

BLOOMFIELD COLLEGIATE SCHOOL

Drugs and Substance Misuse Policy



Approved by the Board of Governors 20 June 2019

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Please note, throughout this policy, the term ‘parent’ is used to refer to the parent or guardian of the pupil.

SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

This policy is one of a number of inter-related policies concerned with pupil welfare including, for example, the Pastoral Policy, the Safeguarding and Child Protection Policy; the Medical Policy and Procedures; and the Citizenship and Behaviour Policy. This policy does not exist in isolation, but is complementary to others. These policies inform the work of Bloomfield Collegiate School in respect of safeguarding pupil welfare, promoting health and facilitating an appropriate education.

Drug and substance misuse has the potential to damage pupils, other family members and the wider community. For the user, underachievement, impaired development, ill-health and even death may result. Therefore, as Bloomfield Collegiate School strives to promote the health and safety of its pupils as well as their academic, social and personal well-being, as part of the preventative curriculum, attention will be paid to drugs education and related procedures.

1.2 RATIONALE

Bloomfield Collegiate School does not condone drug misuse but recognises that young people are exposed increasingly to the serious risks associated with drug use. It is a statutory requirement that the School has a Drugs Policy in place.

Bloomfield Collegiate School sees its role as that of a caring community committed to the safety and well-being of both pupils and staff. The School wishes to promote the development of the whole person, encompassing physical, mental, emotional, spiritual, moral, social and environmental health. Thus, the School will seek to equip pupils with the knowledge, skills, attitudes and values to make informed and responsible choices and to prepare them for adulthood. Consequently, Drugs Education is included in the curriculum.

1.3 ETHOS

Bloomfield Collegiate School strives to be a community promoting learning and the pursuit of excellence in a friendly, challenging and supportive environment. Our School values are:

- honesty;
- compassion;
- tolerance;
- courtesy;
- determination; and
- respect for the physical environment.

It is within this context that the Drugs and Substance Misuse Policy is set.

1.4 POLICY AIMS

The overarching aim of this policy is to ensure that there are procedures in place which protect pupils from the harm associated with drug and substance misuse. This policy aims to:

- provide an outline of the need for a consistent approach to drugs education and managing incidents in line with other policies such as the Safeguarding and Child Protection Policy, the Medical Policy and Procedures, and the School Citizenship and Behaviour Policy;
- promote a clear, consistent and agreed understanding among members of the School community regarding the implications and possible consequences of drug use/misuse;
- provide staff (teaching and non-teaching) with adequate training and support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the procedures are sensitively and consistently applied in all situations;
- empower teaching staff through appropriate training and support to develop and deliver an effective drug education programme;
- provide appropriate support and assistance for pupils affected by drug-related issues;
- inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse; and
- identify procedures by which to sustain a School environment free from the misuse of all drugs.

1.5 RELEVANT PERSONNEL

The relevant personnel include:

- the Chairperson of the Board of Governors;
- the Designated member of the Board of Governors for Child Protection;
- the Designated member of the Board of Governors for Drug-related issues;
- the Principal, who is responsible for overseeing the general welfare of pupils within the School;
- the Senior Vice-Principal, Designated Teacher for Child Protection and Designated Teacher for Drugs (DT);
- the Deputy Designated Teacher for Child Protection (DDT); and
- Heads of Year (HOY).

The names of the relevant personnel are listed in the Pastoral Policy.

The Vice-Principal and members of the Senior Team support this work. Each member of staff has pastoral responsibility towards young people in their charge.

Each Form Class is allocated a Form Teacher. Selected members of Year 14 are appointed to the position of Mentors, two of whom are allocated to each Form Class in Years 8 and 9. Each of these pupils receives training for the task. The Independent Counselling Service for Schools (ICSS), an independent confidential, school-based professional counselling service funded by the Department of Education operates within school. If parental permission has been given, pupils may self-refer by filling in a form and placing it in the relevant box at Reception. Once competence has been attained, pupils may self-refer, even in the absence of parental permission. In addition to the First-Aid Coordinator, a number of staff members possess first-aid qualifications.

1.6 ROLES AND RESPONSIBILITIES

Pupils

Pupils should be aware of and adhere to School procedures in relation to drug use/misuse, including alcohol, controlled drugs, electronic cigarettes, new psychoactive substances (NPS), over-the-counter and prescribed medication, tobacco, tobacco-related products and volatile substances. When required, sanctions will be applied in line with the School Citizenship and Behaviour Policy.

