

# West Kirby Grammar School

## Wirral Schools Drug Policy and Procedures



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## 1. Key Contacts:

Role:	Name/ Details:	Contact:
Designated School Safeguarding Lead	Karen Cliffe	0151 632 3449 <a href="mailto:kcliffe@wkgs.net">kcliffe@wkgs.net</a>
Linked School Nurse	Philippa Larner	0151 514 0219 <a href="mailto:wcnt.hvwestwirral@nhs.net">wcnt.hvwestwirral@nhs.net</a>
Wirral Schools Drug Adviser (SDA) Primary & Secondary Lead Barnardo's 0 – 19 Health and Wellbeing Service (Wirral Community NHS foundation Trust)	Lea Sloan	0151 678 7790 <a href="mailto:lea.sloan@barnardos.org.uk">lea.sloan@barnardos.org.uk</a>
Health Services in Schools Coordinator (Universal / Targeted Services)	Patric Rogers	0151 666 3779 <a href="mailto:patricrogers@wirral.gov.uk">patricrogers@wirral.gov.uk</a>
Additional Youth Support Manager (Targeted / Specialist Service)	Joanne Day	0151 666 3771 <a href="mailto:joanneday@wirral.gov.uk">joanneday@wirral.gov.uk</a>
Substance Misuse Programme Coordinator Barnardo's 0 – 19 Teen Team – WCT / NHS Foundation (Universal & Targeted Service)	Jackie Gray	0151 678 7790 <a href="mailto:jackie.gray@barnardos.org.uk">jackie.gray@barnardos.org.uk</a>
DARA – Youth for Christ Wirral Project Lead (Universal & Targeted Service)	Alison Hardy	07544523238 <a href="mailto:alison.hardy@wirral.yfc.co.uk">alison.hardy@wirral.yfc.co.uk</a>
Integrated Front Door Wirral Children's Social Care	Service Desk	0151 606 2008
Police	In an emergency For non-emergency but possible crime	999  101

## 2. Training:

School Record of Training	Date completed:	Next due date:
Whole School Drug Awareness Training (Due every year)		
School Drug Policy and Guidance Training Senior Leadership Team (Yearly)		
Christopher Winter Resource / Drugs Education Programme – (Yearly)		

## 2. Drug Related Incident Pathway

Observation, suspicion, intelligence, disclosure

**Check pupil safety**

**Do they need medical attention? (if YES) Call 999**

**NO**

Safe to stay on site.  
Situation manageable  
within school

Headteacher and Safeguarding Lead  
informed

Relevant senior staff to undertake risk  
assessment. First aider to assess

Consider next steps/ referrals to appropriate  
services. (See additional guidance appendix  
for service information)

Make referral to support services.  
Notify Health Service in Schools Youth  
Worker.  
Primary Schools to refer to School Nurse

**Contact: Integrated Front Door  
(IFD)**

**0151 606 2008**

**For further advice and guidance**

**YES**

Are there any  
safeguarding  
concerns?

For incident whereby a  
young person has taken an  
unknown substance or there  
is suspicion they have taken  
a sedative such as  
diazepam or Xanax call for  
emergency medical help

**Call 999**

- Is at risk of significant danger or harm
- Has taken an unknown substance
- Is at risk of abuse, i.e. sexual, physical, emotional, neglect
- Is under 13 and sexually active
- Is considering suicide
- Is missing
- Has injected drugs
- Has planned to or has over dosed
- Involved in crime with risk to self or others
- Shows significant signs of mental distress (including, paranoia, suicidal thoughts, severe depression)
- Is or is at risk of becoming homeless
- Is at risk of exploitation

**Follow school safeguarding  
policy**

Report all drug related incidents to Wirral School Drug Adviser who will provide further advice and support on level of risk and what if any further action is required.

The WIRRAL Schools Suggested Drug Policy is illustrated below and should include the following areas:

