



Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
School	S&C	15 Nov 2021	Board	6 Dec 2021	Nov 2022	Yes

"Excellence Every Day"

Our Mission

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially. We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

Values

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Respect

We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.

Responsibility

We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.

Resilience

When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.

Ambition

Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success.



Rationale and purpose:

1.1 Rationale

The John of Gaunt school considers itself to be a caring and supportive community which values all individuals as equals. It aims to protect all members of its community from the consequences of drug, alcohol and substance misuse. Where appropriate, we will offer support and guidance to individuals at risk but will also adopt a zero-tolerance approach to the supplying of drugs to other members of the school community. To protect the safety and wellbeing of students and staff, and maximise attainment and achievement, drugs must not be possessed or bought, sold or otherwise obtained on the school's premises or during the school day, including when students are on school visits. The policy and procedures apply to all adults visiting, working at and for the school. Individual exceptions will be made for students and staff who need to take prescribed drugs. This policy applies to all school events including those which take place off the school campus such as school trips.

1.2 Purpose

The purpose of the School's Drugs Policy is to:

- Clarify the school's approach to drugs for all staff, students, parents/guardians, external agencies and the wider community including legal responsibilities, entitlements and obligations.
- Enable staff to manage any incidents that occur, with confidence and consistency and in the best interests of those involved.
- Contribute to making a safe and supportive learning environment.
- Ensure the school is fulfilling its safeguarding responsibilities by ensuring that students are protected from harm and that those for who drugs are a concern, receive the appropriate care and support.

2. Links to other Policies

- Safeguarding Policy
- Behaviour for learning policy
- Staff code of conduct
- Confidentiality Policy
- Managing medical conditions in school policy

The guidance is also strengthened by several pieces of national protocols guidance:



- Drug: advice for schools <https://www.gov.uk/government/publications/drugs-advice-for-schools>
- Keeping Children Safe in Education 2021
- Search and confiscation <https://www.gov.uk/government/publications/searching-screening-and-confiscation>;
- Relationship and Sexual Health Education and Health Education <https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>;
- When to call the police – Guidance for schools and colleges <https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>

3. Definition of a Drug

A drug is a substance that, when taken into the body, changes the way we feel, the way we perceive things and the way the body works. Drugs include legal substances such as alcohol, tobacco, volatile substances, novel psychoactive substances (“legal highs”) and prescribed drugs, as well as illegal substances.

It is understood that the use or possession of alcohol on school premises or on activities organised by the school including day and residential trips, is unacceptable during the normal course of the school day. However, the Headteacher retains the authority to permit alcohol to be stored or consumed on school premises by those over the age of 18 as she/he deems to be appropriate such as for raffle prizes, during school lettings and at celebratory events attended by adults. All consumption of alcohol should comply with current licence regulations.

There are no substances defined above which are allowed on the school premises unless agreed in advance by The Headteacher or, in medical instances, The Designated Safeguarding lead or Pastoral support manager for health and well-being.

4. Key Roles:

- 4.1 Drug Co-ordinators: Head Teacher, Paul Skipp and Designated Safeguarding Lead, Helen Kerr
- Director of Learning for Science – Suzanne Clare
- Director of Learning for Social Sciences – Mark Perraton

Responsibilities of the drug co-ordinators:

- Co-ordinating the review and/or implementation of the school’s drugs policy (see Appendix 2 for Checklist)



- Ensure the school actively cooperates with other agencies such as the Police and Social Services to deliver its commitment to drugs education.
- Work with the named Directors of Learning to co-ordinate the John of Gaunt School's drugs education programmes, for example the content of KS3 & 4 PSHE and science lessons.
- Providing in-house support for both staff and young people wishing to discuss concerns.
- Ensuring that all staff will refer young people seeking advice, information or help to them.
- Facilitating the monitoring and review of the drugs policy when deemed necessary and in line with the policy review cycle.
- Publicising elements of the drugs policy via posters and leaflets.

The drug co-ordinators will always be informed of a drug related. They will consider each substance (drug) incident individually and employ a variety of responses seeking to balance the interests of the student/s involved, other school members and the local community. Students who have a concern about drugs and seek guidance will be provided with support. Permanent removal from the school site may be warranted as a final sanction when all other reasonable steps have been taken

4.2 All staff are expected to:

- report suspected drug use to the Drug Co-ordinators
- report incidents of drug misuse to the Drug Co-ordinators
- promote positive attitudes towards healthy lifestyles
- enable young people to identify sources of appropriate personal support, e.g. Year Leaders and the Student Development Team, Motiv8, Public health services

4.3 All teachers are expected to:

- implement the drug policy and attend associated training as arranged by the school to increase their understanding of the implications and possible consequences of use and misuse;
- enable the school to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising personal skills to resist peer group pressure and help friends and relatives involved in drug misuse;
- provide accurate information about substances via the PSHE and Science curriculum and have access to accurate information held by the Student Development Team;
- widen the students' understanding of related health and social issues as they arise through the tutor program, subject lessons or during extracurricular enrichment activities.



