

School Drug and Alcohol Policy 2008



SCHOOL DRUG& AND ALCOHOL POLICY

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SCHOOL DRUG POLICY

SECTION ONE FRAMEWORK FOR IMPLEMENTATION

Name of school:.....

Description of School:.....

Number on roll, social, ethnic and religious mix, details of special needs.

Date of policy approval:.....

Date of policy review:.....

Signature of head teacher:

Signature of governor:.....

Signature of key personnel responsible for dealing with drug policy and related incidents:.....

Signature of pupil representative if appropriate:

Local and National Guidance

This policy has been updated following the publication of the new Drugs In Schools guidance 2004.

In addition, the following guidance has been consulted whilst revising the policy;

- South Gloucestershire Local Authority Young Peoples Needs Assessment 2007-08
- South Glos Suggested Actions 2008 – **see appendix 3**
- Drug, alcohol and tobacco education: National curriculum guidance for schools at key stage 3-4 (QCA 2008)
- National Curriculum 2008 Statutory Science Orders
- National Healthy School Programme Guidance – www.healthyschools.gov.uk
- 0-5 Early Years Foundation Stage 2008
- Crime recording in schools Home Office, ACPO and DCSF (DfES) 2004

The purpose of the policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of pupils and others who use the school
- Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Respond to any individual within the school community in need of support
- Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving

- illegal and other unauthorised drugs
- Reinforce the role of the school in contributing to local and national strategies.
- Establish an atmosphere/environment/situation in which the school is free from the misuse of any drugs.

If part of the Healthy Schools Programme demonstrate in detail how the policy contributes to the whole school approach to health

Defining the policy boundaries and applying the policy

Stating where and to whom the policy applies

For example, all staff, pupils parents / carers, governors and partner agencies working with schools. Specify the school boundaries and jurisdiction of the policies provisions. (The limits of the school boundaries should be defined where they extend beyond the school premises and perimeters to include, for example, journeys time, work experience, and residential trips. Consider when the school day begins and ends, and when its 'duty care' responsibility applies. Make clear the boundaries as regards the school being a smoke free area as the council policy refers to the building only; for example, are the playing fields part of the school building?

SECTION TWO DRUG AND ALOCHOL EDUCATION AND STAFF TRAINING

Definition – What is a Drug?

A drug is a substance, which, when taken into the body, changes the way we feel, the way we see things and the way the body works.

The policy covers a range of drugs including medicines, volatile substances, alcohol, tobacco, and illegal drugs.

Rationale

Current research indicates that drug use both legal and illegal has risen amongst young people. As part of the school's care and welfare of its pupils, we believe we have a duty to inform and educate young people about drug use. Drugs are a reality in young people's lives; schools share responsibility with parents and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy, informed choices by increasing knowledge, challenging attitudes and practising skills. We also believe that the misuse of any drugs by members of the school community cannot be condoned and will be dealt with consistently and clearly with regard to the needs of the school and the individuals concerned.

Drug Education

Drug education in this school aims to enable all our pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes about drug use and developing and practising their decision making skills. It will also enable pupils to identify sources of confidential advice and support as school staff are unable to guarantee absolute confidence in serious cases of drug misuse.

The programme we follow will be based on national guidelines provided by the DfES (now DCSF) and will be sensitive to the age and experience of our pupils. It will be delivered through the existing curriculum, mainly the National Curriculum Science Order and Personal, Social, Health and Education. Sample schemes of work demonstrating progression of drug education across the key stages are outlined in **the appendices**.

Teaching will be based on an understanding that a variety of approaches should be used in order to meet the needs of our pupils. It will be delivered by all staff but may be based on the work of a specialist team. *If a specialist teacher team – specify. Outline the arrangements for timetabling, staffing and teaching.* All staff will be provided with adequate training and support to help them deliver effective drug education and respond to situations with consistency and sensitivity, taking account of religious, social and cultural issues. As part of staff induction and on-going training, we will contact the LA school drug advisor for details of training programmes, including INSET-training events.

Outside agencies such as the Police, connexions, Young Peoples Drug & Alcohol Service, school health nurse and other professionals will be used to complement the programme, following the guidelines for working with outside agencies.

The programme will be evaluated on a regular basis through pupil feedback and staff discussions. *State in detail how the teaching will be monitored and assessed.*

Outline provision for vulnerable pupils, and how the issues of pupil's diversity will be addressed. Provide any details on specific targeted ed programmes.

Methodology and Resources

Outline provision demonstrating a varied use of resources that develops essential skills and processes in personal wellbeing that pupils need to learn to make progress.

SECTION THREE MANAGEMENT OF DRUG RELATED INCIDENTS

Management of Drug-related Incidents

A designated member of staff will be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies, including the media.

The designated member of staff coordinating is.....

Procedures

- | | |
|-----------|---|
| Medicines | - See school policy on administration of medicines |
| Tobacco | - Refer to Council's No Smoking policy and |
| Alcohol | - No alcohol will be consumed during the course of a normal school day. |

Volatile Substances - The School will ensure that potentially harmful substances are stored safely, and pupils supervised carefully in the event of them having to be used in the course of their work. The use of aerosol deodorants will be discouraged/banned/not allowed because of the potential risks to people with asthma or other bronchial problems.

Illegal Substances - No illegal or illicit substances should be brought to school or used on school premises.

Sanctions of appropriate severity will be applied to the intentional misuse of any of the substances above by any member of the school community on the school premises or while on school trips and visits. To protect the health and safety of everyone in the school, regular checks will be made of the site to ensure that drug paraphernalia, particularly syringes, are cleared away.

A range of sanctions as outlined in the DfES (now DCFS) Guidance (page 67), up to and including permanent exclusion, will be applied for:

- Possession of any drug with the suspected intention to misuse.
- Misuse of drugs on school premises.
- Supply/dealing drugs for the purpose of misuse.

Dealing with Drug Related Incidents

This school believes we should be a drug free community. Illegal or illicit substances should not be brought into school and use or supply of drugs on the school premises will be regarded with the utmost seriousness.

