



OAKLANDS CATHOLIC SCHOOL

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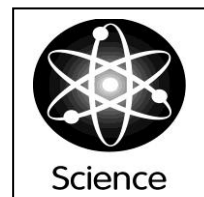
SIXTH FORM COLLEGE

DRUGS EDUCATION POLICY

APPROVED BY GOVERNORS	MARCH 2010
REVISION DUE	MARCH 2012
MEMBER OF STAFF RESPONSIBLE	DEPUTY HEAD TEACHER
STATUTORY / NON-STATUTORY	NON- STATUTORY



Community



Unity

Opportunity

Drugs Education Policy

Description of the setting:

Oaklands Catholic School is an 11-18 school with approximately 1260 students on roll. It is set in a pleasant campus environment and students are drawn from a wide catchment area including the Catholic Havant Pastoral Area. The school is popular and over-subscribed. Just below 30% of children belong to other Christian denominations or faiths.

"We value the importance of providing for students an environment where they can develop their unique God given gifts and feel lovable, loved, capable and valued members of the community. This is relevant for all students but particularly for those students who most need to experience God's love" (Oaklands Values Statement).

How the policy was formulated:

This policy was drawn up by the Deputy Headteacher in consultation with Governors, SLT, Pastoral Year Heads, the Head of Personal Development and Citizenship and the Healthy Schools Team. It has been formulated according to the guidance issued by the HIAS Healthy Schools Advisers.

National guidance:

The policy was drawn up using a range of national documents including Sex and relationship education guidance (DfES, 2000, 0116/2000), Drugs: guidance for schools (DfES, 2004) and Drug, alcohol and tobacco education – curriculum guidance for schools at key stages 1-4 (QCA 2003).

'Drugs' in the context of this policy applies to illegal drugs, alcohol, tobacco and the misuse of prescription drugs

Definitions and terminology:

Personal Development Learning (PDL), Sex and Relationships Education (SRE) and Drugs Education fall under the remit of the Personal Development and Citizenship Department (PDC) under the guidance of the Deputy Head (Pastoral) and the Assistant Headteacher (Line manager for Healthy Schools and PDC)

Two organisations which the school has access to and uses to support identified students are PRISM and DAAT. The school uses the Drugs Education Team to deliver some aspects of its PDC programme.

Aims and objectives of the policy

Oaklands Catholic School is committed to the health and safety of its members and will take action to safeguard their wellbeing.

- To show the school's commitment in preventing drug and substance misuse
- To provide an affective framework for drug and substance abuse education in school
- To ensure the school provides the best pastoral care for those involved
- To create an effective management tool for handling drug related incidents
- To enable staff, students and parents to clearly understand the school's position on drugs

Where and to whom the policy applies:

This policy applies to all personnel studying or working within the school including staff, pupils, parents/carers, governors, volunteers, visitors, contractors and partner agencies working with Oaklands.

Careful use will be made of visiting speakers and external agencies particularly those who involve former drug users etc. as part of their teams.

Content of PDL programme including SRE and drugs education:

Appendix 1 – Curriculum Map for PDC 2009-2010

Organisation of the PDL programme:

PDC is delivered by the PDC department as a discreet subject once a week for an hour across Key Stages 3 and 4.

It is co-ordinated by the Head of PDC in conjunction with the line manager for PDC who is an Assistant Head and there is a second in department with specific responsibility for the Citizenship dimension.

PDC is delivered using a combination of teaching methodologies: group work, collaborative investigations, individual research as well as having certain components delivered by visiting speakers and outside agencies. Students also have access to a PDC ‘thought for the week’ in their tutor time and a central display board which has topical and relevant posters and information e.g. on alcohol abuse.

It is evaluated using pupil voice and teacher feedback and due to the nature of the subject it is constantly being updated to provide relevant and factually accurate information.

Staff support and training:

Staff who teach PDC have departmental meetings in which information is shared and feedback from courses attended is cascaded.

Staff are encouraged to apply for courses to enable them to keep up to date and the school actively promotes CPD as a professional responsibility of all staff.

The PDC department is located together in one area and has an office and resources area.

Assessment, monitoring, evaluation and reviewing:

PDC is subject to the same monitoring and evaluation procedures as all other departments in the school and completes reviews for discussion with the line manager.

Assessment in Year 8/9 **ASDAN Key Steps Award:** Student undertake personal challenges which require research, knowledge and understanding on health issues of which drugs and alcohol is a key component.

Assessment in Year 10: **AQA Preparation for Working Life Level ½** requires knowledge and understanding on health issues of which drugs and alcohol is a key component.

Assessment in year 7 and 11 is internal and takes a wide and varied form: Students undertake a written assessment in term in which the theme is Keeping Healthy and Safe. Drugs and alcohol form a key part of programme and assessment. Other forms of assessment are peer/self assessment, research projects and teacher led questioning.