SCHOOL DRUG POLICY	
3.	<p><b>POLICY DEVELOPMENT &amp; CONSULTATION</b></p> <p>For further guidance refer to; <a href="#">DfE and ACPO Drug Advice for Schools (2012) Department of Education and Association of Chief Police Officers</a></p>
3.1	<p><b>THE ROLE OF THE SCHOOL</b></p> <p>As part of the School’s statutory duty to promote students’ wellbeing, WKGS has a clear role to play in preventing drug misuse. This is recognised as an essential part of the School’s safeguarding responsibility. The fundamental role of the School is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual’s right to lawful privacy.</p>
3.2	<p><b>SCHOOL DESCRIPTION</b></p> <p>West Kirby Grammar School is a selective grammar school, with approximately 1200 students on roll. The school community is committed to ensuring that students feel safe and happy. We aim to enable students to become independent, self-confident and self-motivated adults who can be successful in a changing world.</p>
3.3	<p><b>DEFINITION AND TERMINOLOGY</b></p> <p>Drugs as defined by the DfE as any substance that has the potential to affect how a person thinks, feels or behaves. Under the Misuse of Drugs Act 1971 / 2010 the School Drug Policy includes the following substances:</p> <p><b>Legal Drugs</b> – Including, caffeine, energy drinks, tobacco, e-cigarettes / vapes, alcohol, khat, nitrites (poppers), VSA (volatile substances).</p> <p><b>Illegal Drugs</b> – Those controlled by the Misuse of Drug Act legislation, including anabolic steroids, cannabis, cocaine, ecstasy, cocaine, mephedrone and heroin.</p> <p><b>New Psychoactive Substances</b> – Psychoactive Substances Act came into effect in spring 2016. Previously known as ‘legal highs’ which contain one or more chemical substances which produce similar effects to illegal drugs (like cocaine, cannabis and ecstasy).</p> <p><b>Medicines</b> – Including over the-counter and prescription drugs. Some students may require medicines that have been prescribed for their medical condition during the school day. More detailed information can be found in Managing Medicines in Schools and Early Year Setting; <a href="#">Managing Medicines in Schools and Early Years Settings</a></p> <p>Substances covered in the policy are not to be bought, sold or otherwise exchanged or brought onto School premises during the school day, or while students are on school visits.</p>

3.5	<b>POLICY PRODUCTION AND APPLICATION</b>
	<p>This policy has been informed by the following;</p> <ul style="list-style-type: none"> <li>• DfE and ACPO Drug advice for schools 2012 documentation.</li> <li>• Misuse of Drugs Act 1971.</li> <li>• Misuse of Drugs Act 2010.</li> <li>• Managing Medicines in Schools and Early Years Setting (DfE)</li> <li>• 2016 Bill on New Psychoactive Substances</li> </ul> <p>This policy links to other School policies, including Safeguarding, Behaviour and Health and Safety. This policy applies at all times on the School premises and extends to cover journeys to and from school. It also covers students on work experience, alternative provision placements and all school trips, including those abroad.</p>
3.6	<b>WHO DOES THE POLICY APPLY TO:</b>
	<p>The policy applies to all members of staff in our school, including all permanent, temporary and support staff, governors, volunteers, parents, contractors and external services or activity providers</p> <p>This policy applies to all learners in this school. A copy of the school's drug policy can be found on the school website at <a href="http://wkgs.org">wkgs.org</a></p> <p>This policy will be updated and reviewed on an annually basis and will act as a central reference point for all school staff, or following identification of new/emerging trends in children and young people's behaviour.</p>

4	<b>DRUG EDUCATION</b>
4.1	<b>AIMS</b>
	<p>Drug education aims to enable students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.</p> <p><b>Drug education aims to:</b></p> <ul style="list-style-type: none"> <li>• Provide accurate information</li> <li>• Correct misunderstandings</li> <li>• Build on knowledge and understanding.</li> <li>• Explore attitudes and values towards drugs, drug use and drug users</li> <li>• Develop students' understanding of rules and laws</li> <li>• Develop students' interpersonal skills</li> <li>• Develop students' self-awareness and self-esteem</li> <li>• Explore the risks and consequences of their own and others' actions; and</li> <li>• Be relevant to the needs of students and the school community</li> <li>• Inform students of support both within and outside of school</li> </ul>
4.2	<b>DRUG EDUCATION CURRICULUM DELIVERY</b>
	<p>Students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers / school personnel need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly.</p> <p>Drug Education programme is delivered through the PSHCE curriculum. In Key Stage 3 and Key Stage 4 this is done principally via the School's Drop Down days (Impact days) and in tutorial lessons in Year 7. The following themes are covered:</p> <p><b>Year 7: Legal and Illegal Drugs</b></p> <ul style="list-style-type: none"> <li>· Legal and Illegal Drugs</li> <li>· Cannabis</li> <li>· Volatile Substance Abuse</li> </ul> <p><b>Year 8: Drugs and Their Effects</b></p> <ul style="list-style-type: none"> <li>· Situations involving drugs</li> <li>· Physical, emotional and Social Effects</li> <li>· Managing Drug-related situations</li> </ul> <p><b>Year 9: Attitudes to Risk</b></p> <ul style="list-style-type: none"> <li>· Exploring views about drugs</li> <li>· Contact with the law</li> <li>· Binge drinking</li> </ul>

