



Mission Statement

Bristol Cathedral Choir School is a Church of England Academy with an ethos reflecting the Christian faith and with music and mathematics as its specialisms.

It aspires to be a learning community where all achieve their full potential in a supportive and tolerant environment, so that they can contribute fully to the society in which they live.

Name of policy	Drugs, Alcohol & Tobacco Policy
Author of policy	Martyn Gunn 2012 Updated Joanna Bennett-Pullan in line with PSHCE 2013 Updated by Andrew Steward 2015
Governing group responsible for the policy	Full Governors
Date adopted by academy	June 2013
Date approved by Governors	November 2015
Date to be reviewed	June 2016

Introduction

In developing this policy the school has considered the legal responsibility, the needs of pupils, teachers, governors, parents/carers and the wider community given the city centre location of the site. This policy will be made available to all parents/carers of pupils on the induction of their child and via the Academy's website. Drugs play a part in the lives of every one of us.

Any involvement with illegal substances, inside or outside the Academy, is a criminal offence. Equally, tobacco and alcohol are illegal for people under the age of 16 and 18 respectively. The school is a non-smoking site. Beyond those substances, any harmful or mind-altering substance is likely to be injurious to physical or mental health and thus expressly prohibited at the Academy. All of the above apply whether in school or in the immediate vicinity-and at all times and in any place when any student is in uniform. The Academy regards the possession of, the use of, or the dealing in or otherwise supplying (including sharing of a substance, whether or not money changes hands)of any harmful substance to be an extremely serious offence against the code of discipline of the Academy, one that will lead to the most serious sanctions, including permanent exclusion. No illegal, prohibited or otherwise harmful substance of any nature should ever be brought into the Academy, or be in the possession of any student in the immediate vicinity and at all times and in any place when any student is in uniform.

Aims & Objectives / Rationale

The aim of this policy is to help reduce the harm from drugs and play a role in drug prevention and help those who misuse drugs. This policy aims to give a clear view on the use of drugs in school and the importance of drug education. The policy emphasises the Academy's pastoral role and proactive approach to drug education and a clear view on handling the problem of drug use in school. Within the Academy the Vice Principal (Student Support) has overall responsibility for this policy and its implementation.

Process / Procedure

A DEFINITION OF DRUGS

Drugs are substances that alter the mind or the body. This policy is concerned with: legal drugs such as alcohol, tobacco and solvents: "legal highs" that are potentially injurious to physical or mental health; over the counter and prescribed drugs such as tranquillisers and painkillers; and illegal drugs such as ecstasy, cannabis, cocaine, crack and heroin. Equally, tobacco and alcohol are illegal for people under the age of 16 and 18 respectively. The school is a non-smoking site. Beyond those substances, any harmful or mind-altering substance is likely to be injurious to physical or mental health and thus expressly prohibited at the Academy. The definition is necessarily broad and the spirit of the policy is to protect young people from the potentially harmful physical and mental effects of any substance that could be abused. The variety of substances, legal or illegal, is constantly changing, therefore it is the spirit of the policy rather than the specific detail of the drugs and substances outlined above that must be considered in individual circumstances.

DRUG EDUCATION AND DRUG PREVENTION

BCCS provides a comprehensive and planned drug education curriculum as part of the health education curriculum within PSHE, Citizenship and Science and aims to provide all pupils with knowledge, attitudes and skills to be able to make informed decisions about drugs. This school acknowledges that a positive school ethos helps pupils to feel valued as part of the school community and in doing so helps to foster positive self images which may help pupils cope better in situations involving drug use.

STATEMENT ON THE USE OF DRUGS IN SCHOOL

The possession, consumption and use of drugs (including tobacco and cigarettes, and all other substances outlined in the broad definition above) is against the school rules. This applies in and around the school site, and before, during or after the school day. All the drugs covered by this policy are not permitted to be brought to, sold, shared, passed on or obtained in any other way. Breaking these rules will result in prompt and firm action and punishment being taken, including permanent exclusion (see Appendix).

