

BISHOP WORDSWORTH'S SCHOOL
SUBSTANCE USE AND MISUSE – POLICY

Definitions:

1. 'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil.
2. 'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.

INTRODUCTION

1. This Policy should be read in conjunction with the Bishop Wordsworth's School's (the School's) Personal, Social and Health Education Policy and the Behaviour and Discipline Policy. In this Policy, the word 'substance' is used to represent alcohol, drugs or solvents which may be used for their physiological or psychological effect. The word 'drugs' does not refer to pharmaceutical products which may be legitimately obtained from doctors or pharmacists by prescription or by purchase. However, the inappropriate use of prescription or proprietary drugs, and the use of so-called 'legal highs' (new psychoactive substances (NPS)) or the use of another individual's prescription drugs would constitute a concern under the terms of this Policy. Also, for the purposes of this Policy, the terms 'drug misuse' and 'drug-related problem' include any substance misuse and any substance-related problem including alcohol.

POLICY

2. This Policy has regard to the DfE and ACPO Drug Advice for Schools (2012) <https://www.gov.uk/government/publications/drugs-advice-for-schools>
3. The Governors and Staff of the School are opposed to the misuse of substances and to the illegal use and supply of such substances by members of the School inside or outside the School environment.
4. Governors and Staff are committed to the health and safety of all members of the School community and are to take appropriate action to secure their well-being.
5. The School is committed to the prevention of substance misuse through education and support.

PROCEDURE

6. Pupils are informed and educated about the consequences of substance use and misuse through the School's Personal, Health, Relationships and Sex Education Programme (PHRSE). The KS3&4 programme is detailed here <https://www.bishopwordsworths.org.uk/main-school/the-school/ks3-and-ks4-curriculum/pshe/>. In KS5, a PHRSE programme operates through the weekly Enrichment sessions. In addition, talks from outside speakers are arranged to reinforce the messages.
7. It is necessary for all staff to be vigilant concerning substance misuse. Staff are made aware of the procedures for reporting a concern about a child.
8. Effective communication and co-operation with parents are essential to the successful implementation of this Policy. Pastoral staff are responsible for instigating this.

CHANGES IN LEGISLATION

9. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be

deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

MONITORING AND EVALUATION

10. Heads of School, Heads of Year and the School's PSHE Co-ordinator are to monitor the effectiveness of the Personal, Social, Health and Sex Education Programme, the recorded behaviour of pupils, and such other information about pupils that is relevant, and report their findings to the Headmaster.

11. This Policy will be reviewed by Governors annually. It was first adopted on 23rd May 1995. The most recent 3 years' review history is below:

8 th November 2018	Minor changes
26 th November 2019	Minor changes
19 th November 2020	Minor changes
18 th November 2021	Minor changes and removal of unnecessary annexes
28 th February 2023	Minor changes

Annexes:

- A. The School's Responsibility for Drug Education – Guidelines.
- B. Common Drugs and Other Substances of Use and Misuse.
- C. Procedure following a drugs-related incident.

THE SCHOOL'S RESPONSIBILITY FOR DRUG EDUCATION - GUIDELINES

1. The School recognises its responsibility to offer balanced education to all its pupils in relation to all forms of drug use in order to influence pupils in making personal decisions about drugs. Bringing or using drugs on school premises is unacceptable and is a disciplinary matter.

PUPILS

2. Are to have access to drug information and education at all key stages and be aware of government sponsored web-sites such as <http://www.talktofrank.com> and local drugs and alcohol services for young people provided by Wiltshire Council such as Motiv8 (see Wiltshire Council website www.wiltshire.gov.uk).

3. Should feel able to talk in confidence to a member of staff about a drug related problem without fear of reprimand. They should also understand the limits of confidentiality that operate within the institution. Be able to support and know who to turn to if a friend is experiencing a problem.

4. Should understand that substances (drugs, alcohol, cigarettes, e-cigarettes etc.) are not to be brought to, sold, passed on or obtained on school premises or on holidays, field trips and visits organised by the School.

5. Should understand that deliberately breaking school rules is likely to result in punishment.

6. Should understand the difference between voluntarily confiding a drug related problem and being found deliberately breaking school rules on drugs.

