

Substance Misuse Policy (Senior School)

1. Introduction

- I. This Policy relates to drugs, alcohol and substance misuse. Bede's School prides itself on discovering and developing the talents of its pupils; nurturing a safe environment for pupils to grow mentally, physically and socially; encouraging wide cultural reference, positive morals and spiritual growth. Bede's acknowledges that although drugs are widely available, easily accessed and prevalent in society, any form of substance misuse can have detrimental effects on a person's physical and mental health, also affecting other people around them.
- II. Bede's values the importance of promoting pupils' self-esteem and emotional wellbeing. Bede's encourages pupils to recognise the importance of pursuing a healthy lifestyle and keeping themselves and others safe. This policy endeavours to reflect these values.
- III. This policy should be read in conjunction with Bede's:
 - a) Child Protection and Safeguarding Policy
 - b) Behaviour Policy
 - c) General Medical Policy
 - d) Intimate Care Policy
 - e) Confidentiality Policy
 - f) Search and Confiscation Policy
 - g) Health and Safety Policy (re storage of hazardous chemicals)
 - h) Administration of Medicines Policy
 - i) PSHE Scheme of Work

2. Aims and objectives

- I. The aims and objectives of this policy are to:
 - a) **Clarify** the School's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
 - b) **Safeguard** the health and safety of pupils and staff in School and of visitors to the School
 - c) **Enable** staff to manage substance misuse incidents appropriately, with confidence and consistency.
 - d) **Support**, when possible, pupils whose own drug or alcohol use, or that of a family member, is causing concern, including screening and referral or signposting to external agencies and mybedes.
 - e) **State** the legal requirements and responsibilities of the School
 - f) **Guide** on the development, implementation and monitoring of Bede's drug education programme
 - g) **Provide** a basis for evaluating the effectiveness of the School drug education programme and the management of incidents involving illegal and other unauthorised drugs and substances

3. Definition and Terminology

- I. Unless otherwise specified, where the document refers to **drugs** this includes:
 - a) alcohol
 - b) tobacco, electronic cigarettes
 - c) illegal drugs (classified in the Misuse of drugs act 1971)
 - d) medicines – over the counter and or prescribed

- e) new (novel) psychoactive substances ('legal highs')
 - f) volatile substances that may be inhaled such as solvents and tobacco
 - g) unauthorized substances – including electronic cigarettes
 - h) “legal” drugs (including animal, mineral or vegetable products which have an intoxicating, and/or stimulating and/or hallucinating effect); performance enhancing drugs; anabolic steroids; glue; solvents
- II. The term **Substance misuse** refers to “a broad term encompassing harmful use of any psychotropic substance, including alcohol and either legal or illicit drugs,” NICE (National Institute for Health and Care Excellence) 2013. In terms of this document substance misuse refers to any form of ingestible / inhalable / injectable substance including food supplements, vitamins, protein drinks, sports supplements, caffeine, being used to harmful excess.
- a) **Possession** is defined as a person knowingly having drugs / substances within their personal control i.e. in their hand, pocket, bag, car, room.
 - b) **Supply** refers to sharing, selling or giving drugs / substances to another person / people. Legally if a person says they are ‘looking after drugs’ for another, they can still be charged with intent to supply.
- III. **The School boundaries:** In terms of the policy’s provision include:
- a) On the School premises at any time
 - b) On School transport
 - c) Participating in a School function in any place at any time
 - d) In School uniform in a public place, whether on School business or not
 - e) On any trips organised by the school
 - f) In any context in which the pupil is clearly associated with the School
 - g) In any context in which a pupil’s behaviour has an impact on their Schooling

4. Prohibited substances

4. 1 Illegal Drugs

- I. Under the Misuse of Drugs act 1971 it is illegal to possess or supply a drug covered by the act (unless authorised) and an offence to knowingly permit these activities. Therefore the School does not allow anyone to possess, supply or offer illegal drugs on its premises. Any suspected illegal drugs found, or confiscated within the School boundaries will be disposed of appropriately (see disposal of drugs)

4. 2 Alcohol (see appendix 1 for acceptable use of alcohol)

- I. It is illegal to sell alcohol to anyone under 18, or for a person to buy alcohol under 18. It is also an offence to buy alcohol on behalf of a person under 18 as stated in the Licensing Act 1964. It is illegal to provide alcohol to any child without the express permission of their parents.