The rules regarding the use of drugs apply also to school journeys / educational visits and school activities including fixtures.

If the school becomes aware of evidence of a student being involved in use of drugs (or other substances outlined in the definition above) outside of school, an appropriate member of the pastoral team will contact parents/carers and advise on appropriate action. This will include a reminder of the drugs policy, including the serious sanctions that are likely to result should any drug or substance outlined in the definition above. It should be recognised that responsibility for taking appropriate action to protect the student outside of school is the responsibility of the parents/carers, although the school will offer advice and support as necessary and encourage a joint approach.

The rules that apply to teachers and other staff for illegal drugs, and the abuse of legal drugs, are described in the staff handbook. The Academy is a no smoking site.

CONFIDENTIALITY

Pupils at this academy need to feel able to talk in confidence to a member of staff about a drug-related problem without the fear of being judged or told off. The welfare of young people will always be central to our policy and practice. However

teachers will not be able to promise complete confidentiality in order to seek specialist help if needed. Pupils will always be given this information if at all possible. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. The Vice Principal (SS) will be informed and help sought if appropriate and in with the pupil involved. Confidentiality will be maintained beyond certain key people.

PARENTAL INVOLVEMENT

Parents will be informed of the drug education curriculum and have opportunity to raise concerns. Parents will be given a copy of this policy on entrance to the school. Parents will be contacted if their child is caught breaking the rules on drugs. Opportunities will be made available for parents to get support on guidance concerning drugs and other health-related issues.

POLICE INVOLVEMENT

There is no legal obligation to inform the Police, though they may be able to give relevant support and advice. The school, however, cannot knowingly allow its premises to be used for the production or supply of drugs.

RESPONDING TO DRUG-RELATED INCIDENTS (see Appendix and the "Counselling Action" section below)

Situations involving drugs may take the form of emergencies, intoxication, discovery/ observation, disclosure, suspicion/rumour. This policy considers responses to these situations. In all cases the Principal and Vice Principal (SS) will be informed as soon as possible.

In all situations involving drugs the following principles apply:

A search will be carried out if there are reasonable grounds for suspicion of involvement in, or possession of, drugs. Any search will be carried out with the student present by at least two responsible adults.

All students and staff involved will make a written statement. Any other information or evidence will be recorded. This will include relevant content on digital devices.

Parents/carers will be informed at the earliest opportunity. Their involvement and support are required throughout any investigation.

All situations will be carefully considered by staff and checked with a senior leader, before deciding on the response. A balanced view will be taken with regards to the needs of the pupil and the needs of the academy community.

Parents/carers will be informed of the action taken in good time and their views will be sought.

A joint approach is encouraged between home and school. In the first instance, parents/ carers will be encouraged to take their child to the GP at the earliest opportunity and seek additional support from external agencies. The Academy can refer students to external agencies such as Bristol Drug Project or other similar support agencies, if appropriate.

Responses may include both a disciplinary and counselling approach.

DISCIPLINARY ACTION (see Appendix)

Any breaking of the rules regarding drugs will result in a range of disciplinary action being taken and does include permanent exclusion. The type of punishment cannot be categorically stated as it will depend on the exact nature and degree of the offence. Parents/carers and pupils will be informed throughout the investigations.

COUNSELLING ACTION

Pupil welfare is paramount and in all incidents involving drugs, referral for counseling or support within the school will be actively considered. The school has strong links with local drug agencies, who can offer some counselling and work with pupils as part of the drug education programme. Links with these outside agencies will be line managed by the Vice Principal (SS). We believe that those pupils who are misusing illegal drugs should be encouraged to seek help at the earliest possible stage so that they can be helped. Access to counselling and external support can often be triggered most promptly by the pupil's GP and this route of referral will be encouraged. The school will advise parents/carers about the most appropriate course of action.

