

**INTEGRATED COLLEGE DUNGANNON**

**DRUGS POLICY FOR STUDENTS**

**Date: September 2010**

Supersedes Drugs Policy January 2010

In consultation with Staff and Parent Council

Agreed by governors: \_\_\_\_\_

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## **Vision for Young People**

For the purpose of this document the term ‘drugs’ includes tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.

Integrated College Dungannon does not condone the misuse of drugs but recognises that there has been a considerable increase in the abuse of drugs in recent years in Northern Ireland. Drugs misuse appears to be affecting an ever younger population and the so-called “recreational” use of drugs can lead to a dangerous acceptance of illegal and harmful drug misuse as part of everyday life.

We believe that ICD has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include a Drugs Education programme in our curriculum.

ICD sees its role as that of a caring community committed to the physical, mental, social, emotional, moral and spiritual, safety and well being of our students and staff.

We want our young people to be confident, competent and ambitious with high self-esteem who are committed to being drug and alcohol free.

We want our students to make informed and responsible decisions about drugs by increasing their knowledge and by developing in them appropriate values, attitudes and skills. However, we recognise that drug misuse is a whole-community issue and that schools alone cannot solve the drugs problem; the school is only one of a number of groups and agencies which must play a part in the education of young people and we make use of their expertise where possible in the delivery of the programme.

*“There is a public perception that drug misuse is mainly an issue in disadvantaged inner city areas..... drug misuse is just as much an issue in rural areas and affluent communities: it extends across socioeconomic, geographical and cultural boundaries. Educationally successful young people are just as likely to put themselves at risk as low attainers.”(DENI 1996/16)*

## **Ethos**

This policy reflects our college ethos, vision and values which cherishes each individual student, in a child-centred environment, with a strong pastoral focus. We adopt a prevention and protection approach to drugs, rather than that of harm minimisation.

## **Legal Legislation**

It is the Policy of this college to comply with the legal requirements laid down in The Misuse of Drugs Act (1971) and other relevant legislation.

In keeping with requirements we will publish relevant sections of our Misuse of Substances/Drugs Education Policy in our College Prospectus.

## **Whole College Approach**

It is the view of this College that education surrounding drugs/substance misuse should not be taught in isolation, but rather as an integral part of our Personal Development Programme. This involves developing a set of values and skills that will aid in producing rounded ‘whole’ students – physically, intellectually, emotionally and spiritually. The aims stated above are fulfilled through student experiences in the taught curriculum, the informal curriculum and through opportunities in extracurricular activities. We want to develop our young people into critical thinkers, with good emotional management and assertiveness.

## **Special Needs**

At ICD, we have a significant number of statemented and psychologically assessed students with a range of Special Needs. We must be particularly careful that these children understand what sorts of behaviour are acceptable and desirable, in developing their confidence and skills to resist drugs. Their individual needs and abilities in interpreting the advice given must be considered.

## **Partnership Approach**

ICD welcomes a partnership approach, involving governors, staff, students, parents/guardians and the local community in tackling the issue of drugs and they endorse this policy.

All staff (teaching and non-teaching), should familiarise themselves with the information included in this policy and further copies may be obtained from the Designated Teacher for Drugs (Claire Venon) or from the college office.

Other related policies in the college include:

Pastoral Care & Discipline  
First Aid  
PSHE  
Health & Safety  
Medical Awareness  
Child Protection  
Critical Incident Policy

## **Definitions**

For the purpose of this document and in line with the guidance issued to all schools by the Department of Education (**NEW CIRCULAR**) (1996/16) **drugs will include any substance which, when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks.**

As well as everyday substances such as tea and coffee, drugs include:

- alcohol and tobacco;
- “over-the-counter” medicines, such as paracetamol;
- prescribed drugs, such as antibiotics, tranquilisers, inhalers and Ritalin;

- volatile substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glues and petrol;
- controlled drugs, such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms (processed), heroin and cocaine; and
- other substances such as amyl/butyl nitrate ('poppers') and unprocessed magic mushrooms.