4. 3 Solvents

- I. The intoxicating Substances (supply) Act 1985 states that it is illegal to supply or offer to supply a substance if they know or believe that the substance being supplied will be inhaled by a person under 18 for the purpose of intoxication

4. 4 Electronic Cigarettes

- I. Electronic cigarettes (e-cigarettes) are devices that mimic real cigarettes. They deliver nicotine through vapor rather than smoke.
- II. E-cigarettes also pose a risk due to the ease with which other unregulated, and highly potent substances, can be ingested via the devices

4. 5 New (Novel) Psychoactive Substances commonly known as 'Legal Highs'

- I. New psychoactive substances defined by United Nations Office on Drugs and Crime (UNDOC) "are substances of abuse, either in a pure form or a preparation, that are not controlled by the 1961 Single Convention on Narcotic Drugs or the 1971 Convention on Psychotropic Substances, but which may pose a public health threat.

4. 6 Sports supplements - Protein drinks/shakes/supplements.

- I. Protein shakes or any form of drink supplement are not allowed at Bede's unless there is specific written advice from a sports nutritionist which has been discussed with the medical centre.
- II. 'Sports supplement' covers a wide range of products, they can contain a variety of chemicals such as minerals, vitamins, caffeine, creatine and glutamine. The products claim that they can improve performance, give more energy or increase muscle bulk. As these drinks / supplements are not classed as 'drugs' there is no regulation in their manufacture, as a result there can often be contamination with other chemicals, for example banned substances, during the manufacturing process, with no governing body testing the safety and effects of the usage. There is no clinical evidence that a young athlete who already eats a healthy, well balanced diet with plenty of fruit and vegetables, who refuels correctly after exercise and who maintains adequate hydration before, during and after exercise will improve his or her performance by taking supplements.

4. 7 Energy Drinks

- I. Energy drinks such as Red Bull and Lucozade Energy, with very high caffeine content or containing other stimulants

4. 8 Vitamin supplements

- I. Unless prescribed or requested for use, in writing, by parents vitamin supplements are prohibited
- II. Most people do not need to take vitamin supplements, because they get all the nutrients they need from a healthy, balanced diet

5. The School's stance towards drugs, health and the needs of pupils

- I. Bede's first priority in managing drugs is the health and safety of the School's community and meeting the pastoral needs of all pupils:
- II. Bede's considers that to be in possession, to use and/or supply illegal and other unauthorised drugs is not acceptable within the boundaries of the School.
- III. Authorised medication is stored securely and safely on site, and only issued by a member of staff who has received training in administration of medicine through the School nurse. In

special circumstances a pupil may be allowed to self-administer medication after being assessed and gaining consent from the School nurse, keeping a supply of medication in a locked cabinet in their room. (In accordance with Bede's Administration of Medicines Policy).

- IV. Bede's is a no smoking environment. (Health Act 2006) Smoking by staff and visitors is not permitted within the School except in designated areas.

6. Sanctions

- I. Please refer to section 1a of the Bede's Behaviour Policy

7. Drug testing

- I. In accordance with Bede's Behaviour Policy drug screening may take place when there is suspected drug abuse currently or historically i.e. in response to a contemporaneous incident or as part of a 'random' drug testing programme (see Behaviour Policy Appendix 1a). The aim of drug testing is to ascertain the facts when suspected substance abuse is denied, to monitor habits and / or to support a pupil in desisting from drug abuse.
- II. In consultation with the Headmaster and the Hm, the Principal Deputy Head will indicate when a drug test will take place involving a particular pupil or pupils. The drug screening will be completed in the School Medical Centre by a medical practitioner (normally the school nurse) accompanied by an appropriate member of staff in accordance with the manufacturer's guidelines and standard medical protocols.

Owned by:	Principal Deputy Head
Authorised by:	SMT
Date:	June 2019
Review Date:	June 2020
Circulation:	All Staff, All Pupils

Appendix 1**Acceptable Consumption of Alcohol at Bede's School**

Guidelines for pupils' alcohol consumption at school functions and for pupils for whom the school is *in loco parentis*.

1. Rationale:

- I. At Bede's we seek to educate the pupil holistically and we are committed to the health and safety of all members of the school community. Pupils are educated in the physical and social effects of alcohol consumption through the PSHE and science programmes as well as through occasional 'guest speakers'. Bede's recognises that moderate drinking of alcohol at an appropriate age is considered by many to be socially acceptable and as such seeks to reflect these social norms in the life of its pupils whilst preventing the abuse of alcohol by pupils. The school's disciplinary procedures will be used to punish any pupil who wilfully abuses alcohol and parents/ guardians will be contacted.

2. The School's legal responsibility:

- I. The School appreciates that it is illegal to supply alcohol to anybody under the age of eighteen. The exception to this rule is that a person who is sixteen years or older may be served wine, beer or cider at a "sit down, set meal". Alcohol can be served to pupils aged eighteen or over but only in moderation at the discretion of the member of staff in charge at the time. Where a pupil is sixteen years or older he/she may be served alcohol at a meal, but only wine, beer or cider and only in moderate amounts, at the discretion of the member of staff in charge at the time.
- II. In order for the school to comply with their legal responsibilities permission for pupils (over the age of 16) to drink will be sought at the start of the academic year (or when the pupil joins the school if they start after this date) from Parents/ Guardians and this will be valid from the date of their 16th birthday. The permission will then be held by the relevant housemaster/mistress.