EMERGENCY SITUATIONS WHERE A PERSON IS UNCONSCIOUS AS A RESULT OF DRUG USE (see Appendix)

Staff with first aid qualifications should be called and the person involved kept under supervision. The person will be placed in the recovery position and an ambulance called. The parents will be informed. An initial assessment of the incident will aim to find out what has been taken and evidence gathered. A report of the incident (see Appendix) should be written down and given to the VP (SS). The VP (SS) involved will initiate the responses as outlined above. If that person is unavailable, a prompt decision will be made by an appropriate member of staff.

INTOXICATION FROM DRUG USE

The person will be removed to the first aid area of the school reception and not left alone. A senior member of staff called and the first aider. The person will be helped to calm down and medical assistance sought if necessary. The parents will be informed and asked to come to the school. A report of the incident (see Appendix) should be written down and given to the VP (SS). The VP (SS) involved will initiate the responses as outlined above. If that person is unavailable, a prompt decision will be made by an appropriate member of staff.

DISCOVERY/OBSERVATION WHEN A PERSON IS DISCOVERED USING, SUPPLYING OR HOLDING A SUBSTANCE THAT IS NOT PERMITTED ON SCHOOL PREMISES.

The person should be approached and the substance confiscated. A senior member of staff will be called and the person(s) involved questioned. If there is doubt about the substance obtained then the drug services will be contacted. Parents will be informed and asked to come to the school. The school will decide whether a disciplinary and /or counselling approach will be taken. A report of the incident (see Appendix) should be written down and given to the VP (SS). The VP (SS) involved will initiate the responses as outlined above. If that person is unavailable, a prompt decision will be made by an appropriate member of staff.

DISCLOSURE WHEN A PUPIL DISCLOSES TO A MEMBER OF STAFF THAT HE/SHE HAS BEEN USING DRUGS

Teachers will be non-judgmental and caring and will show concern for the pupil's welfare. Pupils will be told that teachers or pastoral staff are not able to promise total confidentiality if further support is to be considered such as referral to a drug service or counseling service. Pupils will be reminded of the drugs policy and potential sanctions. Information about the pupil will only be given to key people and no one else unless the pupil gives their consent. Total confidentiality is maintained at all times in drug and counselling services. The academy has a system of referral to outside agencies.

SUSPICION/RUMOUR

Staff will take action on the basis of rumours of drugs or a belief that a pupil is using drugs just on their behaviour and inform key members of staff. If there is a suspicion, evidence will be collected and the pupil(s) involved may be questioned

in that process. Parents will be kept informed of any suspicions that the school has in regards to pupils and drugs.

DEALING IN DRUGS

Anyone discovered or found to have sold, shared or passed on drugs or other prohibited substances to other pupils is clearly endangering the health and safety of others in school and will be permanently excluded. This will apply if students do so in uniform immediately before, during or immediately after the school day, irrespective of whether they are on the school site.

SMOKING

Any pupil found smoking in school will be excluded for a fixed term. Parents/carers will be informed. Those smoking off school site immediately before, during or immediately after the school day will be given a detention and parents/carers will be informed. Any smoking equipment or materials such as cigarettes, lighters, matches, cigarette papers etc will be confiscated and destroyed by staff.

The Academy is a no smoking environment and members of staff are not permitted to smoke on the premises.

ALCOHOL

Any pupil found drinking alcohol or in possession of alcohol on the school premises, in the vicinity of the school during school hours or when representing the school, will be deemed to have contravened school rules and will be punished appropriately. This will apply if students do so in uniform immediately before, during or immediately after the school day, irrespective of whether they are on the school site.

The school provides education regarding alcohol and issues relating to alcohol through it's Personal Health and Social Education programme and in certain cases where a pupil is found to have formed a pattern of behaviour with regard to alcohol abuse, the school will seek to work with parents/carers to provide access to the necessary support structures for the individual so that he or she might be able to reform their behaviour.

In very rare circumstances, pupils over the age of eighteen may be given permission to consume a small amount of alcohol by members of staff acting "*in loco parentis*". In these circumstances, parental permission will be sought in advance.

REPORTING PROCEDURE

Any member of staff dealing with an incident involving drugs must complete the Drug Incident Report Form (see Appendix), which are kept in the Office, this should be handed over to the senior member of staff dealing with the pupil. The reporting procedure ensures that only a limited number of suitably experienced people will be involved in any incident.