The needs of pupils:

The wider pastoral needs of students are met through the school's comprehensive pastoral support system and through Student Services.

Students are signposted to internal support structures (Form Tutors, Heads of Year, Chaplain, Learning Support, Connexions) as well as external agencies (e.g. Off the Record, PRISM, DAAT YISP, Catch 22, School Nurse service).

Referral and external support:

Students are referred to PRISM or DAAT in two ways:

1. Following exclusion for a drugs or alcohol related incident, the reintegration programme will include a referral to PRISM or DAAT. Students can then determine whether or not they wish to continue accessing this provision.
2. Students can self-refer to PRISM or DAAT at any time via the Deputy Head or the Inclusions Manager who will arrange the meeting time and location.

Oaklands hosts fortnightly Pastoral Team Meetings with representatives from the Havant Locality Team and Connexions present. This facilitates good action planning for those students who require additional support.

Involvement of parents/carers:

The school will attempt to inform parents of the drug education programme by:

- gaining parents' interest and support for the programme
- giving parents the opportunity to view teaching materials
- arranging for parents to meet representatives from outside agencies during the specially arranged information evenings and KS4 Transition Evening.

Parents will also be aware of the details on drugs through:

- school documentation such as the Prospectus to Parents
- the annual parents meeting for new entrants to the school and other events
- newsletters, website and other methods of communication
- the annual Open Evening
- the availability of drug information leaflets and booklets from the school office / student services
- the range of publications on display in reception

Management of drugs at school:

In cases where a teacher or other member of staff feels that a particular student may be at risk from drug misuse the matter is referred to the Head of Year who immediately reports the case to the Pastoral Deputy Head. Full details will be given to and discussed with the Head.

It must be stressed to any student who disclosed information relating to drug misuse, either by themselves or others, that there is no guarantee of confidentiality, given the seriousness of the matter.

Action is to be taken in line with the Governors' Behaviour Policy in the case of drug contact, usage or supply. This means:

- parents are informed
- when parents themselves are involved in the misuse of drugs, child protection procedures will come into force
- with students known to be supplying drugs there is a presumption of permanent exclusion
- when illegal substances are found on school premises*, the school will take possession of them (see Staff Handbook for guidance on searches) and they will be given to the police
- when the Headteacher has reasonable grounds to suspect illegal drugs are being used or supplied on school premises, under Section 8 of the Misuse of Drugs Act, the police will be informed.
- appropriate counselling and support will be given to students found to be involved in drugs
- arrangements will be made for families to receive support through specific outside agencies.

*The phrase “on school premises” includes both buildings and any part of the grounds. The Head has also jurisdiction beyond the school campus when a student has a connection with the school. This includes the journey to and from school. The school policy also applies to off-site activities, visits and school trips, including those abroad. Similarly it relates to the use of school premises and grounds beyond the school day by any community organisation involving students from the school. If a substance is discovered which is suspected as being harmful, illegal or deserving of investigation, it will be removed to a place of safe keeping in the presence of a witness. If the substance is known or suspected to be illegal, the police will be informed. In cases when a substance is retrieved from a student, this should be done in the presence of a witness and the police informed.

In the cases where a substance has been discovered the following procedure must be followed:

- a) The substance removed, date and time of the find or retrieval recorded and the circumstances in which the substance came into the possession of the school.
- b) The nature of the substance should not be investigated; the approximate size and appearance should be recorded.
- c) The substance should be taken immediately to the Head. It is vital the substance is not kept by a member of staff or put in a place of safekeeping. (NB handling of any such substance must be with latex or similar gloves).
- d) The Head, in the presence of a witness, will place the substance in a sealed container and sign and date the package. Details will be recorded of the date, time and circumstances of the findings.
- e) In the event of discovering any equipment or items associated with drug misuse, the items should be handled with care. The incident will be recorded and the items confiscated.
- f) The Head will arrange for the Police to remove any substance or equipment from the premises or may choose to dispose of it in an appropriate way.
- g) The details of the above actions should be recorded by completing the Drug Incident Sheet. (Appendix 2)

Confidentiality:

All members of staff should ensure that they are familiar with procedures set out in the Department for Education and Employment (DfEE – now the DCSF) circular number 10/95 entitled ‘Protecting children from abuse: the role of the education service’. All members of staff should be aware of the school’s confidentiality policy.

Linked Policies:

This policy must be read in conjunction with Oaklands Behaviour Policy and Oaklands Anti-Bullying Policy.

Dissemination of the policy:

This policy will be available on the school website. There will be ongoing training for all staff as deemed necessary but particularly for PDC staff who deliver Drugs Education. Wherever a good quality speaker / external agency can be sourced the school will hold Drugs Information Evenings for parents and these will occur not less than once every five years.