All staff (teaching and non-teaching)

Staff should:

- familiarise themselves with the information included in this policy;
- be alert to the possibility of drug use/misuse;
- accept that, it is not the responsibility of an individual staff member to investigate the circumstances surrounding an incident, and he/she should follow procedures as outlined in this policy to deal with any required emergency procedures; and
- forward information, substance or paraphernalia received to the DT for Drugs without delay.

All members of staff are responsible for the safe storage and use of solvents in their classroom; where possible, they should be locked away when not in use. In Science, general Risk Assessments are applied and actions to be taken in case of incident are outlined in Health and Safety guidelines issued by CLEAPSS.

Teachers delivering Drug Education

In addition to the above, those teaching Drug Education have responsibility to:

- deliver the programme, promoting a classroom atmosphere within which pupils can contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued;
- follow the no-delay policy for reporting concerns;
- support pupils in their class if necessary; and

- liaise with the DT for Drugs regarding any aspect of the programme/policy, as necessary.

The Designated Teacher for Drugs

In respect of the policy, the DT for Drugs will:

- review this policy, ensuring that staff are aware of and have access to it, in line with the Policy Review Schedule;
- co-ordinate training and induction of staff in procedures for dealing with incidents of suspected drug misuse; and
- ensure that parents have access to this policy.

In respect of the curriculum, the DT for Drugs will:

- have oversight and co-ordination of planning of curricular provision in compliance with statutory requirements; and
- liaise with staff responsible for pastoral care in co-ordinating the delivery of the drug education programme.

In respect of drug-related incidents, the DT for Drugs will:

- co-ordinate the School's procedures for dealing with incidents of suspected drug misuse including receipt of any substance found in School. This includes, the receipt and safe storage of any drug-related confiscated item within a locked cabinet;
- determine the circumstances surrounding the incident;
- complete a suspected incident report form and forward it to the Principal;
- report to the Board of Governors when required;
- promote the engagement and active participation of parents in all aspects of drug education; and
- act as the point of contact for outside agencies.

The Principal

The Principal will ensure that members of the Board of Governors have been consulted on this policy and that it has been brought before the Board of Governors for ratification.

In the case of incidents of suspected drug misuse, the Principal will ensure the welfare and well-being of the pupil(s) involved in the incident and the rest of the school community.

It is the responsibility of the Principal to determine the circumstances of all incidents, but it is the responsibility of PSNI to investigate any criminal offence. If the Principal has reasonable grounds to suspect that drugs are being used or supplied on School premises, he will inform PSNI immediately.

The Principal will ensure that every effort is made to contact the parents/guardians of pupils involved. After contacting PSNI, the Principal will confine his responsibilities to the welfare of the pupil/s involved in the incident, other pupils and the handling, storage and safe disposal of any drugs/drugs-related paraphernalia. The Principal will only disclose information to members of staff concerned with the pastoral needs of the individual pupil. The Principal should inform only the parents or carers of the pupil or pupils directly involved in the incident and subsequent outcomes.

The Principal may, however, need to make a general statement informing the school community after an incident where rumours may create a negative atmosphere. It would not be appropriate for legal reasons to give specific details. In addition, the Principal will ensure that the Chairperson of the Board of Governors and other Board members as appropriate, as well as the EA Designated Officer are informed.

The Principal will agree, in consultation with the DT for Drugs and, if appropriate, the Board of Governors, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support. The Principal will retain written records of the incident, produce a summative report and forward a copy to the Board of Governors and the Education Authority Designated Officer. After an incident, the Principal will review procedures and amend as appropriate.

The Board of Governors

The Board of Governors will:

- ensure that this policy is reviewed in line with the Policy Review Schedule;
- examine the policy, suggest any required amendments, approve the policy and ensure it is published in the School Prospectus;
- be aware of and approve the drug education programme;
- be aware of and adequately trained to deal with suspected incidents of drug misuse, including tobacco and alcohol, and their appropriate disciplinary response; and
- agree in consultation with the Principal, appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.

The School has in place a Designated Governor to work with the Principal and DT for Drugs in relation to drug related issues.

Parents/Guardians

Parents/guardians are expected to:

- support their daughter if she should become involved with drugs; and
- support the School in the development and implementation of this policy, including the School's procedures for handling incidents of suspected drug misuse and the drug education programme.

Please note that, if it is judged that the parent or carer's behaviour may place a pupil at risk (for example, if they arrive to collect their daughter and appear to be under the influence of alcohol or another substance), safeguarding procedures will be invoked. If a pupil discloses/implies that there is alcohol or drug misuse in the home, this may be progressed as a Safeguarding and Child Protection concern.

A range of useful contacts for parents is given in Appendix 4.