### **Aims and Objectives**

- To have a clear and agreed understanding among everyone in the college community about the implications and possible consequences of drug use/misuse.
- To provide all staff (teaching and non-teaching) with adequate training and support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the procedures are sensitively and consistently applied in all situations.
- To empower teaching staff through appropriate training and support to develop and deliver an effective drugs education programme.
- To provide a drugs education programme which
  - Develops students' self-esteem and promotes positive attitudes in their relationship with others
  - Gives students opportunities to develop the values, skills, knowledge and understanding necessary to make informed and responsible decisions about the use/misuse of drugs including tobacco, alcohol and volatile substances, within the context of a healthy lifestyle; and
  - Helps students develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- To provide appropriate support and assistance for those students affected by drug-related issues.
- To inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse.
- To establish an environment in which the college is free from the misuse of all drugs.

### **Roles and Responsibilities – Students**

- Be aware of and adhere to college rules in relation to drug use/misuse, including tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.

### **All staff (teaching and non-teaching)**

- Be alert to the possibility of drug use/misuse.
- Be familiar with the college's procedures in the handling of suspected drug-related incidents.
- It is not the responsibility of the individual staff member to investigate the circumstances surrounding an incident, however he/she should deal with any emergency procedures if necessary.

- Any information, substance or paraphernalia received should be forwarded to the designated teacher for drugs who may have to take immediate action.

### **Teachers delivering the Drugs Education programme**

In addition to the above:

- Deliver the college's drugs education programme.
- Try to create an atmosphere in the classroom in which students can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Support students in their class if necessary.
- Liaise with the Designated Teacher for Drugs regarding any aspect of the programme/policy, as necessary.

### **The Designated Teacher for Drugs (Claire Venon)**

- Ensure that all staff are aware of and have access to a copy of the policy.
- Have oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements including periodic update and review of the policy.
- Liaise with other staff responsible for pastoral care in co-ordinating the delivery of the drugs education programme.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Be responsible for co-ordinating the college's procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding the incident.
- Complete a suspected incident report form and forward it to principal.
- Ensuring the engagement and active participation of parents in all aspects of drugs education.
- Act as the point of contact for outside agencies working with the college.

### **The Principal**

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.

### **In the case of incidents of suspected drug misuse:**

- Ensure the welfare and well being of the student(s) involved in the incident and the rest of the college community.
- Ensure that the following people are informed (where relevant):
  - \* Parents/Guardians
  - \* PSNI – preferably the Community and Schools Involvement Officer (CSIO)
  - \* Board of Governors
  - \* Designated Officer in SELB
  - \* Members of staff
  - \* Other students and parents informed within the confines of

#### confidentiality

- Agree, in consultation with the Board of Governors, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support.
- Retain written records of the incident and ensuring a copy of the reports are submitted to Board of Governors, SELB as appropriate.
- Review procedures and amend.

#### **The Board of Governors**

- Examine and approve the completed policy and education programme, prior to their implementation in the college.
- Ensure the policy is referred to in the college prospectus and that it is reviewed at regular intervals.
- Be fully aware of and adequately trained to deal with suspected drug misuse, including tobacco and alcohol, and their appropriate disciplinary response.
- Agree in consultation with the principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.

The Designated Governor to work with the principal and designated teacher for drugs in relation to drug related issues is **Dr Basil McNamee**.

#### **Parents/Guardians**

- Support your son/daughter if they have become involved with drugs.
- Support the college in the development and implementation of this policy, including the college's procedures for handling incidents of suspected drug misuse and the drugs education programme.

#### **The Caretaker**

- Be vigilant around, and conduct regular checks of, school grounds for drug-related paraphernalia. Inform the designated teacher for drugs should any be found.
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

#### **The Drugs Education Programme**

The drugs education programme in Integrated College Dungannon is just one part of the whole college response to drug use/misuse. The programme provides opportunities for students to:

- Acquire knowledge and understanding in relation to drug use/misuse;
- Identify values and attitudes in relation to drug use/misuse;
- Develop skills to enable them to consider the effects of drugs on themselves and others; and
- Make informed and responsible choices within the context of a healthy lifestyle

## **Appendix I: see attached for PD programme Years 8-12**

### **Procedures for dealing with suspected drug-related incidents**

Fundamental to dealing with incidents of suspected drug misuse is the principle of '*in loco parentis*', and Integrated College Dungannon will always take the steps that would reasonably be expected of any parents to safeguard the well being and safety of all the students in their charge.