	<p><b>Year 10: Choices and Responsibility</b></p> <ul style="list-style-type: none"> <li>· Consequence of Drug Use</li> <li>· Choices and Consequence</li> <li>· Sexual Health</li> </ul> <p><b>Year 11: Impact on Adult Life</b></p> <ul style="list-style-type: none"> <li>· Influences on behaviour</li> <li>· Impact on Society</li> <li>· Personal Relationships</li> </ul> <p>The main resource used for the delivery of the Drug Education programme in PSHCE are produced by the Christopher Winter Project which is followed by each year group.</p>
5.	<b>RESPONDING TO AND THE MANAGEMENT OF DRUG RELATED INCIDENT IN SCHOOL</b>
5.1	<b>SCHOOL STANCE ON DRUGS</b>
	<p>WKGS will not tolerate the use or possession of unauthorised legal or illegal controlled substances by students, staff or other members of the School community including parents, in school time, on School premises or off-site during School organised activities such as trips and work experience.</p> <p>As a school we cannot knowingly allow on our premises or to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). A central record of evidence related to any students suspected of drugs misuse will be held on school site.</p> <p>This also extends to new psychoactive substances (NPS), alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.</p> <p>The Senior Leaders with responsibility for all drug related incidents are the Headteacher, and or the Assistant Headteacher (Designated Safeguarding Lead)</p> <p>All drug related incidents will be reported to Mrs K. Cliffe who will be responsible for coordinating the most appropriate response.</p> <p>Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved and the School community. In the first instance the possibility of a medical emergency will be considered.</p>



5.2	ESTABLISHING THE TYPE OF NATURE OF A DRUG INCIDENT										
	<p>School will conduct a careful investigation to judge the nature and seriousness of each individual incident.</p> <p>School will not automatically assume drug related incidents are more serious than any other. The risk to students and to others should be assessed in terms of <b>health and safety rather than criminality</b>.</p> <p>Example of a drug related incidents could involve the following situations:</p>										
	<table border="1"> <thead> <tr> <th data-bbox="196 417 683 457">Type</th> <th data-bbox="683 417 1557 457">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="196 457 683 533">Suspicion</td> <td data-bbox="683 457 1557 533">A student/ carer or member of staff is thought to be under the influence of a drug, or the supply of a substance.</td> </tr> <tr> <td data-bbox="196 533 683 606">Observation</td> <td data-bbox="683 533 1557 606">A student demonstrates, perhaps through actions, play and inappropriate level of knowledge of drugs for their age.</td> </tr> <tr> <td data-bbox="196 606 683 680">Disclosure</td> <td data-bbox="683 606 1557 680">A student discloses that they or their family member / friend are misusing drugs</td> </tr> <tr> <td data-bbox="196 680 683 821">Discovery</td> <td data-bbox="683 680 1557 821">A teacher may find a substance on school premises or from student during a search. This also includes discoveries from students via social media sites; for example Snapchat, Facebook Instagram etc.</td> </tr> </tbody> </table>	Type	Example	Suspicion	A student/ carer or member of staff is thought to be under the influence of a drug, or the supply of a substance.	Observation	A student demonstrates, perhaps through actions, play and inappropriate level of knowledge of drugs for their age.	Disclosure	A student discloses that they or their family member / friend are misusing drugs	Discovery	A teacher may find a substance on school premises or from student during a search. This also includes discoveries from students via social media sites; for example Snapchat, Facebook Instagram etc.
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5.3	ROLE OF THE SCHOOL DRUG ADVISER										
	<p><i>In the event of drug related incident the school is advised as good practice to contact the Wirral School Drugs Adviser Lea Sloan (Wirral School Drugs Adviser) for support and advice on t: 0151 650 5488 M: 07703380957 or E: <a href="mailto:lea.sloan@barnardos.org.uk">lea.sloan@barnardos.org.uk</a></i></p> <p>All Wirral primary and secondary schools have a designated ‘Wirral Schools Drugs Adviser’. The SDA works in partnership with other agencies these include, Health Services in Schools, Additional Youth Support, School Nursing Service, the police, and targeted services. The role provides the following;</p> <ul style="list-style-type: none"> <li>• Free confidential advice, guidance and support on all drug related incidents / issues in and outside of school.</li> <li>• Support within the implementation of the school drug policy.</li> <li>• A recommended, comprehensive and standardised drug education programme for all students.</li> <li>• Up-to-date training sessions within a range of drug related subjects to all staff.</li> </ul> <p>The School will have a nominated senior professional responsible for all drug related issues, to champion good practice and liaise with the School Drugs Adviser on a regular basis. AT WKGS, this is the Assistant Headteacher (DSL) Mrs K. Cliffe.</p>										