7. Must report immediately to the School office in any case of feeling unwell in connection with drug usage.

8. Should understand the consequences of having a criminal record as a result of drug related activity.

STAFF

9. Are to have access to information, training and expertise concerning drugs and drug use including awareness of government sponsored web sites such as <http://www.talktofrank.com/> Should be equipped to organise and deliver drug education within PSHE and other areas of the curriculum.

10. Are to be aware of the need for early detection of drugs misuse. If a young person's drug misuse is identified at an early stage, it is easier for action to be taken to prevent his or her further misuse of drugs. Therefore, teachers need to be vigilant, particularly when they are in charge of activities which take groups of young people away from the school premises. Research has shown that first experiments with drugs by young people almost always involve a substance provided by a friend.

11. Are to counsel in privacy any pupil who confides a drug related problem and regard this information as confidential except where it is considered that the young person is at particular risk, eg an issue of child protection. The limits of confidentiality are to be made known at the beginning of any counselling. Are not to reprimand or punish a pupil in such a situation.

12. Are to understand that the rules for pupils apply to teachers with the exception of alcohol which may be consumed in certain restricted areas or situations in the absence of pupils.

13. As employees, expect disciplinary action to be taken if they contravene the code of conduct concerning drugs.

14. Should know when to adopt a counselling or disciplinary approach towards pupils.

15. Should know the procedures concerning illness linked to known or suspected drug usage.

PARENTS

16. Should be aware of what information is given to pupils and have access to it via the School's website as well as useful websites such as <http://www.talktofrank.com/> and local drugs and alcohol services for young people provided by Wiltshire Council such as Motiv8 (see Wiltshire Council website www.wiltshire.gov.uk)

17. Should endeavour to maintain an atmosphere within which a child would feel able to confide a drug related problem. Should feel able to contact school about a home problem.

18. Should be aware of the school's rules concerning drugs. Should give their own guidance concerning drugs.

19. Should expect to be contacted if their child is caught breaking school rules on drugs.

20. Should understand that punishment is likely to be a school matter.

21. Should expect further action to take place after consultation with appropriate agencies.

GOVERNORS

22. Are to have access to drug information and training as required.

23. Are to encourage a supportive atmosphere within the institution where young people feel able to confide a drug related problem.

24. Should be aware of their legal responsibilities over drugs on the premises. In consultation with the school community, contribute to the development of an 'in house' policy.

**ANNEX B TO
SUBSTANCE USE AND MISUSE POLICY**

COMMON DRUGS AND OTHER SUBSTANCES OF USE AND MISUSE

Drugs may be of a wide variety and can be taken in many different ways (not only swallowed as tablets and drunk as liquids, but smoked, sniffed, snorted, inhaled, vaped, chewed, injected and absorbed through the skin via patches).

A full and up-to-date list of drugs can be found at <http://www.talktofrank.com/>

PROCEDURE FOLLOWING A DRUGS-RELATED INCIDENT

1. A member of staff who discovers evidence of substance misuse, or who suspects it may be taking place, must report his/her findings to the appropriate Head of School/ Year.
2. The Headmaster must be informed of any actual substance misuse as soon as possible.
3. When any substance misuse is discovered, the pupil(s) concerned must be taken immediately to the appropriate Head of School/ Year together with any drugs, alcohol or other illegal substances that have been recovered.
4. If a search is to be conducted, it is recommended that the police should be invited into School to conduct it. Any substance(s) recovered should be sealed in a suitable labelled container and placed in the custody of the police. In the event of the discovery of any equipment associated with substance use, especially needles and syringes, pupils must be prevented from handling it. Such materials must be packed in a secure and rigid container and taken to the Headmaster for disposal.
5. The names of any witnesses must be recorded and written statements taken from all teachers and pupils involved, as appropriate. At this stage, a decision should be taken whether or not formally to involve the police in the investigation.
6. The Head of School/ Year should write a report detailing date, time and pupils involved, together with his findings, and give it to the Headmaster.
7. Following such an incident, the Head of School/ Year or the Headmaster is to inform the police, (if not already involved) and parents of pupils involved at the earliest opportunity.
8. Any disciplinary action which follows a substance related incident is to be in accordance with the School's discipline procedure.
9. The Headmaster is to inform the Chairman of Governors and the Chairman of the Governors' Discipline Committee, as appropriate.
10. The Headmaster is to liaise with the media should this be necessary.