Appendix 1 describes how this school will deal with a range of incidents. The school will decide when and if to inform the Police (in accordance with Police guidelines). The School Drug Advisor will be informed of all of Drug Related incidents, and records kept using the attached flow chart and incident form.

Evidence of drug use by a pupil or possession of a substance will not necessarily result in automatic exclusion. Each case will be assessed and different levels of sanctions will be used according to the seriousness of the incident and the pupil's involvement. Avon and Somerset Police guidance 2008 indicates 'There is no legal obligation on schools or colleges to inform the Police about drug related incidents or to disclose the name of a pupil involved in a drug incident on their premises, the main priority of the school will be to ensure that they keep the child included and engaged and not excluded. 'South Gloucestershire summary of actions will provide guidance on when the Police should be involved.

The misuse of illegal drugs, prescription medicines or problem drinking by staff should be regarded as a health matter rather than an immediate case for disciplinary action. (DfES, now DCSF) guidance 2004 page 123)

Advice and Support for Pupils

Information about local drugs and support services will be provided for pupils and parents but staff of the school will not give individual advice to pupils about their personal drug use. There are a number of staff within school who have been trained to undertake 'screening of drug use.' The school drug related incident coordinator will have details of who these staff are, and will include the school health nurse and Connexions personal Advisor. All young people can be referred to South Gloucestershire's Young Peoples Drug and Alcohol Service on 01454 868763 for advice, information, support and counselling.

Confidentiality

School staff should be made aware that they cannot and should not promise total confidentiality. If a pupil discloses information which is sensitive, not generally known and which the pupil asks not to be passed on, the request should be honoured unless unavoidable in order for teachers to fulfil their professional responsibility in relation to:

Child protection; Cooperating with a Police investigation, referral to external services.

Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information. If confidentiality needs to be broken the pupil should be informed first and school should endeavour to explain why this needs to happen.

Dissemination

This policy may be attached to/included in the school brochure and/or the staff handbook and copies will be available in the school office.

The procedure for the management of drug related incidents will be agreed by staff and governors, of which all parents and pupils will be made aware.

The context of the policy and its relationship to other policies

Outline the links with other written policies on, for example, behaviour, health and safety, medicines, confidentiality, pastoral support, healthy schools, school visits and child protection.

Monitoring and Evaluation

This policy will be reviewed on an annual basis.

Date for next review meeting:.....

School policy guidance: Amanda Davies

To arrange confidential support for the pupil and or parent: Sam Drew

DEALING WITH DRUG RELATED INCIDENTS

If drugs are found on school premises or a pupil is suspected of using drugs, your schools drug related incident advisor, Sam Drew can arrange confidential support for the school, parents and pupils.

Sam.drew@southglos.gov.uk: Tel: 01454 868763 Fax: 01454 868967

Take or confiscate drug and store securely with adult witness present.
Note: You cannot search a pupil without consent.

RECORD:
Who, what, where and when
Use **Recording of Drug Related Incident** sheet

Inform Head teacher

Inform schools Drugs Related Incident Coordinator
who initiates further action

Consult with Schools Drug Advisor
01454 863348

Identify drug
Do not taste anything
Contact your school drug advisor and the local police to attend and collect the substance so it can be identified.

If illegal:
The police will arrange for the substance to be destroyed according to the force procedural guidance. The police will inform the school of the substance identity and the school will then decide through their drug policy whether to ask the police to investigate the incident or not.

Police There is no legal obligation on schools or colleges to inform the Police about drug related incidents or to disclose their name of a pupil involved in an incident on their premises. The main priority of the school will be to ensure they keep the child included and engaged and not excluded.

Local Authority A package of care for any pupil can be arranged through Sam Drew to provide individual drug education or counselling.

Appendix 2

RECORDING OF DRUG RELATED INCIDENT

Follow steps one to five in order.

- 1 For help and advice, telephone AMANDA DAVIES Schools Drug Advisor **tel: 01454 86873348 fax: 01454 868967**
- 2 Complete this form WITHOUT identifying the pupil involved.
- 3 Copy the form.
- 4 Send the copy within 24 hours of the incident to Amanda Davies
- 5 KEEP the original, adding the pupil's name and form – store securely.

(please tick to indicate the category)

Emergency/ Intoxication	Concern established after following up a suspicion or allegation	Discovery OFF premises	Discovery ON premises	Pupil disclosure	Parent/ carer use	A parent/ carer expresses concern

Name of pupil*: Pupil's form*: (*For school records only) Age of pupil: Male / Female Ethnicity of pupil: <small>(For DAT records**)</small> Tick box if second or subsequent incident involving same pupil <input type="checkbox"/>	Name of school: Time of incident: am / pm Date of incident: Report form completed by:
First Aid given? Yes <input type="checkbox"/> → <input style="width: 200px; height: 40px;" type="text" value="First aid given by:"/> No <input type="checkbox"/>	Ambulance/Doctor called? <small>(Delete as necessary)</small> Yes <input type="checkbox"/> → <input style="width: 200px; height: 40px;" type="text" value="Called by:"/> No <input type="checkbox"/> → <input style="width: 200px; height: 40px;" type="text" value="Time:"/>
Drug involved (if known): <small>(e.g. Alcohol, Paracetamol, Ecstasy)</small> Senior staff involved:	Sample found? (yes/no) Where retained: Witness name: Disposal arranged with: <small>(Police, Env. Health)</small> At time:
Name of Parent/carers informed: Informed by: At time:	
Brief description of symptoms/situation:	
Other action taken: If Drugs are found on school premises or a pupil is suspected of using drugs, your schools drug advisor can arrange confidential support for the school, parents and pupils. (Please supply name & contact details in this instance)	

(continue on blank sheet if necessary)

** Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.
 Adapted with permission from *The Right Responses*, (DrugScope 1999) ©DfES, 2004

Appendix 3

Responding to incidents involving Drugs (page 1 Of 4)

As clearly outlined elsewhere in this guidance, South Gloucestershire LA and DCSF policy states "Evidence of drug use by a pupil, or possession of a substance should not necessarily result in automatic exclusion. Each incident will be assessed. Different responses will be appropriate to different levels of involvement".