5.4	<b>MANAGEMENT OF DRUGS IN SCHOOLS – REPORT</b>
	<p>All incidents should be reported immediately to the designated lead person in school who is responsible for managing drug related incidents/issues. This is Mrs K. Cliffe.</p> <p>For further guidance refer to; <a href="#">DfE and ACPO Drug Advice for Schools (2012) Department of Education and Association of Chief Police Officers</a></p>
5.5	<b>MEDICAL EMERGENCY</b>
	<p>In every case of a drug- related incident of a student being suspected or under the influence of a drug or alcohol on School premises. See below:</p> <ol style="list-style-type: none"> <li>1) The utmost priority should be place on the safety of the young person and those around them.</li> <li>2) DO NOT SEND STUDENT HOME – if necessary, this should be dealt with as a medical emergency, administering First Aid and summoning appropriate support.</li> <li>3) CALLING 999 – If in doubt DO NOT hesitate to call emergency services whereby an incident may involve a student consuming a strong sedative such a Diazepam or Xanax.</li> <li>4) WAITING FOR SERVICES – in the event of calling emergency service place young person in recovery position, loosen clothing to assist their breathing. DO NOT give the casualty anything to eat or drink.</li> <li>5) Depending on the circumstances, parents or the police may need to be contacted.</li> <li>6) If the young person is felt to be at risk the schools Safeguarding Policy will come into effect and Children’s Social Care may need to be contacted.</li> </ol>
5.6	<b>SEARCHES AND CONFISCATION</b>
	<p>When a person is suspected of concealing illegal or unauthorised substances every effort should be made to persuade the person to hand over the substance in the presence of a second adult witness. A full record of the exchange should be made by the observing member of staff.</p> <p>Advice on searching and confiscations can be found in <a href="#">Searching, Screening and Confiscation for Schools; Advice for Headteachers, school staff and governing bodies.</a></p> <p>In the course of carrying out an investigation into a disciplinary matter, it may be necessary to search the belongings of a student. Students will be asked for their consent before this is done. If consent is refused the student will be asked to say why she/he has refused. The School will be entitled to draw inferences from their response and general demeanour.</p> <p>Under the Education Act 1996, consent is not required to search for:</p> <ul style="list-style-type: none"> <li>• knives or weapons</li> <li>• alcohol or illegal drugs</li> <li>• stolen items</li> <li>• tobacco and cigarette papers</li> <li>• fireworks</li> <li>• pornographic images</li> </ul>

- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property, (including drugs paraphernalia).

If there are reasonable grounds to suspect that a student is in possession of any of these prohibited items, a search may be carried out of a student’s coat, pockets, bag or locker. Any such search must be authorised by the Headteacher or a member of the leadership team and will be carried out in the presence of a witness. The members of staff will be, if at all possible, of the same sex as the student concerned.

Any prohibited items found will be retained, disposed of or passed on to the police in line with government guidance.

The police may conduct a personal search if they believe a crime has taken place or to prevent harm to a student or others following an arrest. School has no legal obligation to report incidents involving illegal substances to the police; however, WKGS works in partnership with the local police, takes their advice and involves them or other relevant agencies appropriately.

Following a search, whether or not anything is found, including personal searches and searches of school and students’ property the school will record the incident including:

- 1) The name of the person searched.
- 2) The reason for the search.
- 3) The time and the place.
- 4) Who was present and note the outcomes and any follow-up action.

**5.7 TAKING TEMPORARY POSSESSION**

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; **provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.**

**Alcohol, Tobacco and e cigarettes**

When confiscated, parents/carers should normally be informed and given the opportunity to collect items, unless this would jeopardise the safety of the child or others.

**Volatile substances** may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child or others.

**Medicines** should be held in the Main Office. Parents/carers should collect and dispose of any unused or date expired medicines, or the school will dispose of them in the appropriate manner. Medication taken in any way to replicated drug taking behaviour will be dealt with in accordance with school policy on drug related incidents.