Caretaking Staff

Caretaking staff will:

- be vigilant and conduct regular checks of School grounds for drug-related paraphernalia;
- if drugs-related paraphernalia or items of concern are found, isolate and secure the area;
- inform the DT for Drugs should anything of concern be found; and
- ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

The Counselling Service

In addition to Drug Education provided within the curriculum, an Independent Counselling Service for Schools (ICSS) is available to pupils; ICSS counsellors work within the School's child protection guidelines to access support for young people. Some pupils may choose to use counselling to explore their own attitudes and values or as an opportunity to discuss any drug related problems they may have. The pupils are informed that confidentiality cannot be guaranteed. If the Counsellor becomes aware that a young person is, or has, suffered significant harm or is at risk of suffering significant harm, his/her concerns should be reported through the DT or her Deputy, for onward referral to a Health and Social Care Trust.

Heads of Year

Heads of Year offer support to pupils facing difficult life experiences and will follow the guidelines for child protection as laid out in the Safeguarding and Child Protection Policy. The pupils are informed that confidentiality cannot be guaranteed.

First Aid Co-ordinator and Support Staff

The First Aid Co-ordinator oversees the medical needs of pupils within Bloomfield Collegiate School. The specific details of the use of medication within school or on school-related activities are outlined in the Medical Policy and Procedures. It is possible that, given the specifics of this role, the First Aid Co-ordinator may become aware of information related to drug and substance misuse. Should this occur, the First Aid Co-ordinator will follow the procedures laid down within School policies without delay.

1.7 DISSEMINATION OF THE POLICY AND INFORMATION TO PARENTS

This policy is available to the school community through the School's website. Copies are available from the School Office. A description of the Policy will be included in the Prospectus. It is important that parents are given the opportunity to keep informed of changes in drugs education. This is provided through various channels such as the Principal's Newsletter and contact with Heads of Year.

SECTION 2: DEFINITIONS AND THE LAW

2.1 DEFINITIONS

For the purpose of this policy, the terms drug and substance include any product that, when taken, has the effect of altering the way the body works or how a person behaves, feels, sees or thinks. As well as everyday products such as tea and coffee, substances include:

- alcohol, tobacco and tobacco-related products, including nicotine replacement therapy (NRT), and electronic cigarettes;
- over-the-counter medicines such as paracetamol and cough medicine;
- prescribed drugs, such as antibiotics, painkillers, antidepressants, antipsychotics, inhalers and stimulants such as Ritalin;
- volatile substances such as correcting fluids or thinners, gas lighter fuel, aerosols, glues and petrol;
- controlled drugs such as cannabis, LSD, ecstasy, amphetamine sulphate (speed), magic mushrooms, heroin and cocaine;
- NPS, formerly known as legal highs, which contain one or more chemical substances that produce similar effects to illegal drugs; and
- other substances such as amyl or butyl nitrite (known as poppers) and unprocessed magic mushrooms.

Controlled substances are legally classified according to their benefit when used in medical treatment or harm if misused. The Misuse of Drugs Act sets out a range of substances that are controlled under the act. It is an offence to possess, possess with intent to supply, supply, or allow premises to be used unlawfully for the purpose of producing or supplying controlled drugs.

Drug Misuse refers to legal, illegal or illicit drug taking or alcohol consumption, which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. Drug misuse is therefore taking drugs, including prescribed drugs and NPS, that cause harm to the individual, her significant others or the wider community.

2.2 THE LEGAL CONTEXT

The School recognises that the policy focuses mainly on illicit drugs. Some relevant pieces of legislation are: Psychoactive Substances Act 2016; The Misuse of Drugs Act, 1971; Section 5 of the Criminal Law Act (NI), 1967; and the Powers of Arrest, Police and Criminal Evidence Order (NI), 1989. A summary of relevant legislation is available at www.ccea.org.uk.

SECTION 3: THE CURRICULUM

3.1 GENERAL COMMENTS

Health is not simply an absence of disease, but includes a positive state of well-being encompassing physical, mental, emotional, social and environmental health across the various spheres within which individuals operate: home; family; work; leisure; and community. Thus, in seeking to educate young people appropriately, the School will place emphasis upon preventative, positive approaches to lifestyle and personal responsibility in making decisions and health-related choices. Pupils will be given opportunities to: clarify attitudes and values; cultivate personal and social skills; enhance self-esteem; acquire relevant information; and develop awareness of social influences and pressures.

However, the School recognises that drug misuse is a whole-community issue; school is only one of a number of groups and agencies which must play a part in the education of young people and use is made of their expertise where possible in the delivery of the programme.