Event	Legal Position and Police Involvement	Action	Record all decisions throughout the process and monitor the outcome for the pupil and school effectiveness of policy and community. Review practice. Section 5.7	Reference to Drugs: Guidance For schools 2004	Relevant Contacts
<p>1. Drugs or paraphernalia found on school premises</p>	<ul style="list-style-type: none"> ▪ It is against the law knowingly to allow premises to be used for production, consumption or dealing in substances. 	<ul style="list-style-type: none"> • Remove drug / paraphernalia ▪ Temporarily store drug securely in a designated place (do not dispose of substance yourself) ▪ Record the details with a witness present. ▪ Inform head teacher or designated member of staff, who will begin further investigation ▪ Inform LA School Drug Advisor ▪ If illegal: Notify police immediately to arrange collection or disposal and the LA School Drug Advisor (See Appendix 12) ▪ If legal: Alcohol, tobacco or medicines can be returned to the parent or carer or the drug can be disposed of safely. 		<p>Section 4.9</p> <p>Section 4.7</p> <p>Section 4.8</p>	<p>Needles/syringes disposal -South Glos Council Street Care Helpdesk Number 01454 868000.</p> <p>Safer South Gloucestershire Young Peoples Drug and Alcohol Service</p> <p>A response will be undertaken within 72 hours</p> <ul style="list-style-type: none"> ➢ School Drug Advisor 01454 863348 ➢ Young Persons Drug Worker 01454 868763 <ul style="list-style-type: none"> ▪ Police 0845 4567000 for your local community officer. ▪ South Gloucestershire LA Press Office (01454 862299).
<p>2. Pupil is found in possession of or supplying an unauthorised substance</p>	<ul style="list-style-type: none"> ▪ It is illegal to search a pupil or their personal property without consent. ▪ There is no legal obligation to divulge a pupil's name. ▪ Schools have responsibilities in loco parentis ▪ Follow child protection guidelines 	<p><u>All of the above plus</u></p> <ul style="list-style-type: none"> ▪ Inform parent/carer if appropriate and does not place the child at risk. ▪ Identify the needs of those involved, making a careful assessment of all the circumstances. Referral to a member of the school screening team may be appropriate. ▪ Complete a request for single service form. 		<p>Section 5.5.1</p> <p>Section 5.3</p> <p>Section 5</p>	<ul style="list-style-type: none"> ▪ Children and Young People Department (CYPD) Young Peoples Drug and Alcohol Service <p>A response will be undertaken within 72 hours</p> <ul style="list-style-type: none"> ➢ School Drug Advisor 01454 868764 ➢ Young Persons Drug Worker 01454 863348 <ul style="list-style-type: none"> ▪ Education Welfare Officer. 01454 863377 ▪ School Health Nurse 01179805744 ▪ Social Services: Child Protection. Severnvalle 01454 866832, Yate 01454 868700 and Kingswood 01454 865384 ▪ Connexions PA Kingswood: 0117 9612760 Filton: 0117 9698101 ▪ Police. 0845 4567000

Responding to incidents involving Drugs (page 2 of 4)

As clearly outlined elsewhere in this guidance, South Gloucestershire LA and DCSF policy states “Evidence of drug use by a pupil, or possession of a substance should not necessarily result in automatic exclusion. Each incident will be assessed. Different responses will be appropriate to different levels of involvement”.

Event	Legal Position	Action	Record all decisions throughout the process and monitor the outcome for the pupil and school effectiveness of policy and community. Review practice. Section 5.7	Reference to Drugs: Guidance For schools 2004	Relevant Contacts
<p>3. Pupils under the influence of a drug (including misuse of a medicine)</p>	<ul style="list-style-type: none"> ▪ As detailed in point 2. 	<ul style="list-style-type: none"> ▪ Medical emergency – Call for medical help/ambulance and follow first aid procedure until help arrives See appendix ▪ No medical emergency – keep pupil calm and under observation. If intoxicated consider asking parent/carer to collect child ▪ Ensure safety and well-being of other pupils e.g. onlookers <p style="text-align: center;">And follow all action as detailed in points 1 and 2</p>		<p>As detailed in 1 and 2.</p> <p>See medical emergencies appendix</p>	<p>Safer South Gloucestershire Young Peoples Drug and Alcohol Service A response will be undertaken within 72 hours</p> <ul style="list-style-type: none"> ➢ School Drug Advisor 01454 863348 ➢ Young Persons Drug Worker 01454 868763 <ul style="list-style-type: none"> ▪ Connexions PA Kingswood: 0117 9612760 Filton: 0117 9698101 ▪ Education Welfare Officer. 01454 863377 ▪ School Health Nurse. 01179805744 ▪ Social Services: Child Protection. Severnvale 01454 866832, Yate 01454 868700 and Kingswood 01454 865384 ▪ Families Plus (support for parents/carers) 0800 0733011 ▪ Police: 0845 4567000 ▪ South Gloucestershire Drug and Alcohol Service for adults: 0800 0733011
<p>4. Disclosure of drug use</p> <p>(a) pupil's own drug use</p> <p>(b) parent's/ carer's concern about their child's drug use.</p> <p>(c) parent's/ carers' drug use</p>	<p>(a)& (b) Schools have responsibility in loco parentis.</p> <p>Follow child Protection</p> <p>(c) No legal obligation to inform anyone. However, please follow child protection guidelines if concerned</p> <p>If information is about use on the school premises, school will not be able to allow that action to continue.</p>	<p style="text-align: center;">Consider actions within points 2 & 3 above as necessary</p> <ul style="list-style-type: none"> ▪ Offer further advice / information. (See clouds) Further action may not be necessary for all disclosures e.g. smoking. Consider whether drug use could be problematic or indicate other problems requiring further actions. ▪ Consider issues of confidentiality. 			