**New Psychoactive Substances** (*Often incorrectly called legal highs – contain one or more chemical substances which produce similar effects to illegal drugs like cocaine, cannabis and ecstasy*). If found on the School premises should be sealed in a plastic bag and labelled. They should be stored in a secure

	location that can be accessed by members of the Senior Leadership Team (SLT) only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. <b>The police may then identify whether it is an illegal drug.</b>
<b>5.8</b>	<b>PROCEDURES TO FOLLOW WHEN TAKING TEMPORARY POSSESSION</b>
	<p>Schools should outline and adhere to an agreed protocol for working with local police on the collection, storage, taking temporary possession and disposal of suspected controlled drug in school. See below:</p> <ol style="list-style-type: none"> <li>1) Ensure that a second adult witness is present throughout;</li> <li>2) Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present:</li> <li>3) Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;</li> <li>4) Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but it is advisable to do so;</li> <li>5) Inform parents/carers, unless this is not in the best interests of the student;</li> <li>6) Identify any safeguarding concerns and develop a support and disciplinary response (see below).</li> </ol>
<b>5.9</b>	<b>CONFIDENTIALITY - RESPONDING TO STUDENTS INVOLVED IN A DRUG RELATED INCIDENT</b>
	<p>The School will carefully investigate the nature and seriousness of any drug related incident taking account of the needs of the students and any safeguarding issues this may present. For further guidance refer to WKGS Safeguarding Policy.</p> <p><b>Confidentiality</b>  In line with <i>General Data Protection Regulation (GDPR)</i> the need for confidentiality for those involved should be respected; however, the boundaries of such confidentiality should be made clear to students. If a student discloses information to a member of staff which is of concern the teacher must follow the school Safeguarding Policy, co-operate with a police investigation (if appropriate), and refer to external services (if appropriate).</p>
<b>5.10</b>	<b>INFORMING PARENTS AND CARERS</b>
	<p>Parents/carers will be informed about the incident at the earliest possible stage and about the school's response unless there are concerns about the child's safety as a result.</p> <p>In any situation where the student may need protection from the possibility of abuse, the School's Designated Safeguarding Lead K. Cliffe will be consulted. Usual safeguarding procedures will be applied.</p>

	<p>School recognises the importance of adopting flexible procedures that ensure a co-ordinated, consistent approach to dealing with drug related incidents.</p> <p>Any response should balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. The needs of students in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation; responses may need to take a holistic approach rather than focus solely on drugs. As a School we will take:</p> <ul style="list-style-type: none"> <li>• A flexible approach whilst maintaining consistency and fairness.</li> <li>• Carefully assess the situation and the options for action.</li> <li>• Consider the impact of sanctions on the student involved, on other students, on the school as a whole, on parents and on the wider community.</li> </ul>
5.11	<b>RESPONSE AND REFERRAL PROCESS</b>
	<p>The identified school lead will play a key role in identifying student needs and making a direct referral to the appropriate services; such as Health Services in Schools, School Nurse Service, Additional Youth Support, 0 – 19 Team, CAMHS and Children’s Social Care.</p> <p>This process of identifying needs should aim to distinguish between students who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.</p> <p>Where possible, and where this will not compromise the student’s safety, the School will seek the involvement of the student and their parents and carers in such a decision.</p>
5.12	<b>WORKING WITH WIRRAL EXTERNAL AGENCIES</b>
	<p><b>UNIVERSAL / TARGETED SERVICES</b></p> <p><a href="#">Wirral Early Help information</a></p>
	<b>HEALTH SERVICES IN SCHOOLS</b>
	<ul style="list-style-type: none"> <li>• Youth Workers operate in all Wirral Secondary schools. They offer confidential health services supporting young people to make positive choices about their health and wellbeing.</li> <li>• WKGS designated Health Service in Schools Youth Worker is Kersti Lawson.</li> <li>• They will support young people with issues around: substance misuse, emotional health and wellbeing, healthy relationships, alcohol, smoking cessation, weight and lifestyles and healthy eating.</li> </ul>

