



ALCOHOL, DRUGS AND SUBSTANCES POLICY

Alcohol, Drugs and Substances Policy

This policy applies to all pupils including those in EYFS

James Allen's Girls' School (including James Allen's Junior School) places pupil welfare and safeguarding at the centre of all we do. We recognise the important part that we have to play in drugs education and in educating all our pupils about their health, safety and wellbeing.

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working at James Allen's Girls' School and takes into account national and local guidance, in particular 'DfE and ACPO drug advice for Schools (2012)'. Our other School policies and guidance including Behaviour, Health and Safety, Safeguarding (Child Protection), Wellbeing and Mental Health Guidance and Strategy and the PSHCE policy are pertinent to this policy, as is the School Code of Conduct for Pupils and the Staff Code of Conduct. A copy of this policy can also be found on the School website.

Drugs and Alcohol education is delivered as part of our PSHCE curriculum and includes the input of specialist visiting speakers. The effectiveness of our drugs and alcohol education is reviewed annually by the Head of PSHCE and the Deputy Head People. An important part of the review includes pupil feedback.

This policy is linked to our School's aims:

Both in and out of the classroom:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

The definition of drugs in this policy relates to substances that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine and LSD. E-cigarettes and shisha pens can be used to inhale cannabis derived products.

JAGS, therefore, views possession or use of such items in or travelling to School in the same way as the possession and use of alcohol or drugs. The possession and use of drugs in School, or on School visits, or when a pupil is representing the School is inappropriate, except for drugs that have been medically prescribed and taken by the pupil for whom they were intended.

Owner: Deputy Head People

Alcohol, Drugs and Substance Policy – Reviewed June 2023

Next review: June 2025

The objectives of the drug education provided by the School through its PSHCE curriculum is to reflect the whole School approach to health and the law. Pupils are made aware of the various internal and external support structures via PSHCE lessons, pastoral work and the work of external speakers. Staff are updated on issues around drugs and are given information about the signs of drug misuse.

Our Drugs and Alcohol education aims:

- To develop pupils' understanding of the difference between controlled and illegal drugs
- To educate pupils on the effects of drugs and solvents on the mind and body
- To provide opportunities for pupils to develop the skills and strategies needed to deal with situations involving drugs
- To explain the legal situation with regard to the use and misuse of drugs including the system of classification
- To provide pupils and parents with information about the sources of help and support available, particularly in the local area
- To inform pupils that the possession of drugs, taking of them or trafficking in drugs is illegal
- To inform pupils that if they are involved in an illegal drugs incident at School or whilst representing the School, this may result in their suspension or permanent exclusion and that there may be police involvement

The first concern in managing a drug incident is to manage the health and safety and the pastoral needs of our pupils and the School community.

The School's general response to incidents involving drugs is outlined below:

- Using drugs/alcohol/cigarettes/e-cigarettes on School premises will almost certainly mean that a pupil will be suspended or excluded.
- Selling and/or using drugs/alcohol/cigarettes/e-cigarettes on School premises will almost always mean that a pupil will be suspended or excluded.
- The School may request a drugs test if there is reasonable cause to believe that the pupil's welfare and safety is at risk or that the pupil is a risk to others. The test will be administered by the School Nurses with the consent of the students and parent/s. Refusal to give consent will, in accordance with government guidance, prompt the school to implement its own policy covering sanctions.
- If a pupil admits a drugs problem, a supportive random drug testing contract will be put in place.

Where the safety and welfare of a pupil or the School community is seen to be at risk, it may necessitate that a pupil is searched, in which case, the School follows the DfE guidelines for Searching, Screening and Confiscation: advice for schools 2022.

However, the School will consider any incident involving any substance banned from the School individually and will recognise that a variety of responses will be necessary to deal with such incidents. This may include working with the police, if appropriate. Balancing the pastoral interests of the pupil/s concerned and complying with the law will be fundamental to any response and the School is extremely mindful of the implications of any actions that are taken.

Drug Testing - Pupils

The School may request a drugs test if there is reasonable cause to believe that the pupil's welfare and safety is at risk or that the pupil is a risk to others. Parents will always be consulted should the school consider a drugs test is appropriate and an explanation given to the student prior to the test.

Early Intervention

JAGS recognises that schools can have a key role in identifying pupils at risk of drug misuse. The process of identifying needs should aim to distinguish between pupils who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

The School will always inform individual parents if their daughter is involved in any incident involving banned substances. With parental support, the School will provide active help for the pupil through our pastoral team, Nurses, and school counsellors. This may include the help of outside agencies and liaison with the pupil's GP.