Responding to incidents involving Drugs. (page 3 of 4)

As clearly outlined elsewhere in this guidance, South Gloucestershire LA and DCSF policy states “Evidence of drug use by a pupil, or possession of a substance should not necessarily result in automatic exclusion. Each incident will be assessed. Different responses will be appropriate to different levels of involvement”.

Event	Legal Position	Action	Record all decisions throughout the process and monitor the outcome for the pupil and school effectiveness of policy and community. Review practice. <i>Section 5.7</i>	Reference to Drugs: Guidance For schools 2004	Relevant Contacts
<p>5. Illegitimate sale/supply of drugs (legal or illegal) in the school vicinity.</p>	<ul style="list-style-type: none"> • There is no legal obligation to inform police but not to do so may be counter productive. <p>Appendix 12 sets out police procedural guidance.</p>	<p style="text-align: center;">Record all decisions & monitor all outcomes. Review policy & practice as necessary</p> <ul style="list-style-type: none"> • If suspected to be illegal schools should decide whether to inform the police. • If alcohol, tobacco or solvents, inform the police and/or trading standards officers. • Inform head teacher or designated member of staff who will begin further investigation. • Inform other staff, LA or Local Authority and parents/carers if appropriate. • Record all decisions as in points above. 		Section 5.7	<p>Safer South Gloucestershire Young Peoples Drug and Alcohol Service A response will be undertaken within 72 hours</p> <ul style="list-style-type: none"> ➤ School Drug Advisor 01454 8683348 ▪ Police: 0845 4567000 <p>South Gloucestershire LA Press Office (01454 862299)</p>

Responding to incidents involving Drugs. (page 4 of 4)

As clearly outlined elsewhere in this guidance, South Gloucestershire LA and DCSF policy states "Evidence of drug use by a pupil, or possession of a substance should not necessarily result in automatic exclusion. Each incident will be assessed. Different responses will be appropriate to different levels of involvement".

Police Procedural guidance April 2008

Summary of incidents and actions

There is no legal obligation on schools or colleges to inform the Police about drug related incidents or to disclose the name of a pupil involved in a drug incident on their premises. The main priority of the school will be to ensure they keep the child included and engaged and not excluded. In keeping either guidance issued by the Home Office, ACPO and the DfES in Crime Recording in Schools, (2004) it is not necessary for the Police to record drug related offences which they witness or which are reported to them, unless the offence is serious. The table below will assist the school in deciding when it is appropriate to involve the Police.

Circumstance	Action by school	Police called?
Pupil found in possession of cannabis resin or bush for own personal use.	Dealt with according to School drug policy but unlikely to involve asking the Police to investigate.	Police called to attend and take possession of the substance.
Pupil found in possession of a substance believed to be a controlled drug other than cannabis bush or resin, for own personal use.	Dealt with according to school drug policy but should involve asking the Police to investigate the incident.	Police called to investigate which will include identifying the drug.
Pupil found in possession of any suspected controlled drug and believed to be dealing to others, whether for payment or not.	Dealt with according to School drug policy but should involve asking the Police to investigate the incident.	Police called to investigate which will include identifying the drug.
Suspected controlled drug found on school premises.	Dealt with according to School drug policy but unlikely to involve asking the Police to investigate.	Police called to attend and take possession of the substance.
School suspects the use or supply of illegal drugs on school premises.	School drug policy applied and strategies considered including conducting searches.	Yes, along with other appropriate local partners to consult. After consultation may include conducting a search.

Appendix 4

MEDICAL EMERGENCIES

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures.

If in any doubt, call medical help.

ALWAYS:

- assess the situation
- if a medical emergency, send for medical help and ambulance.

Before assistance arrives

IF THE PERSON IS CONSCIOUS:

- ask them what has happened and to identify any drug used
- collect any drug sample and any vomit for medical analysis
- do not induce vomiting
- do not chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet.

IF THE PERSON IS UNCONSCIOUS:

- ensure that they can breathe and place in the recovery position
- do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- do not give anything by mouth
- do not attempt to make them sit or stand
- do not leave them unattended or in the charge of another pupil
- notify parents/carers

FOR NEEDLE STICK (SHARPS) INJURIES:

- encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor.

When medical help arrives

- pass on any information available, including vomit and any drug samples. Complete a medical record form as soon as you have dealt with the emergency.

Appendix 5

Young People's Substance Use Screening Form

Name.....

D.O.B.....

Ethnicity.....

Gender.....

Address

.....
.....
.....
.....

Telephone

(To be completed by the young person)

I agree to complete this form.

The worker has explained to me:

- *about my confidentiality*
- *about how this form will be stored*
- *that they may want to talk to me about different types of support that may be useful for me*

*I agree that the worker can share the information that I talk about with
(please specify)*

parents/carers.....

workers/organisations

.....
.....

Signed

Date

1. Which of the following substances have you used in the last week?

Alcohol.... Cannabis.... Amphetamines..... Ecstasy..... Poppers.....

LSD..... Solvents..... Cocaine..... Others (specify).....

(What, when, how, how much & often, where & who with, substances mixed)

.....
.....
.....
.....

2. Have you used any of these substances in the month

before then? (What, when, how, how much & often, where & who with, substances mixed)

.....
.....
.....
.....
.....

3. Have you used any substances before then?

(What, when, how, how much & often, where & who with, substances mixed)

.....
.....
.....
.....
.....

4. How has your substance use changed since you began using/drinking?

(Frequency, amount used, where and who with, substances mixed)

.....
.....
.....
.....

5. What do you know about the substances that you use/have used?

(side effects, risks, legal status etc)

.....

.....

.....

Your drug and alcohol use - What do you think?

6. *(Prompt - Some young people think they drink too much or too often, or that their drinking is getting hard to control and is leading to them taking risks. Other young people feel stressed, unhappy or unable to manage when they are not drinking.*

a.) What do you think about your alcohol use?

b.) What do your friends/family think about your alcohol use?)

a.)