3. Medical guidelines

- I. 'Safe' daily drinking levels are currently set at 3-4 units for men and 2-3 units for women. These levels are deemed by the NHS to be safe for 'regular' consumption and apply to adults. The School recognises that the 6th form and Pre-6th pupils have not reached physical maturity yet so it will take these levels as being higher than ideal.

4. The consumption of alcohol at school functions:

- I. Permission to consume alcohol at any event must be given by the pupil's housemaster/mistress after the school have received written confirmation from parents/guardians.
- II. Pupils may be served alcohol if accompanied by a 'sit-down' meal. In this case the pupil must be 16 years of age at the time of the function.
- III. Pupils over the age of 18 may be served alcohol but they should be encouraged to eat with their drinks
- IV. Spirits should NOT be served to pupils at any school functions. Fortified wines, such as Sherry and Port, are also not to be served.

- V. Wine must be served by the glass by staff. Bottles of wine may not be given to pupils.*
- VI. There should be an 'attractive' alternative to alcoholic drinks available at all times.
- VII. It is the right of the staff supervising at any event to deny alcohol to any pupil who is behaving contrary to the normal acceptable standards expected at Bede's. If a member of staff feels that a pupil is intoxicated they will not serve them any more alcohol and report the information to the pupil's head of house immediately.
- VIII. No pupil is allowed to bring alcohol onto the school premises.
- IX. No alcohol will be served to any pupil who is known to be driving to or from an event.
- X. All public houses are out of bounds to all pupils unless accompanied by a member of staff. The accompanying member of staff must also have been given the consent of the housemaster/mistress for pupils to drink alcohol. Exceptions to this rule are: The Friday evening meal at the Plough which is open to upper 6th boarding pupils with their housemaster's/mistress's permission and other trips to the Plough as authorised by the housemaster/mistress.

5. Disciplinary procedures:

- I. Bede's relies on the trusting relationship that exists between the staff and pupils for events to run that allow the serving of alcohol. If this trust is broken then the School must take action to ensure the pupil(s) who have breached these guidelines are dealt with in accordance with the school's disciplinary policy. The School also makes a distinction between those pupils over the age of 16, either in the 6th form or the Pre-6th, and those pupils who are below 6th form.
- II. The School may require pupils who are suspected of being drunk to give a breath sample. This may be carried out by the Deputy Housemaster/Mistress, Housemaster/ Mistress or any member of the SMT.

6. Alcoholic measures

- I. For the purpose of these guidelines the limit to the number of alcoholic drinks allowed to each pupil will be decided beforehand by the Principal Deputy Head but will not usually exceed 2 drinks (a drink in this case refers to a standard, 175ml, glass of wine or a 330ml bottle or half a pint of lager or beer)*. Consideration will also be given by staff to the strength of the drink, the speed that it is drunk and whether the drinker is used to alcohol or not.

***Leavers Ball**

The Leavers' ball is an exception to the guidelines listed for alcoholic measures and consumption of alcohol at school functions. The ball is supervised by staff, and some parents assume parental responsibility so there is a change to the *in loco parentis* parameters. During this occasion, the staff and parents should monitor the general behaviour of the students and ensure that the consumption of alcohol by students is not excessive.

Appendix 2**Incident Management****1. Intoxication**

- I. If a pupil is intoxicated (under the influence of alcohol / solvent / substance misuse or drugs) staff must assess situation and if at immediate risk i.e. unconscious, having difficulty breathing, seriously confused and disorientated **Call an Ambulance, call the School Nurse**, and seek help from another member of staff.

2. If conscious:

- a) Ask what substance has been consumed, how and why.
- b) Collect any drug / substance samples.
- c) If there is vomit do not clean up as may be used for medical analysis.
- d) Keep under observation warm and quiet.