*The following headings need to be addressed when procedures for handling drug-related incidents are being developed:*

- Outline the college rules with regards to drugs, including tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.
- Outline legal responsibilities of all staff and the involvement of the police.
- Outline the procedures for responding consistently to any incidents of suspected drug use/misuse.
- Outline the emergency First Aid procedures for incidents of suspected drug misuse.
- Make explicit the college's position in relation to the issues of searching, detaining and confidentiality.
- Describe the range of pastoral and disciplinary responses that may be put in place, ensuring that the responses match the needs and seriousness of the situation. Every incident should be dealt with on its own merit.
- Identify support strategies and/or services which are available to young people, staff and families.

The college will at all times give careful consideration as to how any information relating to an incident of suspected/confirmed drug use/misuse is communicated to staff, students and parents/guardians.

### **College Rules**

Drugs, including tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs are strictly forbidden at the college.

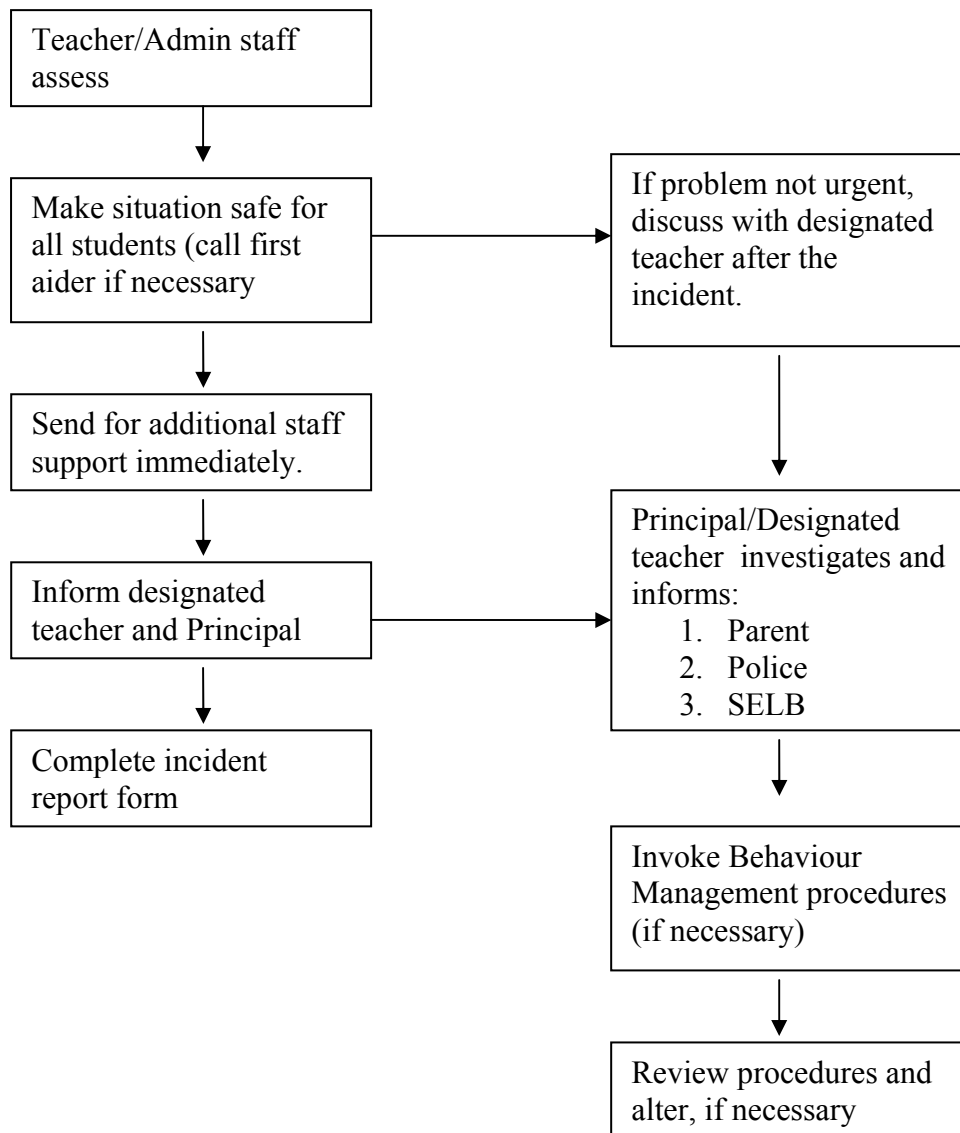
**All staff have a legal responsibility to be vigilant and follow this policy and the college itself, is legally obliged to contact the police in the occurrence of any drug-related incident.**