Parents' information talks are organised on a regular basis and a list of local support services and national websites/helplines is found in Appendix 1.

Procedure:

All staff with any concerns regarding pupil welfare with regard to drug/alcohol misuse should immediately inform the pupil's Head of Year, who will liaise with the Deputy Head People and Designated Safeguarding Lead. The Head of Section and Head of Year will work with the pupil's parents regarding any drug related issues. Where disclosures are made that a pupil is involved in drug use out of school, the school will support a referral to any relevant supportive agency e.g., such as School Nurses or counsellors.

The first concern in dealing with any medical emergency involving drugs will be personal safety. Appropriate help/first aid should be given before any further issues are addressed, and parents should also be contacted. However, possession of drugs (see below) is a serious disciplinary offence, and the school will respond accordingly.

If drugs have not been confiscated, and it is believed, or it is reported, that a pupil may have banned substances on her person or in her possession at school, this should be reported immediately to the Deputy Head, People and/or the Designated Safeguarding Lead. Action will then be taken in line with the DfE Searching, Screening and Confiscation: advice for schools 2022.

1. The pupil will be seen by the Head/ Deputy Head Pastoral/ Designated Safeguarding Lead Head of Section. Two members of staff will always be present when the pupil is told that the accusation has been made.
2. The pupil will be asked to write her account of the situation and will be supervised throughout.
3. Where practical, the parents will be informed of the accusation, and they will be asked if they agree to their daughter's belongings being searched. If the pupil's parents cannot be immediately contacted, the interview will take place and the parents will be informed as soon as possible.

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4. The pupil will be asked to empty her bags, pockets, etc. in front of at least two of the following members of staff: The Head/Deputy Head, People/Designated Safeguarding Lead/Head of Section. The pupil's locker may also be searched.
5. If substances are found and staff are unable to identify the legal status of a drug, it should be treated as a controlled drug. Advice will be sought by the School Safer Schools Police Liaison Officer. If the police are involved and suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own methods.
6. Parents will be informed of the results and, if the accusation appears to be true, they will be asked into school that day or as soon as is practical where the pupil and her parents will meet with at least two of the following: the Head/ Deputy Head People / Designated Safeguarding Lead /Head of Section.

At all points the School reserves the right to inform the police if it deems it to be necessary.

Pupils should be encouraged to report immediately to a member of staff any matter(s) concerning drugs.

Confiscation: If alcohol, drugs or substances have been confiscated, staff should immediately pass the item to the Deputy Head People / Designated Safeguarding Lead / Head of Section. The Head will determine how the item will be dealt with, in accordance with the DfE Searching, Screening and Confiscation: advice for schools 2022.

In taking temporary possession and disposing of suspected controlled drugs schools are advised to:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff
- notify the police without delay unless there is good reason not to, who will collect it and then store or dispose of it in line with locally agreed protocols. It is up to the Head to decide whether there is a good reason not to deliver controlled drugs to the police. In determining what is a "good reason" for not delivering controlled drugs or stolen items to the police there must be regard to the following guidance issued by the Secretary of State: 'In determining what is a 'good reason' for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.'

The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to:

- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this is not in the best interests of the pupil
- identify any safeguarding concerns and develop a support and disciplinary response

Alcohol and cigarettes/e cigarettes

Where a member of staff finds tobacco, alcohol or cigarette papers they may retain or dispose of them. This should not include returning them to the pupil.

Throughout any investigation, clear and concise records should be kept clearly recording the date the incident took place, where it took place, what occurred, who was present, parental contact, follow up and outcome (e.g., pupils/staff informed/ sanction imposed, LA/GP/ Police consulted, counselling support).

School response to drug related incidents overview:

- Using drugs/alcohol/cigarettes/e-cigarettes on School premises and or bringing on to the school premises or when at a school event, but off the school premises, will almost certainly mean that a pupil will be suspended or excluded.
- Selling and/or using drugs/alcohol/cigarettes/e-cigarettes on School premises and or bringing on to the school premises or when at a school event, but off the school premises, will almost certainly mean that a pupil will be suspended or excluded.
- The School may request a drugs test if there is reasonable cause to believe that the pupil's welfare and safety is at risk or that the pupil is a risk to others. In such a situation, if a pupil tests positive for drugs but is not at the same time in possession or selling, she is likely to be given a disciplinary sanction short of exclusion. This may escalate if the pupil has a record of other acts of serious misconduct.

However, the School will consider any incident involving any substance banned from the school individually and will recognise that a variety of responses will be necessary to deal with such incidents. Pupils who are not in possession but are directly involved may also face sanctions.