	<ul style="list-style-type: none"> <li>• Young people are able to drop into their weekly school clinic on Monday lunchtimes for support with any issues affecting them.</li> <li>• Referrals to support an individual can be made by the designated lead professional (Mrs K Cliffe) sending a referral directly to the Health Service in Schools Co-ordinator</li> <li>• To make a referral to Health Services in Schools contact: Patrick Rogers (HSIS Co-ordinator) on M: 07789272583 or email <a href="mailto:patricrogers@wirral.gov.uk">patricrogers@wirral.gov.uk</a></li> </ul>
	<p><b>WIRRAL SCHOOL NURSES / 0 – 19 Health and wellbeing Service (<i>Wirral Community NHS foundation Trust</i>)</b></p>
	<p>Wirral School nurses work in collaboration with the local authority, schools, GPs, youth services and many other community services to support the needs of children, young people and their families.</p> <ul style="list-style-type: none"> <li>• Aims to provide a holistic, health and wellbeing service to 5-19 year (25 where complex needs) olds who live or attend schools in Wirral. Support is delivered through a combination of specific interventions and health promotion activity with a particular emphasis placed on early intervention and prevention.</li> <li>• Service offers individual, holistic care, if we are unable to meet the needs of our children, young people and we will try and find someone who can.</li> </ul>
	<p><b>SUBSTANCE MISUSE EDUCATION PROGRAMME COORDINATOR / BARNARDOS / 0 – 19 Health and Wellbeing Service, TEEN TEAM (<i>Wirral Community Trust NHS Foundation</i>)</b></p>
	<ul style="list-style-type: none"> <li>• Provides free tobacco, alcohol and drug awareness sessions within school setting. To make an enquiry contact Jackie Gray Substance Misuse Coordinator on M: 07885478571 or email directly at <a href="mailto:jackie.gray@barnardos.org.uk">jackie.gray@barnardos.org.uk</a></li> </ul>
	<p><b>DARA – YOUTH FOR CHRIST</b></p> <ul style="list-style-type: none"> <li>• Provides free drug awareness sessions within school setting.</li> <li>• To make an enquiry contact Project Leader Alison Hardy on 07544523238 or email <a href="mailto:alison.hardy@wirral.yfc">alison.hardy@wirral.yfc</a></li> </ul>

	<p><b>BROOK ADVISORY WIRRAL</b></p> <ul style="list-style-type: none"> <li>• Offer free and confidential services for young people/adults to drop into to see a nurse, youth worker or counsellor. They go into schools to give young people information on their health, relationships, sex and lives. They hold regular drop in sessions at their clinic.</li> <li>• Tel: 0151 670 0177 Website: <a href="https://www.brook.org.uk/find-a-service/regions/wirral">https://www.brook.org.uk/find-a-service/regions/wirral</a></li> </ul>
	<p><b>ADDITIONAL YOUTH SUPPORT</b></p> <ul style="list-style-type: none"> <li>• Based in The Callister Centre, 19 Argyle Street, Birkenhead, CH41 1AD (0151 666 4123 answerphone service outside office hours)</li> <li>• A counselling, support and advice service for young people aged 13-25 years. Offers a range of advice and support including housing, benefits, health, and drugs information. Also provides specialist substance misuse workers who offer a range of services to meet the needs of young people aged 13-18 years who have problems with their substance or alcohol use.</li> </ul>
5.13	<p><b>RECORDING PROCESS</b></p>
	<p>School will make a full record of every incident within their own systems. School should be aware that notes of any discussions with students may be used at subsequent court proceedings. Recording must be as follows:</p> <ol style="list-style-type: none"> <li>1) Specific (what was said, who was involved, what substance is allegedly involved, individuals present)</li> <li>2) Evidence based</li> <li>3) Factual</li> <li>4) Time</li> </ol>
5.14	<p><b>DISCIPLINE</b></p>
	<p>Schools response to a drug-related incident will remain balanced to the needs of the individual students concerned within the wider School community. In deciding what action to take WKGS will follow their own disciplinary procedures and will consider that:</p> <ol style="list-style-type: none"> <li>1) School have a duty of care to respond competently and fairly to any incidents involving drugs and offer a range of options for their response to the identified needs of those involved;</li> <li>2) Exclusion should not be an automatic response to a drug incident and a permanent exclusion should only be used in serious cases.</li> </ol>

	<p>3) More details on excluding students can be found in the <a href="#">Exclusion from mainstream Schools, academies and student referral units in England</a></p>
<b>6.</b>	<b>INVOLVING POLICE</b>
	<p>WKGS works in partnership with the local police. We take their advice and involve them appropriately. The police will be involved, where appropriate. A full record of the incident recording details and the police incident reference number must be kept.</p> <p>Further guidance refer to; <a href="#">DfE and ACPO Drug Advice for Schools (2012) Department of Education and association of Chief Police Officers</a></p> <ul style="list-style-type: none"> <li>• 999 should only be dialled in the case of an emergency.</li> <li>• 101 may also be dialled to report an incident that is not deemed to be an emergency</li> <li>• Drug related incidents will be reported to the Wirral Schools Drugs Advisor Lea Sloan Wirral Schools Drugs Adviser further support.</li> </ul>
<b>7.</b>	<b>HANDLING THE PRESS AND MEDIA</b>
	<p>All press enquiries should be handled through the Headteacher in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall 0151 666 8088.</p>
<b>8.</b>	<b>MEDICINES IN SCHOOL</b>
	<p><b>Procedures for Administration of Medicines</b></p> <ol style="list-style-type: none"> <li>1. Parents / carers should provide full written information about their child's medical needs.</li> <li>2. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child and this should be done using the '<b>Request to Administer Medication Form</b>'.</li> <li>3. The School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.</li> <li>4. Controlled medications e.g. Medikinet, Equasym and Tranquilyn must only be accepted from the parent/carer. <b>Students must not carry controlled medication on their person at any time.</b></li> <li>5. All medicines should be provided in the original container as dispensed by a pharmacist and should include the prescriber's instruction for administration. In all cases this should include: Name of child, name of medicine, dose, method of administration, time / frequency of administration, any side effects and expiry dates.</li> </ol>