**The attached checklist should be consulted regarding emergency First Aid, searching and confidentiality. Although a student should remain in school until the parents and police are contacted, staff may not use any force to detain a student who wishes to leave the college. Personal searches may NOT be made by staff, although students may be asked to empty pockets etc. A school locker may be opened by a member of staff, but not searched.**

## Responding to Misuse of Substances and Related Incidents

In the unlikely event of an incident occurring we will follow the practices and procedures stated in the Misuse of Substance Flowchart (see below).

### Misuse of Substance Flowchart



Our policy in these matters is to proceed with the utmost discretion and sensitivity bearing in mind the need to protect the rights of the student concerned, their families and our College. However, it will be made clear to our students that no guarantee of confidentiality can be offered if he/she discloses to an employee that he/she is taking drugs. Due to the seriousness of substance misuse, any incidences/knowledge must be reported to the designated teacher who will ensure that proper action is taken to protect that student.

In addition, parents/guardians will be immediately notified as will the Board of Governors and the PSNI (Youth Division) Officer in order that investigations into the source of, and possible trafficking in, illegal substances can be expedited.

Every incident should be dealt with individually and therefore a repertoire of responses is needed. Sanctions alone may not stop a young person from re-offending, so support will be needed as well.

**Possible Action** (in no particular order)

In-college Counsellor (New Life Counselling)

Pupil Personal Support Unit (SELB)

Behaviour Management Team (SELB)

Work with Juvenile Diversion Officer (PSNI)

Parents' Advice Centre

Out-Of-School Counselling

Behaviour Contract

Zero Tolerance Contract

Meetings with Parents

Adolescent Partnership (ADAP)

Suspension

Exclusion

Social Services (if relevant)

Restorative Justice meeting

The parents/guardians of the student(s) directly involved in an incident of suspected drug use/misuse will be informed of the incident recognising that the future of a child or adult can be adversely affected. Confidentiality is of paramount importance in drug related incidents and subsequent outcomes.

### **Dealing with the Media**

If the college receives an enquiry from the media the caller will only be referred to the Principal or, in the absence of the Principal, the Designated Teacher for Drugs, Claire Venon.

When responding to the media the privacy of the student(s), his/her family and/or any staff members will be respected at all times. The SELB has a media officer, who can give guidance on press releases and related matters.

**See the College's Critical Incident Policy for guidance on a press release.**

### **Monitoring and Evaluation**

- discussion at staff meetings
- Staff Development Day Training (in-house and external by agencies)
- Policy updated on a regular basis by C Venon

### **Communication and Dissemination of Policy**

The ICD Prospectus refers to our Drugs Policy for parents and the wider community. The policy is available to all staff and governors at the college.

## **Training**

The most recent Drugs Training received by all college staff was from an SELB Officer in August 2010, including information on the extent of the problem, drug knowledge, signs and symptoms, vigilance and the procedure for dealing with drug related incidents.

As with any issue of Child Protection, staff should never promise confidentiality to a student who is disclosing drug-related information.

## **PROCEDURE FOR HANDLING SUSPECTED DRUG RELATED INCIDENTS IN COLLEGE**

This is a guide on the key procedures to undertake when a drug incident occurs in college.

### **1. Ensure the safety of the individual student involved, of other students, yourself and other staff. On finding a situation with a suspected substance:-**

- Get help immediately from another adult.
- Assess situation, to see if this is a life-threatening situation or not.

#### **If an emergency:-**

- If necessary contact an ambulance.
- Put person under the influence of the drugs in the recovery position.
- Ensure airways are cleared.
- Remove any other bystanders from the immediate vicinity.