I never worry about my alcohol use
I sometimes worry about my alcohol use
I often worry about my alcohol use

b.)

Other people never worry about my alcohol use
Other people sometimes worry about my alcohol use
Other people often worry about my alcohol use

11. Does your drug use ever cause you to do things that you later regret? (*Prompt – e.g. embarrassing behaviour, sexual activity, conflict, criminal behaviour?*)

Never
Sometimes
Often

(Can you tell me more?)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

12. What are the good things for you, about your drinking/drug use?

.....

.....

.....

.....

.....

13. What are the less good things for you, about your drinking/drug use?

.....

.....

.....

.....

.....

14. Would you like any information (leaflets etc) about drugs or alcohol?

Yes Maybe No

15. Would you like to meet with a Drug and Alcohol Worker?

Yes Maybe No

Outcomes (*For completion by worker only*)

No input required by young person

Young person given advice/information only

Discuss with YPDAS only

Refer to YPDAS for assessment
(complete Request for Single Service Form)

Completed by

Date.....

Appendix 6

REQUEST FOR SINGLE SERVICE

This form is for use when a child or young person has **one** clearly identified need which can be met by **one** service.

Do **not** use this form but complete a CAF if:

- You believe a child/young person will not progress towards the five *Every Child Matters* priority outcomes without additional services
- The child/young person's needs are unclear or broader than your service can address and a CAF would help to identify the needs.

Telephone the Integrated Working Project Helpline 01454 865734 to see whether or not a CAF has already been started or for further information about the CAF process.

Request to: Service/agency:	Request from: Service/agency:
Member of staff: (if known)	Your name:
	Your telephone number:

1 Child or young person's details:

Name:	Address:	D. o. B.	M/F	Ethnicity	Religion	Language
	Postcode:			Please use list at end of form		

Telephone No: _____ Mobile: _____

Nature of Disability (if relevant): _____

Parents/carers aware of request? Yes/No

Do they agree to the request?
Yes/No

2 Important people linked to the child or young person (e.g.: parents/carers, siblings)

Name	Address	Relationship to the child/yp	D. o. B.

Who has parental responsibility? _____

3 Services involved with child or young person

GP:

Health Visitor/School Health Nurse:

Early Years or education/training provision:

If you are aware of any other services involved you may need to start a CAF. Call 01454 865734 to see if one has already been started or for further advice.

4 Reasons for Request for Service

Please provide information on the following, focussing on strengths as well as any issues:

Child/young person's developmental needs:

Parenting/caring:

Family, Environmental and Housing factors:

5 Recommendation from staff member requesting service:

6 Any additional relevant information that the receiving agency/service needs to know in order to respond to this request, e.g. communication, safety, access.

7 Child/young person and/or parent/carer:

I agree to this request for service being made on my behalf.

The information on this form may be shared with agencies relevant to this request.

The Information Sharing leaflet has been discussed with me.

Please add any comments you may have about this request for service:

Signature of parent/carer:

Date:

Signature of child/young person:

Date:

Where this request confirms a child protection referral, there is no requirement for signature by the parent/carer or child/young person provided this has been discussed with the police or social services.

Now send the form to the agency you are requesting a service from,

UNLESS YOU ARE REQUESTING A SERVICE FROM ONE OF THE FOLLOWING HEALTH SERVICES:

Locality Team Assessment

(for multi-disciplinary assessment or if you are unclear which professional is required)

Uni-professional Assessment required

Community Paediatrician

Physiotherapy

Speech and Language Therapy

Child and Family Consultation Service
(CAMHS)

School Health Nursing Service
(via internal referral pathway)

Occupational Therapy Service
(via internal referral pathway)

Please send form to:

Single Point of Entry Clerk

Wendover

170 Downend Road

Bristol BS16 5EB

Telephone 0117 9573206

Is this request routine / urgent?

Has the GP been informed of the referral? Yes / No

8 Receiving Agency/service: please complete the box below and copy to the agency/service who made the request to confirm action taken within seven working days.
Contact outcome:

Signature:

Date:

If you are unsure at any stage of the process, please call:

**Integrated Working Project Helpline
01454 865734**

Ethnicity

When completing the Ethnicity box on Page 1, please use one of the following:

African
Bangladeshi
Caribbean
Chinese
Indian
Pakistani
White British
White and Asian
White and Black African
White and Black Caribbean
White Irish

Any other Asian background – please specify
Any other Black background – please specify
Any other White background – please specify
Any other mixed background – please specify
Any other Ethnic group – please specify

Not given

Appendix 7

DRUGS EDUCATION (Suggested KS1 Programme)

Foundation

- To talk about and draw things that are good for their bodies and things that are bad
- To recognise the importance of keeping healthy

Year 1

- To consider what goes into their body
- To think about how and when it gets there
- To talk about who needs medicines
- To think about who tells them to take medicine
- To find out where medicines are kept and who they belong to
- To discuss how people feel when they are ill

Year 2

- **To build on their knowledge of what goes into their bodies**
- To think about the different ways these things get into their bodies
- To find out about where things go when they enter the body
- To talk about injections (the positive aspects) and discuss what to do if a syringe is found.
- To know that all medicines are drugs but not all drugs are medicines

DRUGS EDUCATION (Suggested KS2 programme)

Year 3

- To consider what children need to grow up and be healthy
- To establish the difference between a drug and a medicine
- To know that all medicines are drugs but not all drugs are medicines
- To understand that drugs can be harmful when not used properly

Year 4

- To consider the effects of tobacco/nicotine
- To discuss attitudes towards smoking
- To sort and classify legal 'drugs' into groups (tobacco, alcohol, medicines, solvents)
- To know what the rules about 'drugs' in school are (inhalers, cough medicine, smoking) and to consider why there are rules.