	<p>6. The information contained within the <b>‘Request to Administer Medication Form’</b> should match the information on the container. Where any discrepancies appear, parents should be contacted for further information / written approval.</p> <p>7. It is the responsibility of parents to advise of changes in medication and dosage and this should be done by submitting a revised <b>‘Request to Administer Medication Form’</b></p> <p>8. Staff must <b>never</b> give a non-prescribed medicine to a child unless this is part of an individual Health Care Plan, involving specific prior written permission from the parents/carers.</p> <p>9. A child under 16 must <b>never</b> be given aspirin or medicines containing ibuprofen unless prescribed by a doctor (as per National Guidance).</p> <p>10. All medication should be kept in a locked cabinet in the Main Office.</p> <p>11. A number of key staff have received training in administering medication.</p> <p>12. In the unlikely event that none of the above are available and where timing of medication is essential, parents should be contacted to advise.</p> <p>13. Administration of medication should be recorded in the <b>‘Record of medicines administered to children’</b> form which is kept next to the medicine safe in the main office.</p> <p>14. All documents relating to the above should be kept securely.</p>
9.	<b>SMOKING IN SCHOOL</b>
	<p>The School is a smoke free environment, and as such smoking of cigarettes, cigars, tobacco and e-cigarettes is not permitted on the entire premises.</p> <ul style="list-style-type: none"> <li>• The School aims to provide a supportive environment for those who wish to stop smoking.</li> <li>• Students, who smoke on the school premises, or in school uniform, will receive consequences in accordance with the School’s Behaviour Policy. Parents will be contacted unless this puts the child at risk.</li> <li>• The School promotes the health and welfare of all who work in or visit the school.</li> </ul>
10.	<b>ALCOHOL IN SCHOOL</b>
	<ul style="list-style-type: none"> <li>• Students must not drink alcohol at any time during the school day, or whilst on school activities or trips.</li> <li>• Students must not bring alcohol onto the school premises for consumption.</li> <li>• The School aims to provide staff or students access to support where drinking is a problem.</li> </ul>

	<ul style="list-style-type: none"> <li>Students who drink alcohol or bring alcohol onto the school premises will receive consequences in accordance with the School's Behaviour Policy. Parents / carers will be contacted unless this puts the child at risk.</li> </ul>
<b>11.</b>	<b>PARENTS/CARERS UNDER THE INFLUENCE OF DRUGS ON SCHOOL PREMISES</b>
	<p>When dealing with a parent / carer under the influence of drugs on a school premises the focus for staff should always maintain the immediate welfare of the child and staff member. The advice given is as follows:</p> <ol style="list-style-type: none"> <li>1) Inform lead professional of any concerns</li> <li>2) Staff should maintain a calm approach to the parent/carer</li> <li>3) If a staff member has concerns on discharging a student into the care of the parent / carer school may wish to ask parent / carer if alternative arrangements can be made, for example another parent or carer to accompany the child home.</li> <li>4) Where a parent / carer's behaviour under the influence places the child at risk i.e. becoming abusive, violent or have repeatedly presented under the influence of a drug refer to the School's safeguarding procedures and / or the involvement of the police.</li> <li>5) School should make a full record of every incident</li> </ol>
<b>12.</b>	<b>STAFF CONDUCT AND ILLEGAL OR UNAUTHORISED SUBSTANCES</b>
	<p>Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.</p>
<b>13.</b>	<b>STAFF TRAINING</b>
	<p>Drug related training is available to all members of staff. Initial teacher training requires Newly Qualified Teachers to be familiar with the PSHE curriculum, and to be prepared for their Form Tutor responsibilities.</p> <p>The school's programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with students.</p>