#### **Then in all cases:-**

- Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely.
- Ascertain which substances / drugs have been taken and how much.
- Secure all drugs and paraphernalia and give to the Principal / Designated Teacher immediately, and lock them away.
- Contact the parents as soon as possible.

### **2. Ensure all incidents are properly investigated and recorded:-**

- Never accuse students of drug dealing/possession, these are alleged illicit substances until substantiated by the PSNI.
- Conduct search procedures according to college policy. (Never search personal belongings without permission)
- Ensure all drugs are safely and securely stored (or destroyed), making sure that this is witnessed by another adult and recorded.
- Gather details and data from all the eye-witnesses at the scene.
- All statements and phone calls should be recorded, signed and dated.
- Record all information on official incident form and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign.
- Ensure the SELB incident form is filled in and returned to the Advisor for Pastoral Care.
- Ensure that you follow all the procedures in the college's Drugs Policy.

### **3. Ensure appropriate individuals and agencies are informed and contacted as needed:-**

- Principal and Designated drug teacher.
- Parents / Guardians
- PSNI (CSIO or Uniform Branch)

- SELB Pastoral Care Advisor
- Chairperson initially and subsequently the Board of Governors.
- The Education Welfare Officer.
- No media statements, only the Principal should do this.
- Other students, parents and staff are only told on a need-to-know basis.

A pastoral / disciplinary response needs to be made by the college, balancing the need for compassion and the student's welfare with the need to send a clear message about illegal actions and behaviour and the impact on the college community.

### **Monitoring and Evaluation**

C Venon is responsible for the monitoring and evaluation of this policy on an annual basis.

### **College Resources**

Drugs: Guidance for schools in Northern Ireland (Cea)

Smokebusters Teachers' Pack

Thinking About Drinking – Teaching Resources for KSIII

What's the Point? A Study of Knowledge, Attitudes and Behaviour of Young People to Alcohol and Drugs within the SELB.

Appendix I

**Year 8 PD**

**Drugs Overview**

**Theme 1: Respect and Caring for Self and SELB resource ‘In Sync’**

Lesson 5: Don’t take risks with risky grown-ups

**Year 9 PD**

**Theme 3: Understanding Feelings and Emotions and SELB ‘In Sync’ Programme**

Lesson 5: Helping students become aware of consequences of behaviour

**Year 10 PD**

**Theme 3: Understanding Feelings and Emotions and SELB ‘In Sync’ Programme**

Lesson 3: Increasing awareness of influences of groups and gender

**KEY STAGES 4, 5 & Post 16**

**Talks from external agencies: ‘Love for Life’**

**ICD AND SUBSTANCE ABUSE/ DRUGS**

**INCIDENT REPORT FORM**

**(To be completed and held as record by Principal/Designated Teacher)**

Date: \_\_\_\_\_

Nature of Incident:

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Substance in secure storage: \_\_\_\_\_ (please tick)

Staff involved:

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Report from staff attached: \_\_\_\_\_ (please tick)

Name of Student(s) involved:

Year:

_____	_____
_____	_____
_____	_____
_____	_____

Informed (Circle as appropriate):

- Parent(s)/ Guardian(s) \_\_\_\_\_
- Local PSNI (Youth Division) \_\_\_\_\_
- Board of Governors \_\_\_\_\_
- SELB \_\_\_\_\_
- Other relevant bodies \_\_\_\_\_

Action Plan for student support in place:

Signed: \_\_\_\_\_ (Principal/ Designated Teacher)

INTEGRATED COLLEGE DUNGANNON

DRUGS AND SUBSTANCE MISUSE INCIDENT REPORT FORM
(Form to be completed by Teacher involved in Incident)

Nature of Incident:

Four horizontal lines for writing the nature of the incident.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

Student(s) involved:

Three horizontal lines for writing the names of student(s) involved.

Teacher Response:

Four horizontal lines for writing the teacher's response.

Substance given to Principal/ Designated Teacher: Yes [ ] No [ ]

Reported to Designated Teacher: Yes [ ] No [ ]

Report to Principal: Yes [ ] No [ ]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PRO FORMA TO INFORM SELB**

Name of College: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Contact Teacher: \_\_\_\_\_

Details of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Substance (if identified): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_