4.4 Students will be expected to:

- follow the school rules and expectations in this and any other relevant policy;
- alert the staff to any drug-related incidents on or around the school site or during a school visit.

4.5 Parents will be encouraged to:

- endorse the school's approach to drugs education;
- work in partnership with the school to overcome the misuse of drugs.

4.6 Governors

- The governing body will ensure that its members, especially the Student and Community Committee, are well informed about the drug education programme, the potential for drug abuse and how to respond to drug related incidents within the context of this policy.

5. Drug Education

5.1 Context

The school will provide all pupils with drug education as an integral part of the Science and Personal, Social Health and Economic Education (PSHEE) and Citizenship curriculum

5.2 Ethos

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and is appropriate to the age and experience of our pupils.

5.3 Content and Delivery

Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of pupils. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values. Resources we use are available to view by contacting the Director of Learning for Social Science and The Director of Learning for Science but include such examples as: The Channel 4 documentary for school, The A to Z of Drugs and the drugs tool kit which has simulated examples of drugs with quiz cards to accompany them. Teaching methods aim to involve all pupils in active learning e.g. debates, quizzes, role play discussion worksheets, visiting speakers, theatre groups, TV programmes, problem pages. Drugs education is also informed by guidance from the DfE and the NHS



Student voice and data in addition to current guidance is used to inform how relevant schemes of work are modified and updated.

5.4 Use of outside visitors and speakers

Drug education in our school is supported by the following – this list is not exhaustive and others may support as resources allow: Subject specialist staff, School Health Nurse, Police Officer /PCSOs, Youth Worker, Alcoholics Anonymous, Motiv8, advice and guidance from the NHS.

We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. We are careful to negotiate the use of visitors in line with the protocol for using visitors in Wiltshire Schools, so that their contribution fits our needs and they are clear how their input fits into our planned programme. The class teacher is always present when visitors are working with our pupils within a classroom setting.

6. Arrangements for monitoring and evaluation

A representative from SLT will report at least once a year to the governing body, via the Student and Community Committee, the number and nature of drug related incidents, and the outcomes of any disciplinary proceedings. These will be analysed by gender, ethnicity and year group and compared with previous years.

Directors of learning will report annually to the governing body, via the Student and Community Committee on the curriculum content relating to drug education.

7. Routine arrangements

- Medicines

The school has a policy/procedure for the managing medical conditions in school and the procedure for administration of medicines is contained within this policy.

- Alcohol

No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises without explicit permission from the Headteacher. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

- Tobacco

The school is a no smoking site at all times. Pupils are not permitted to bring to school



any smoking materials, including, but not limited to, cigarettes, tobacco, tobacco wrapping papers, vapes, e-cigarettes, matches and lighters. This includes e-cigarettes and equipment. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated. The consequence for possession of these items is outlined in the school's behaviour for learning policy.

- Solvents

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of solvents or other 'sniffable' products.

- Illegal drugs

No illegal drugs are permitted to be brought on to, or used on school premises. To protect the health and safety of the school community regular checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally. The consequence for possession of these items is outlined in the school's behaviour for learning policy

8 Managing drug related incidents – these situations apply to school premises and any school activity including enrichment activities and school trips.

A drug (including alcohol) related incident may include any of the following:

- Finding drugs, or related paraphernalia
- Possession of drugs by an individual
- Use of drugs by an individual
- Being under the influence of drugs
- Supply of drugs
- Individuals disclosing information about their drug use
- Rumours of drug possession supply or drug use.
- Reports of drug possession supply or drug use

8.1 Guiding principles

- The school is aware of its legal responsibilities in regard to drug related incidents and in responding to them.
- We seek to work in line with national and local guidance as outlined in Wiltshire Council's Young People And Drugs: Guidelines For Schools and The DfE and ACPO Drug Advice for



Schools, January 2012

- The School's first responsibility is for the health and safety of the school community and meeting the pastoral needs of pupils.
- The school drug coordinator(s), or other designated member of staff, will normally be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after assessing the situation and be reported to the Drug coordinator (s). Referral to specialist services for assessment may be recommended if appropriate.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use or possession will not necessarily result in exclusion, which will only be considered in serious cases in line with DfE guidance on exclusion.
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.