Year 5

- To build on knowledge of what drugs are and what they do, benefits as well as harm. (That anything that alters the way your brain functions is a drug).
- To begin to sort legal and illegal drugs and legal ages of buying tobacco, alcohol and solvent substances.
- To learn about the effects of alcohol
- To discuss attitudes about alcohol and why people choose to drink
- To develop skills to equip them to deal with risk situations

Year 6

- To reinforce and develop children's knowledge of legal drugs
- To introduce names of illegal drugs and develop knowledge of harmful effects
- To sort and classify legal and illegal drugs in various ways
- To identify risks involved with drugs
- To develop skills in coping with peer pressure and risks
- To provide opportunities to rehearse resistance strategies

KEY STAGE THREE DRUG AND ALCOHOL EDUCATION LINKS TO THE NATIONAL CURRICULUM 2007/08

Theme	PSHE Curriculum Links	Content	Other Curriculum Links	Lessons
Attitudes	2.1a	<ul style="list-style-type: none"> • Where do attitudes come from? • How are attitudes different across cultures 	RE	
	1.1b 1.5a+b	<ul style="list-style-type: none"> • How do attitudes affect behaviour 	SEAL	
	1.2c	<ul style="list-style-type: none"> • How do attitudes change as young people grow up 		
	2.3e 2.4d 2.3c 2.3d	<ul style="list-style-type: none"> • Attitudes towards drug users • Challenging discrimination 		
Coping Strategies	1.1a	<ul style="list-style-type: none"> • Recognising feelings 	SEAL	
	1.1c	<ul style="list-style-type: none"> • Developing strategies 		
	1.3c	<ul style="list-style-type: none"> • Understanding how drugs and alcohol are used as a coping mechanism 		
	1.4c	<ul style="list-style-type: none"> • Relationships can affect your judgement 	SRE	
	2.2e	<ul style="list-style-type: none"> • Support network 		
	1.2b	<ul style="list-style-type: none"> • How emotional health can be affected and using support available • Understanding triggers 		
Managing group	2.3c	<ul style="list-style-type: none"> • Skills of assertion, 	English	

pressures/friendship	1.1a 2.3b	negotiation, rights and responsibilities	Citizenship SEAL	
	2.2d	<ul style="list-style-type: none"> • Reflecting on own behaviour with friends 		
	1.4a	<ul style="list-style-type: none"> • Resisting peer pressure 		
LAW	3e 4.4b 2.3b 1.3a 1.3b 2.1e	<ul style="list-style-type: none"> • Drugs and the law • Link peer pressure 	External Visit (Dave Ashford) Citizenship	
What is a drug?	3e 4a 1.5a 3a	<ul style="list-style-type: none"> • Assessing knowledge and understanding • Illegal/legal • Definition • Prevalence of use (local) • Finding out about drugs 	<ul style="list-style-type: none"> • Drugs as experienced by different cultures (RE) • Physiological effects (Science) • How drugs have emerged (History) • Routes (Geography) 	
Why do people use drugs?	1.1c 3c 2.1a 4c	<ul style="list-style-type: none"> • Types of use • Self awareness • Drugs changing how you feel • Physical and emotional changes 	<ul style="list-style-type: none"> • SEAL • Drama 	

Effects and risks	3g 1.3a 2.2c 2.2a 3h 4g	<ul style="list-style-type: none"> • How are effects and risks different for individuals? • Environmental/Social/emotional E&R • Short and long term risks • Reducing harm • Emergency and risky situations & Where to get help and help others 	<ul style="list-style-type: none"> • SEAL • Science (physiological effects) 	
Risk decision making	1.1c 1.3a 1.2a 2.2a 2.1a +f 2.2b 2.1c 2.2f 3d	<ul style="list-style-type: none"> • How your personality mood effects • Weighing up need/risk • Linking risk taking behaviour – consequences – who does it affect • Where to get information for taking risks? 	<ul style="list-style-type: none"> • SEAL • Karma (RE) • I.T Websites 	

Appendix 8

Check-list for selecting resources

It is unlikely that any one resource will generate a positive response to every aspect of the check-list, but positive answers to a high proportion are desirable.

Good practice principles	Yes/No
Are the underpinning values and beliefs clearly stated, and are they consistent with those of the school?	
Are drugs defined to include medicines, alcohol, tobacco, volatile substance and illegal drugs?	
Is there guidance on identifying pupils' levels of knowledge and experience of drug use and how to incorporate this into planning?	
Do activities cover a range of teaching and learning styles?	
Is there guidance on evaluating activities?	
Are the materials free from racial, gender and sexist stereotypes?	
Do the materials take account of religious, cultural, physical diversity and special educational needs?	
Does the material suggest ways of involving parents and the community in drug education?	
Has the material been developed in consultation with pupils and teachers and has the effectiveness been evaluated?	
Does the material include guidance on the knowledge and skills needed for effective delivery and help build teacher confidence?	
Teaching and learning	
Does the material outline processes for establishing a safe learning environment?	
Is active learning promoted?	
Are discussion and reflection encouraged?	
Do the activities cover the development of knowledge, skills and attitudes?	
Is the content differentiated and can it be adapted for use with particular groups of pupils?	
Is guidance given on assessing learning outcomes?	

Content	Yes/No
Does the range of drugs covered meet with pupils' needs?	
Is the content factually accurate and balanced?	
Are learning outcomes clearly stated?	
Are learning outcomes sufficiently challenging?	
Is the content appropriate to the needs of pupils in terms of language, images, attitude, maturity, understanding and knowledge required?	
Does it avoid racial, sexist, and gender stereotyping?	
Does it include positive images of a range of people and will the imagery and language appeal to pupils?	
Do the activities encourage pupils to think about drug use, evaluate evidence and take account of a range of perspectives?	
Curriculum issues	
Does it contribute to broad and balanced PSHE and citizenship provision?	
Does the material say how it covers statutory and non-statutory learning outcomes?	
Does the resource support continuity and progression across Key Stages and curriculum subjects?	
Can the material be adapted to differing curriculum models and school timetables?	