3. If unconscious:

- a) Check they can breath and place in the recovery position.
- b) Stay with them until help arrives

4. If there is no immediate emergency:

- a) Contact the nurse on duty for medical observation
- b) Confiscate any drugs / substances / paraphernalia.
- c) Record the information

5. Drug use

- I. If a pupil is discovered to be supplying an illegal drug and or in possession of an illegal drug, the drug is to be confiscated immediately and handed over to the police.
- II. The Principal Deputy Headmaster (also DSL) and the pupil's Housemaster/ mistress are to be informed at once.
- III. The facts should be ascertained and recorded with an assessment of the situation.
- IV. The parents / guardian must be informed.
- V. The Principal Deputy Headmaster will inform the police
- VI. A pupil supplying or intending to supply drugs is liable to be excluded from the School permanently. Each case will be considered on an individual basis according to the Behaviour Policy.
- VII. Whatever the outcome of a disciplinary procedure the School will follow up with a support plan which may include random drug testing, a welfare plan, referral to School Nurse, referral to the School Counsellor, referral to local substance misuse service. The School may recommend family support, assessment and involvement.
- VIII. Psychoactive Substances will be treated in the same manner

6. Alcohol Use

- I. If a pupil is in possession of alcohol their Housemistress or Housemaster or an alternate senior member of staff should be contacted.
- II. The alcohol should be removed and stored safely.
- III. The facts should be ascertained and recorded with an assessment of the situation.
- IV. Appropriate action will be taken in accordance with the Behaviour Policy.
- V. Parents / guardians will be informed contacted
- VI. The pastoral staff will consider whether a welfare plan or care plan needs to be put in place, and / or referral to the, School Counsellor, Nurse or to outside services

7. Solvent Use

- I. If a pupil is in possession of a solvent with intent to inhale their Housemistress or House master must be informed immediately.
- II. The solvent should be removed, disposed of or stored safely.
- III. The facts should be ascertained and recorded with an assessment of the situation.
- IV. Appropriate action will be taken in accordance with the Behaviour Policy.
- V. Parents / Guardians will be contacted
- VI. The pastoral staff will consider whether a welfare plan or care plan needs to be put in place, and/or referral to the, School Counsellor, Nurse or to outside services.

Appendix 3**Substance misuse Education****1. Introduction**

- I. Bede's drugs education aims to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to pupils' own actions, both in the present and into their adult lives.
- II. Drugs education is delivered as part of the PSHE programme, as well as through Religious Studies, Biology, Chemistry and Physical Education lessons. The PSHE drug education is backed up in tutor time allowing pupils to explore issues further in a safe and supportive environment, where pupils are aware of the School rules, feel able to engage in open discussion and feel confident about asking for help if necessary. The education programme is supported by the whole school community, including parents, tutors, house staff, the School Counsellor, School Nurses and the Chaplain as Head of PSHE. This allows pupils to engage in conversation and seek information in formal and non-formal settings. Current Legal information, other relevant and interesting material can be accessed via mybedes.

2. The objectives of drugs education

- I. To be relevant and responsive to the developmental stage and circumstances of the pupils, matching age, maturity and the experience of the pupils, including the consideration of vulnerable pupils and pupils whose parent(s) / guardian may be involved with drugs.
- II. To minimise risk factors associated with drugs and substance misuses and to enhance protective factors.
- III. To give pupils sufficient time and the appropriate atmosphere of enquiry to explore the issues of drug use, societal values in relation to drugs, and to develop their own attitudes towards drug use.
- IV. To enable pupils to make informed decisions about their own drug use, both legal and illegal drugs, recognising that drugs are part of our society.
- V. To use credible, reliable and up-to-date sources, providing accurate information on substances, their effects and the legal consequences of possession, supply and use.
- VI. To provide pupils with opportunities to develop social skills; manage and recognize risks; solve problems and communicate effectively.
- VII. To prepare pupils for occasions where they may be offered drugs and how to respond and abstain, or delay the first onset of use.
- VIII. To identify sources of support for pupils, parents / guardians, teachers and the wider School community, such as the School Counsellor, School Nurses, Designated Safeguarding Leads, The School Chaplain and external agencies.
- IX. To challenge misperceptions about the prevalence and acceptability of drug use among peers.
- X. To explore and examine attitudes to drugs and drug users, considering cultural, political and spiritual attitudes / beliefs, valuing diversity and differences within society.

- XI. To gain the knowledge about who can help if a pupil does identify a concern whether with themselves, peers, or family, and how an understanding of confidentiality would support a disclosure of information.

3. Staff training and development

- I. Bede's believes that School staff are in the best position to consider the most appropriate response to delivering drugs education and tackling drugs within the School.
- II. The School aims:
 - a) to ensure the implementation of the Schools drugs education is effective and that staff respond consistently and appropriately to a drug related incident
 - b) that staff have access to high quality training and support, enabling them to support pupils' welfare as well as education
 - c) to provide guest speakers who specialise in drugs misuse who visit the School to support staff with up to date information and training
 - d) to provide staff with access to training in basic awareness of drugs; first aid; an understanding of confidentiality and disclosure; awareness of the drugs training programme in PSHE; access to the School's policies
- III. The School has a named member of staff who is responsible for planning and implementing the drug education programme. This is the members of staff with responsibility for PSHE.