14.	<b>ROLE OF THE GOVERNOR</b>
	<p>Governors contribute to the development of this policy and have ratified it. The Governors of WKGS take the issue of substance misuse very seriously, and support the Headteacher and staff in maintaining WKGS as a 'drug free zone'. In cases where students are excluded from School on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Governing Body.</p>
15.	<b>DRUG DOGS &amp; DRUG TESTING</b>
	<p>The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises. However, schools may choose to make use of drug dogs or drug testing strategies if they wish. It is advisable that the school consults with their local Schools Drugs Adviser and local police.</p> <p><i>Refer to; <a href="#">DfE and ACPO Drug Advice for Schools (2012)</a> Department of Education and <a href="#">association of Chief Police Officers</a></i></p>
16.	<b>POLICY REVIEW</b>
	<p>This policy and the procedures will be reviewed every academic year. The Designated Safeguarding Lead will ensure that all staff members, including volunteers and sessional staff, are made aware of any amendments to policies and procedure.</p>
17.	<b>USEFUL NATIONAL ORGANISATIONS</b>
	<p><b>Addaction</b> is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: <a href="http://www.addaction.org.uk">www.addaction.org.uk</a></p> <p><b>ADFAM</b> offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: <a href="mailto:admin@adfam.org.uk">admin@adfam.org.uk</a> Website: <a href="http://www.adfam.org.uk">www.adfam.org.uk</a></p> <p><b>Alcohol Concern</b> works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: <a href="mailto:contact@alcoholconcern.org.uk">contact@alcoholconcern.org.uk</a> Website: <a href="http://www.alcoholconcern.org.uk">www.alcoholconcern.org.uk</a></p> <p><b>ASH (Action on Smoking and Health)</b> A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: <a href="mailto:enquiries@ash.org.uk">enquiries@ash.org.uk</a> Website: <a href="http://www.ash.org.uk">www.ash.org.uk</a></p> <p><b>Children's Legal Centre</b> operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: <a href="mailto:clc@essex.ac.uk">clc@essex.ac.uk</a> Website: <a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a></p>

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com/14](http://www.drugeducationforum.com/14)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk>

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)** A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**APPENDIX 1: DISPOSAL OF SUSPECTED SUBSTANCE OR DRUG PARAPHERNALIA**

Item for disposal: ..... Date of receipt: .....

Method of disposal: ..... Date of disposal: .....

Staff members who witnessed disposal: .....

Signatures of staff who witnessed disposal: .....

ADDITIONAL NOTES: FULL NOTE OF PROCEDURES FOLLOWING RESPONSES FROM CHILD/CARER

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NAME OF STUDENT(S) WHO PROVIDED THE ITEM(S) FOR DISPOSAL:

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PARENT INFORMED: YES / NO (please delete as appropriate)

OUTSIDE AGENCY INFORMED: .....

ACTION PLAN:

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**APPENDIX 2: RESPONSE TO DRUG AND ALCOHOL MISUSE AT WKGS**

<p>The supplying of drugs</p>	<p><b>This will usually lead to a permanent exclusion.</b></p> <p>Our definition of supplying is providing illegal substances to others. Additionally, any person carrying large amounts of banned substances would also put themselves at risk of permanent exclusion.</p> <p>Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If on the balance of probability, the person is believed to be supplying we will usually exclude permanently based on the need to ensure the safety of other students.</p>
<p>Under the influence of drugs</p>	<p>This will lead to Fixed Term Exclusion, a Permanent Exclusion or a move to another school, following the managed move procedure.</p> <p>Students who use illegal substances and then present themselves on School premises will be excluded. The basis of the decision will be made using the detailed signs and symptoms of substance abuse.</p>
<p>In possession of drugs (or drug paraphernalia)</p>	<p>This will lead to a Fixed Term Exclusion, a Permanent Exclusion or a move to another school, following the managed move procedure.</p> <p>On occasions in which a student is found in possession of a controlled substance or drug paraphernalia:</p> <ul style="list-style-type: none"> <li>• Drugs will be confiscated.</li> <li>• Police will be informed.</li> <li>• Support will be offered.</li> </ul>
<p>Alcohol</p>	<p>Drinking alcohol on site/bringing alcohol on to site with the intention of drinking it/supplying it to others, etc. will result in a fixed term exclusion or permanent exclusion. A managed move to another school may also be appropriate.</p>

Administration Use:	
Statutory/Non-Statutory:	
Website:	
GB Committee:	
Document Formulated:	April 2019
Review:	
Date Reviewed by Committee:	
Reviewed Document Adopted by FGB:	
Next Review Date:	