8.2 Procedures

Medical emergencies

- If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

Discovery of unauthorised substances and paraphernalia

- The result of the discovery of unauthorised substances and paraphernalia will result in them being immediately confiscated for the safety of students and adults on the school site. The items and / or substances will be stored in a secure and safe place, usually the safe within the relevant year office. When appropriate these will be handed over to the relevant authorities, parents (if the item is not an illegal substance) or destroyed in a controlled and safe manner on the advice of the police. See below for additional information.

Individuals in possession of drugs

- If any pupil or adult on school premises is found in possession of an unauthorised drug (including so called 'legal highs') it will be confiscated whenever possible. If the drug is suspected to be illegal, the school will treat it as a controlled drug. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than to conduct a wider investigation. Parents of pupils will normally be informed and other professionals from The Multi Agency Safeguarding



Hub (MASH), Young Persons Substance Misuse Service (Motiv8), Police, School Health Nursing Service etc. may be informed or consulted as appropriate.

- While there is no legal obligation to inform the police of the identity of the young person it is advisable to do so. The police may also be involved, at the discretion of the Headteacher, in consultation with governors and staff who know the young person well

Power to search – please see the behaviour for learning policy for details.

9. Dealing with Confiscated Drugs

- Confiscated Alcohol will be poured away and parents informed

In taking temporary possession and disposing of suspected controlled drugs the school will:

- 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, who will be asked collect it or advise the school to dispose of it in line with locally agreed protocols. 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 do so;
- The drug coordinator will ensure that
- full details of the incident are recorded, including the police incident reference number; inform parents/carers, unless this is not in the best interests of the pupil;
- (protocol developed in line with current DfE and ACPO Drug Advice for Schools Jan 2012)

10. Support for pupils

10.1 At our school the welfare of the pupil is paramount. We maintain that constructive strategies that enable pupils to continue to benefit from continued education are preferable to exclusion.

Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the pastoral system to ensure a caring response to pupils in distress. Pupils may also access confidential support and advice through the school nursing service or a referral (which can be done by the student themselves) to Motiv8, the young person's drug and alcohol service. Interventions will be considered if the school feels a



pupil is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or that of their parent or carer. Such interventions may include consultation and subsequent referral to MASH or health teams. Exclusion from school, beyond ensuring the student safe to be in school, will rarely be considered, as it is recognised that pupils become significantly more vulnerable to drugs than those within mainstream schooling. These interventions will be cross referenced with the DART or single agency referral process.

10.2 Disciplinary response and sanctions

Exclusions are regarded as a last resort when all other options have been exhausted and ongoing anti-social behaviour still persists. A range of other consequences and sanctions are available that may be employed to help young people learn from their mistakes and send out a clear warning to other young people. These are detail in the school's behaviour policy and may include: The removal of certain privileges, agreeing a contract of behaviour, time spent in the PBSC and short-term exclusion.

An internal team around the child (ITAC) conference will be called if necessary. Each case will be assessed and levels of sanctions may vary according to the seriousness of the incident, the pupil's involvement and other factors.

10.3 Recording

All incidents will be recorded within 24 hours using the agreed proforma (see appendices). Forms will be stored securely by the Designated drug co-ordinator and kept securely in the same location as other confidential pupil information. Incidents will also be logged on the school's digital safeguarding system.

10.4 Confidentiality (To be read in conjunction with the school's confidentiality policy)

Complete secrecy can never be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else. If a pupil chooses to disclose that they are using a drug without medical authorisation, particularly when seeking support, this information will not be used against them. However, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures, staff need to carefully define and communicate the boundaries of confidentiality offered.



11. Staff training and support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The school drug coordinator, or other appropriate member of staff, will organise training related to the identified needs of staff as required. Training opportunities provided by Motiv8 and NHS Wiltshire are used in addition to external specialist providers.

12. Relationship to other policies

This policy should be read in conjunction with the following policies:

Behaviour for Learning Policy, Anti Bullying policy, Health and Safety Policy, Confidentiality Policy, Policy relating to pupil restraint, PSHE and RSE Policy, Child Protection Policy, On-line-safety policy, Procedures for external trips and visits, School Improvement plan.

13. Dissemination, monitoring and evaluation

A copy of the policy is available on request from the school office and all staff and governors have been informed of this. All teaching staff have access to a copy. It will be widely publicised, included in induction of new staff and supply teachers and monitored for effective use. It will be mentioned in the school prospectus, staff and governors' handbooks. Alongside other key policies, new parents will be made aware of this and where to find it.

The policy will be shared with pupils through PSHE and science curriculum lessons

The policy will be reviewed every 2 years. This review will consider the usefulness and effectiveness of the policy using comments and observations from the school community as well as any changes or recommendations related to national findings and recommended good practice around drug education and management of incidents.