All incidents are reported to a member of the senior leadership team and the VP (SS). The Principal is always informed at the earliest opportunity.

If an exclusion is considered, then the procedure for this is put into action and relevant members of the governing body informed. The report form will be kept by the senior leadership team PA in a confidential student file.

MONITORING DRUG-RELATED INCIDENTS and POLICE INVOLVEMENT

In order to ascertain the extent of drug use in the school community, any incident involving drugs will be monitored. Information will be promptly shared with parent/carers.

The police will be informed in order to provide information that will stop the potential spread of drug-related incidents. Action taken by the police will be at their discretion. The Academy will involve the police in order to encourage prevention of drug-related incidents in the school and wider community, not criminalisation of its pupils. It is the Academy's duty to pass on any suspected dealing of drugs or potentially harmful substances to the police.

DRUGS EDUCATION

Students to follow and complete age appropriate scheme of work on 'Drugs Education' once a year in PSHCE from year 7 – 10. Schemes are adapted from 'Drugs and Stuff' Bristol Councils recommended 'Drugs Education' Scheme of Learning.

TRAINING OF TEACHERS

The school will ensure that teachers receive training to help them provide effective drug education and support for their teaching and understanding of the issues. There is drug education within the PSHE curriculum. The school takes advantage of the support, advice, information and training provided by outside agencies.

REVIEW OF THE POLICY

This policy is reviewed annually and in the light of any incident that may occur related to drugs.

Appendices

Drugs Incident Report Form
Procedure for managing drug related incidents
Sanctions for drug related incidents

DRUGS INCIDENT REPORT FORM

CONFIDENTIAL

Bristol Cathedral Choir School

DATE:

LOCATION:

STAFF NAME:

PUPIL(S) INVOLVED:

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SUBSTANCE FOUND:

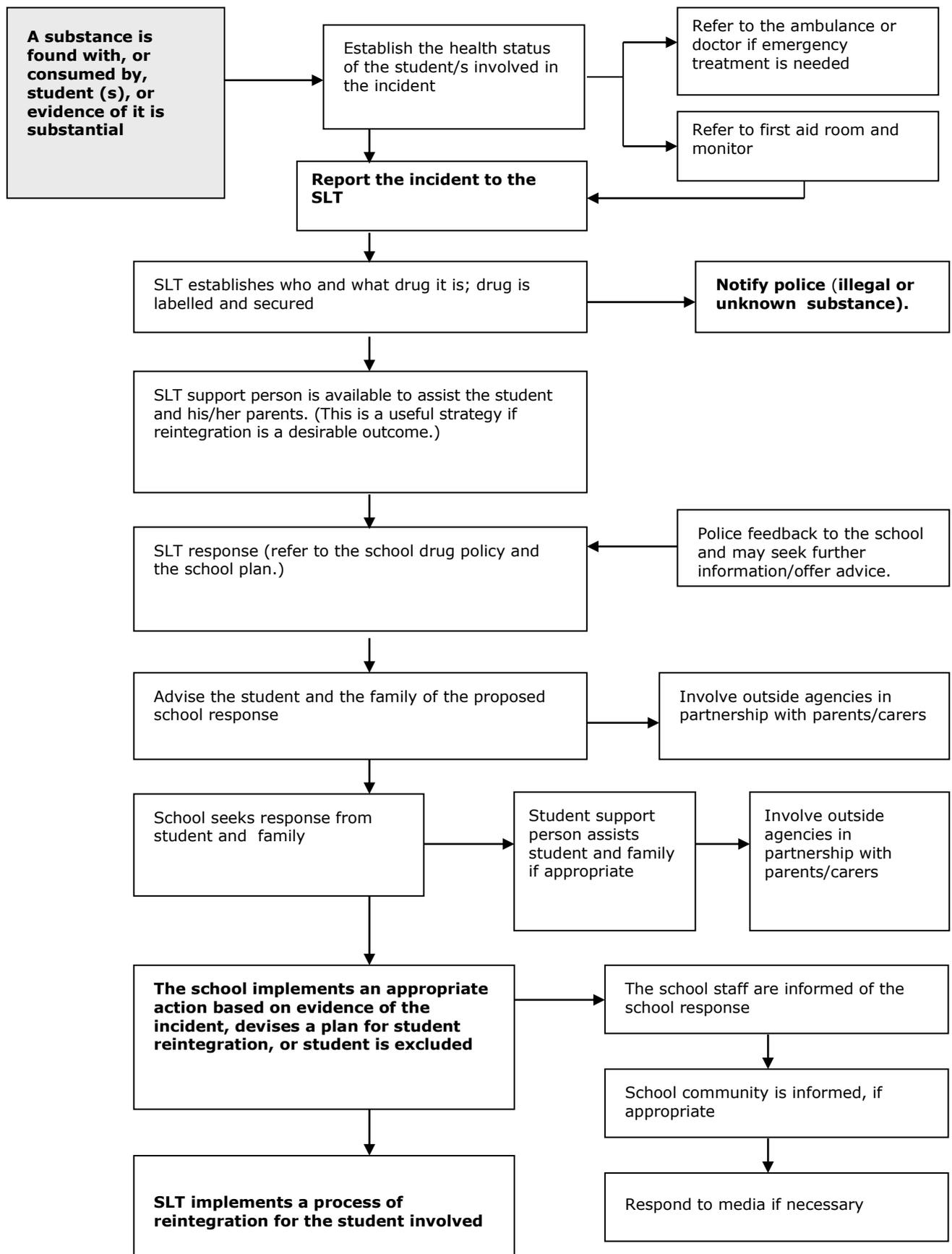
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ACTION TAKEN:

PASS THIS FORM DIRECTLY TO A SENIOR MEMBER OF STAFF WHO WILL INVESTIGATE THE MATTER FURTHER.

FORMS TO BE GIVEN TO SENIOR LEADERSHIP TEAM PA FOR FILING.

Procedure for managing drug related incidents



A guide to sanctions for drug related incidents

Level of involvement	Possible response(s)
1. Knowledge of drugs at school.	<ul style="list-style-type: none"> • Counselling • Referral to parents
2. Requesting an illicit substance from another student on school premises. Request not fulfilled.	<ul style="list-style-type: none"> • Counselling • Referral to parents
3. Involvement via proximity to an activity or in the presence of others using or supplying.	<ul style="list-style-type: none"> • Counselling • Referral to parents • FTE or detention/withdrawal of privileges
4. Coming intoxicated on or around school premises or to school functions / trips.	<ul style="list-style-type: none"> • Counselling • Referral to parents • FTE
5. Smoking tobacco on or around school premises or at school functions / trips.	<ul style="list-style-type: none"> • FTE • Referral to parents
6. Repeatedly smoking tobacco on school premises or at school functions / trips.	<ul style="list-style-type: none"> • Extended FTE • Referral to parents
7. Using alcohol on school premises or at school functions / trips.	<ul style="list-style-type: none"> • FTE • Referral to parents
8. Supplying alcohol on school premises or at school functions / trips.	<ul style="list-style-type: none"> • FTE • Possible PEX • Referral to parents
9. In possession of or using a small quantity of an illicit substance on or around school premises (inc on the way to and from school) or at a school function / trip.	<ul style="list-style-type: none"> • PEX • Referral to police
10. In possession of a significant quantity of an illicit substance on school premises or at a school function / trip.	<ul style="list-style-type: none"> • Referral to police • PEX
11. Sale, sharing or supply of a small quantity of an illicit substance on school premises or at a school function / trip.	<ul style="list-style-type: none"> • Referral to police • PEX
12. Sale or supply of a large quantity of an illicit substance on school premises or at a school function / trip, to minors.	<ul style="list-style-type: none"> • Referral to police • PEX
13. Repeated sale or supply of an illicit substance on school premises or at a school function / trip.	<ul style="list-style-type: none"> • Referral to police • PEX •