School visits & social events

On school visits and residential trips, staff and pupils will be briefed in advance about procedures and responsibilities. For overseas visits this briefing will include any difference in local laws regarding drugs. Where the rules of the School Drugs, Alcohol and Substances policy are breached, this will be managed either as a school disciplinary matter and/or by the local police, depending on the severity of the incident. At school social events this policy will apply to all those who attend. Any individual causing or permitting nuisance or disturbance on our school premises will be asked to leave and police assistance will be called for if necessary. This includes those displaying signs of intoxication.

School Trips

Pupils and parents sign a Code of Conduct and this should be adhered to at all times. Breach of this can result in the pupil being sent home at the parents' expense. Before any trip, the Trip Leader should complete a risk assessment, and this should include procedures for dealing with medical emergencies e.g., staff access to mobile phone and emergency numbers.

If incidents of a drug, alcohol or any other illegal substances occur on school trips:

- The lead member of staff should deal with incidents, making contact with the Head / Deputy Head People and DSL where appropriate.

- Where possible incidents should be dealt with in line with standard school policy or in line with the policy of the centre being visited. It is recognised that the timescale for dealing with incidents on a trip may be longer than in school e.g., being able to meet with parents.
- Pupils should be asked for a written account and witness statements and these should be signed and dated.
- As soon as is practical, staff should record in writing the incident, names of witnesses and actions taken, signed and dated.
- The School is aware that laws on drugs and policing vary between countries. The School will ensure that they (and all participants on the trip) are aware of these differences but the School Code of Conduct should be adhered to at all times regardless of local laws (if more lenient than those in the UK).
- In cases where alcohol or cigarettes/e cigarettes are confiscated, these should be destroyed.
- In cases where illegal drugs are found, the Head should be consulted. For in- country advice the school will consider contacting the British embassy or consulate.
- In most cases, disciplining of the pupil/s involved would take place once the trip had returned to the UK. The decision may be taken to restrict the pupil/s activities whilst on the remainder of the trip.

Pupils whose parents/carers or family members misuse drugs

If a pupil's safety is considered under threat, including instances of parental drug or alcohol misuse, the school's response will follow the School Safeguarding Policy and LSCB protocols as for all other matters of concern regarding safeguarding issues. If parents attending the School premises appear to be under the influence of drugs or substances or alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the Head and the School's Designated Safeguarding Lead (DSL). If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should report the matter to the Head or DSL who may telephone the police. If the DSL reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the child will not be released into the care of the parent and the School's safeguarding procedures will be followed.

Schools will be alert to behaviour which might indicate that the child is experiencing difficult home circumstances. JAGS endeavours to be extremely pro-active in the early identification of pupils' needs and in safeguarding those in their care. Where problems are observed or suspected, or if a child chooses to disclose that there are difficulties at home and it is not deemed a safeguarding issue, the school will risk assess the pupil's welfare and support needs. This may include such actions as contacting the relevant MASH team and Early Help services such as Children's Services, services commissioned by the Drug and Alcohol Action Teams (DAAT) programmes and, where appropriate, the family.

Appendix 1:

Drugs and Addiction advice

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/ 14

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 - 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://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.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-tea>

LOCAL SERVICES

CGL Lewisham YPSM

Lewisham YPSMS (Young Person's Substance Misuse Service) provides specialist treatment for young people aged 10-21 in Lewisham who are experiencing or at risk of experiencing problematic drug or alcohol use

Eagle House
290 Lewisham Road
Lewisham
London
SE13 7PA

Insight Southwark

Insight Southwark is a confidential support service for young people up to the age of 24, living with or affected by drug and alcohol issues in Southwark, offering:

Open access Drop in (advice and information)
Parental advice and support
One-to-one keyworker sessions
Tel: 020 3031 9386
Unit 15 -16
83 Crampton Street
London SE17 3BT

Lambeth Child and Adolescent Mental Health Services

Child and adolescent mental health service (CAMHS) providing outpatient assessment, treatment and care for young people, aged 12-18, who have severe and ongoing mental health problems or harmful substance misuse

Tel: 020 3228 7370

35 Black Prince Road

London SE11 6JJ

Lambeth Harbour

Tel: 020 7095 1980

245 Coldharbour Lane

London SW9 8RR

Substance Misuse Tel: 020 3228 2403

Lower Floor

Maudsley Hospital

Denmark Hill

London SE5 8AZ

SupportLine – Problems: Drugs: Advice, support and information

www.supportline.org.uk/problems/drugs.ph

Support Line

Telephone Helpline: 01708 765200

Email info@supportline.org.uk