Appendix 9

PLANNING FORM FOR EXTERNAL CONTRIBUTOR TO SCHOOL DRUG EDUCATION

The school has responsibility for what is taught. Content should be negotiated and agreed between school and agency, together with aims and criteria for assessing success. The teacher should be present throughout.

<p>School contact details</p> <p>School: School contact: Telephone: Fax: E-mail:</p>

<p>Agency contact details</p> <p>Agency: Agency contact: Telephone: Fax: E-mail:</p>

<p>Session(s) to be delivered</p> <p>Date(s): Time(s): Target group:</p>

<p>Meeting arrangements on arrival</p>

<p>How session(s) fit (within drug education, PSHE/Citizenship and local Healthy School Programmes)</p>
--

<p>Agreed aims of session(s)</p>

<p>Brief description of programme and methods</p>
--

<p>Intended learning outcomes (should be measurable)</p>

<p>Feedback and evaluation state how this will be conducted, and reporting responsibilities</p>
--

Checklist	Yes	No	Comment/action
Have all materials been viewed?			
Have confidentiality issues been discussed?			
Have behaviour management issues been discussed?			
Has follow-up work been planned?			

<p>Signed for school: Date:</p>	<p>Signed for agency: Date:</p>
--	--

Provide copies for school and for agency

External contribution to school drug education – feedback form

To the external contributor:

Please fill in this form and return a copy to the school as soon as practicable after the contribution is complete. Please give feedback which summarises your view of how the session(s) went, and any recommendations you can make about how the school might follow up your work with the same pupils.

Name of school:

Contributing agency:

Date(s) of sessions:

Class:

The external contribution was completed as planned
yes / no

Overall I feel the session(s) went (please tick):

1		2		3		4		5	
Very well		Well		Satisfactorily		Not very well		Badly	

My comments on the sessions are:

To follow up this input, I recommend that the school:

Signed:

Date:

Photocopiable. ©DfES,
2004



Discarded Syringes and Needles in the School Grounds - what do you do?

- ◆ No pupil should touch a syringe or needle.
- ◆ Do not put it in a dustbin, litter bin or down a toilet.
- ◆ A named person should be responsible and trained to deal with this situation. Often this is the caretaker.
- ◆ Contact the appropriate number below to get the syringe or needles disposed of correctly.
- ◆ If someone pricks themselves on a needle, go to the nearest Accident and Emergency Department.
- ◆ Complete the appropriate Accident Form.
- ◆ Keep wounds covered at all times with waterproof plasters and wash hands before and after.
- ◆ Include the management of dumped syringes and needles in the school Drugs Policy.
- ◆ The British Liver Trust recommends that anyone whose work may involve contact with blood should be vaccinated against Hepatitis B.

www.britishlivertrust.org.uk

If you find a syringe or needle telephone the number below and arrangements will be made for it to be disposed of safely. Make sure:-

- You do not touch it
- Do not hide it
- Do not kick it down a drain or out of sight

**South Gloucestershire Council Street Care Helpdesk
Number - 01454 868000**

Street care also has an out of office hours response service until 10pm: please call 01454 868009.

**(NB. Information and numbers may change.)
Updated 2008**

Appendix 11

Useful organisations and websites

- National organisations
- Young people's websites
- Information for teachers including PSHE/citizenship
- Government websites.

National organisations

ADFAM

Adfam offers information to families of drug and alcohol users, and the website has a database of local family support services.

Waterbridge House, 32-36 Loman Street, London SE1 0EE

Tel: 020 7928 8898 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.

Waterbridge House, 32-36 Leman Street, London SE1 0EE

Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

Alcohol Education Resource Directory

Directory of resources and contacts for teaching about alcohol, funded by the Portman Group (an organisation funded by the UK's leading drinks producers).

Tel: 020 7907 3700 Email: info@portmangroup.org.uk

Website: www.portmangroup.org.uk

Children's Legal Centre

The Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

University of Essex, Wivenhoe Park, Colchester, Essex CO4 3SQ

Tel: 01206 872466 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. 94 White Lion Street, London N1 9PF Tel: 020 7278 8222 Email: info@crae.org.uk Website: www.crae.org.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 between 9 am and 11 pm on Tuesdays to Thursdays and from 9 am on Friday mornings to 11 pm on Monday evenings)

Drug Concern

This organisation provides a helpline, support groups and training for parents and carers concerned about their child's drug use.

Tel: 0845 120 3745 Website: www.drugconcern.com

Drug Education Forum (DEF)

A forum of national organisations in England which provide drug education to children and young people or offer a service to those who do.

C/o Mentor UK, 4th Floor, 74 Great Eastern Street, London EC2A 3JG

Tel: 020 7739 8494 Website: www.drugeducation.org.uk

DrugScope

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.

Waterbridge House, 32-36 Loman Street, London, SE1 0EE

Tel: 020 7928 1211 Email: info@drugscope.org.uk

Website: www.drugscope.org.uk

Drug and Alcohol Education and Prevention Team

A joint initiative between DrugScope and Alcohol Concern aiming to identify, develop and promote good practice in alcohol and drug education and prevention. Email: ed&prev@drugscope.org.uk Tel: 020 7928 1211

FRANK (replaces the National Drugs Helpline)

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide details of sources of 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 77 66 00 Email: frank@talktofrank.com

Website: www.talktofrank.com

Schools can receive free FRANK resource materials, updates and newsletters by registering at www.drugs.gov.uk/campaign

National Association for Children of Alcoholics

NACOA provides information, advice and support to children of alcoholics through its free, confidential helpline.

Tel: 0800 358 3456 Website: www.nacoa.org.uk

National Children's Bureau

NCB promotes the interests and well-being of all children and young people across every aspect of their lives.

8 Wakley Street, London EC1V 7QE Tel: 020 7843 6000

Website: www.ncb.org.uk

National Health Education Group

A membership group, open to professionals whose work has a primary focus of supporting health and/or drugs education with children and young people in formal and informal educational settings.

