will apply to all activities held in the school including before and after school sessions and any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.

6.0 Vehicles

All school owned/hired/leased vehicles will be Smokefree and will display mandatory 'no-smoking' signage. Staff are not allowed to smoke in their own vehicles, when carrying passengers on school business. Failure to display no smoking signs can incur a fixed penalty notice on whoever manages or occupies the smokefree premises or vehicle.

7.0 Assistance for those who smoke

We recognise the importance of being smokefree and therefore adhere to the principle that second hand smoke is damaging to health. In addition, we also stand by the notion that smoking is an addictive behaviour. We pledge that we are willing to be very supportive to anyone who wishes to give up smoking by offering stop-smoking information to anyone who is interested.

Staff should be aware of local stop smoking service support for staff, families and young people.

Livewire Stop Smoking Service can support anyone who lives or works in Warrington. LiveWire can provide friendly and helpful Stop Smoking support and advice.

Livewire has a trained advisor on hand waiting to chat to students, staff or parents/carers to answer any questions they may have. This can be accessed on the website by clicking the 'chat now' box on the website, alternatively complete a self referral form and a Livewire advisor will contact the young person/adult as soon as they are available.

Livewire also provide drop in sessions. Young people can just walk in and there will be an advisor waiting to see them. More information is available on the [drop in timetable](#).

<https://livewirewarrington.co.uk/lifestyle/stop-smoking>

Our school has a School Health Drop In every week. The service can support students who would like support to reduce numbers of cigarettes smoked or to quit. The school Nurse drop in is advertised through school digital signage. The current drop in is provided on Tuesday lunchtime. To contact the school nurse, please email alwch.0to19@nhs.net

8.0 Education and Publicity

Guidance and Signage

Schools have a legal responsibility to ensure that the required no smoking signs are in place for premises and vehicles. Suitable posters and No Smoking signs will be displayed in school areas to create a positive visual message which supports a smoke-free working environment. Posters are available to download from the government official guidance relating to the Smoke Free law 2007.

http://smokefreeengland.co.uk/files/a5_sign_sf_premises.pdf

Tobacco education will form part of the PSHE (Personal, Social & Health Education economic) programme within Personal Development lessons, where consistent messages will be provided to students about the damaging effects of smoking on health.

Our school will promote National campaigns; such as No Smoking Day (14 March 2018) and Stoptober via our Youth Health Champions.

9.0 Appointments

This school is a Smokefree school and this is made clear within all its appointments

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procedures, staff handbooks and school prospectus.

10.0 Working with Parents and Governors

The school recognises the importance of consulting with parents and governors to develop/ review the Smokefree Policy.

It will communicate the benefits for students and staff of having a smoke-free school environment.

Parents and governors will be asked to support this message and adhere to the smoking policy on school premises at all times.

In addition parents and governors can access smoking cessation help (signposted in the policy).

11.0 Working with students

Students know the school is smoke-free environment and understand the consequences if they are caught smoking.

Tobacco dependence is one of the hardest addictions to break. A smoker will typically have many failed quit attempts before they manage to successfully quit smoking.

Providing support to help smokers quit is highly cost-effective and local stop smoking services continue to offer smokers the best chance of quitting. Smokers who use them are up to four times as likely to quit successfully as those who choose to quit without help or with over the counter nicotine replacement therapy products (Tobacco Plan 2017)

12.0 Monitoring

The policy will be monitored by management to ensure that it is running effectively. Any problems or queries relating to the policy can be put to management through a staff representative.

Cigarette Litter

The school caretaker/staff will be encouraged to monitor & record evidence of cigarette litter for example; where on school site, frequency and quantity.

Illicit Tobacco

Illicit tobacco includes counterfeit tobacco i.e. fake brands and products that are illegally imported evading the payment of UK duty. The school will contact Warrington Trading Standards regarding any concerns of illicit tobacco use in school.

https://www.warrington.gov.uk/info/201127/trading_standards

Discipline Procedures

The school should highlight discipline procedures for both staff/visitors and young people caught smoking on the school site.

Examples;

Discussion with pupil

Letter home to inform parent/carer

Detention

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13.0 Health and Well-being

The Smoke-Free Schools Policy is part of the wider Warrington Borough Council and Public Health approach towards smoking cessation and positive health and well-being.