Website: www.nheg.org.uk (please see the website for regional contact details)

National Tobacco Campaign (Department of Health)

NHS Smoking Helpline: 0800 169 0 169

Website: www.gosmokefree.nhs.uk

Parents against Drug Abuse (PADA)

An organisation set up to support parents of drug users. A large percentage of helpline workers have experienced drug use within their own families.

Tel: 08457 023 867

A charity offering support and information to anyone parenting a child.

It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 800 2222 Website: www.parentlineplus.org.uk

QUIT

An independent charity that aims to reduce tobacco-related harm by helping smokers to stop.

Tel: 0800 00 22 00 Email: stopsmoking@quit.org.uk

Website: <http://www.quit.org.uk/>

RELEASE

Provides advice and referral on drug-related legal problems.

388 Old Street, London EC1V 9LT

Tel: 0845 4500215 Email: info@release.org.uk

Website: www.release.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.

30A High Street, Staffordshire ST15 8AW Tel: 01785 817885

Helpline: 01785 810762 Email: information@re-solv.org

Website: www.re-solv.org

Young people's websites:

Connexions Direct

Connexions Direct can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and learning options, money, as well as helping young people find out about activities they can get involved in. Connexions Direct advisers can be contacted by phone, email, text or web chat www.connexions-direct.com

Telephone or text 080 800 13219

Health Development Agency

(health information websites for young people)
Need to Know Health – for young people aged 14-16
www.need2know.co.uk

Direct Gov Kids

Information for young people aged 7-11, designed to help young people find out about the world around them www.directgovkids.co.uk

Information for teachers including PSHE/citizenship

Citizenship Foundation

Support for teachers delivering citizenship education.

63 Gee Street, London EC1V 3RS e-mail info@citizenshipfoundation.org.uk
Tel: 020 7566 4141 Website: www.citizenshipfoundation.org.uk

Drugs Education and Prevention Information Service (DEPIS)

A Department of Health website for planners and providers of drug education and prevention services as well as young people and their parents and carers. The website enables visitors to search for drug education and prevention information, including relevant activities and organizations.

Website: <http://drugs.homeoffice.gov.uk/organisation-search/uk-drug-sites/depis?version=1>

Institute for Citizenship

Support for teachers delivering citizenship education.
62 Marylebone High Street, London W1M 3AF
Tel: 020 7935 4777 Website: www.citizen.org.uk

National Healthy Schools Programme

Information about the National Healthy School status, local healthy school partnerships and healthy schools.

Website: www.healthyschools.gov.uk

The National PSHE Association for advisers, inspectors and consultants

NSCoPSE is the professional organisation for LEA advisers, inspectors and advisory teachers with responsibility for all aspects of personal social and health education, including citizenship. Email: info@nscopse.org.uk

Website: www.nscopse.org.uk

NHS Responseline

Various drug resources and materials can be ordered on
Tel: 08701 555 455

OfSTED

Reports and Inspectors' guidance on all subjects including PSHE.

33 Kingsway, London WC2B 6SE Tel: 020 7421 6800

Website: www.ofsted.gov.uk/publications

PSHE framework

The entire PSHE framework can be found at:

<http://curriculum.qca.org.uk/>

SEAL <http://www.bandapilot.org.uk/>

TeacherNet

TeacherNet is the Government site for teachers. Use this site to access resources, training, professional development and support.

Website: www.teachernet.gov.uk/pshe

Connexions

Information about the Connexions Service, with links to Connexions sites aimed specifically at young people and at personal advisers.

Website: www.connexions.gov.uk

Department for Education and Skills (also see Teachernet)

For Government updates and publications. Website: www.dfes.gov.uk

Teachers may also wish to refer parents/carers to the parents' portal.

Website: www.direct.gov.uk/parents

Department of Health

This website includes drug-related information such as the annual survey on young people's drug use.

Website: www.dh.gov.uk

Home Office (also see the National Drugs Strategy)

The Research Development and Statistics Directorate (RDS) of the Home Office collects data about drug use.

Website: www.homeoffice.gov.uk/drugs

National Drugs Strategy

The strategy website contains information for DATs and interested individuals to find out about the Government's national illegal drug strategy.

Website: www.drugs.gov.uk.

Appendix 12

Suspected use/supply of illegal drugs on school premises and searches

Extract from Police Procedural Guidance: Response to Drug related incidents in Educational premises **April 2008**

School staff should be aware that it is unlawful to search anyone without their consent. Such consent should be obtained fairly, in all circumstances. A search without consent is an assault of that person.

When searching a young person, it should be done in the following manner:

- Only with the consent of the young person.
- The member of staff should always be of the same sex as the person being searched.
- A second member of staff should be present to witness the search as this assists in preventing allegations of misconduct and protects the young person themselves.
- Carried out in private.
- Only outer garments should be searched.
- Anything found must be recorded; a signature of the young person should be obtained if possible.
- Parents/Guardians to be informed of search-whether or not anything is found.
- Care should be taken when searching-ask the person to empty own pockets and bags slowly. This will prevent staff from the possibility of being injured or putting their hands into bags and pockets that may contain sharp instruments or offensive weapons.

The law relating to searching can be very complex. It is therefore advised that individuals are very cautious when considering searching a person.

Please respect different cultural diversity and religious observances. You would obviously not remove a Sikh's turban.

Where school staff suspect the use or supply of illegal drugs on school premises the school, after considering their Drug policy and exhausting all other strategies, may wish to conduct a search or invite the Police to search.

Conducting any type of search for drugs is a serious step and the school should be mindful of the guidance given in the DfES Drugs: *Guidance for Schools 2004*. In any case, where a school believes that there is reasonable evidence of possession or supply of suspected illegal drugs within their premises **they should consult their local Police**.

If the Head does consult the Police and the decision after consultation is to search and use "sniffer dogs", that search should only be done as part of a Warrant led operation, unless evidence may be lost by delaying the search. This type of search using dogs really should be seen as a "last resort" when all other strategies have failed. Further considerations are detailed in the ACPO Guidance: *Joining Forces 2006*.