Drugs education forms part of the statutory requirement for Personal Development within Learning for Life and Work. In Bloomfield Collegiate, education relating to drugs is placed within the context and conceptual framework outlined above and forms part of a comprehensive Personal Development programme. This programme strives to equip young people with the skills to manage their lives wisely during their post-primary education and in the future.

3.2 AIMS OF THE DRUGS EDUCATION PROGRAMME

The drugs education programme provides opportunities to develop:

- self-discipline, self-esteem, self-respect and personal competence;
- understanding of own personality, attitudes, needs, abilities and interests;
- the values, skills, knowledge and understanding necessary to make informed and responsible decisions, identify risks, help others and cope with pressures and influences;
- an appreciation of the benefits of a healthy lifestyle for self and others; and
- assertiveness in order to resist negative pressures and influences.

The drugs education programme provides opportunities in relation to others to acquire:

- an appreciation of the varying attitudes, values and perspectives which exist towards drugs-related issues; and
- positive attitudes towards relationships with others.

The drugs education programme:

- provides accurate, current information on drugs, their effects upon health, the potential for drug exploitation;
- presents continuity and progression in the knowledge, understanding, skills and attitudes being addressed; and
- ensures that the content and teaching methods employed are appropriate to the age, maturity and experiences of the pupils.

3.3 DELIVERY OF THE DRUGS EDUCATION PROGRAMME

Drugs Education is a whole-staff issue. Staff members are updated on policy and curriculum changes as appropriate and, where possible, receive in-service training on drug-related issues.

Drugs Education promotes the development of skills and attitudes enabling pupils to make informed choices. Effective Drugs Education takes account not only of the pupil, but also family, friends and the wider community. Where possible, in addressing drug-related issues, Bloomfield Collegiate School promotes partnership between parent and young person.

The School meets the statutory requirements of the Personal Development (PD) strand of Learning for Life and Work for Years 8 to 12. From time-to-time, presentations from specialists are made. In order to maintain responsiveness, the exact nature of the programme is reviewed and amended annually by Heads of Year.

Information related to drugs may be touched upon within academic classes. It will be covered in the Personal Development strand of Learning for Life and Work and in the Tutorial Programme. Consequently, a number of teaching staff are involved in its delivery.

3.4 USE OF OUTSIDE AGENCIES

On occasion, the School may use outside agencies to help deliver the Drug Education Programme. In such circumstances, the teacher responsible for the organisation of the session/s must follow the guidance set out in the Child Protection and Safeguarding Policy including: seeking the approval of the Principal or Vice-Principal in advance; jointly agreeing upon the content and delivery of the programme ahead of its delivery; ensuring that the programme and methods of delivery are consistent with the aims and objectives outlined in this policy; ensuring that visitors to School premises are appropriately vetted and supervised.

Under certain circumstances, it may be appropriate to inform parents in advance that certain topics are to be covered. In this way, School-parent partnerships may be advanced and more sensitive or vulnerable pupils prepared.

3.5 EQUAL OPPORTUNITIES

The School considers that its Drug Education Policy is relevant and important for all its pupils. This programme will be accessible to every pupil regardless of age, culture, disability, religion, sexual orientation or social background.

3.6 ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS

The needs and abilities of individual young people, including those with additional or special educational needs, emotional or behavioural difficulties, will be taken into account when aspects of the programme are being delivered as they may benefit from extra assistance in interpreting information.

3.7 LINKS WITH PARENTS, THE COMMUNITY AND THE PSNI

Parents play a vital role in the prevention of drug misuse and should be involved fully in the education of their child. This is especially so with the Drug Education Programme. Parents are encouraged to play an active role in homework tasks, and discuss drug issues with their child whenever possible. Through access to this policy, parents are made aware of the School's procedures for dealing with drug related incidents.

A list of sources of advice for parents is provided in Appendix 4.

The School sustains good working relationships with the PSNI who work to ensure that if a drug related incident is reported, it will be dealt with in a professional and discrete manner, and in keeping the best interests of the child concerned in mind. The Schools' Liaison Officer will assist with advice and support when required.

SECTION 4: PROCEDURES FOR HANDLING AND REPORTING SUSPECTED DRUG-RELATED INCIDENTS

4.1 GENERAL COMMENTS

The procedures outlined in this policy apply during the school day, when on a school trip, on a school minibuss or bus, during any authorised school activity or whilst in school uniform.

Fundamental to dealing with incidents of suspected drug misuse is the principle of ‘*in loco parentis*’; Bloomfield Collegiate School will take the steps that would reasonably be expected of any parent to safeguard the well-being and safety of pupils in their charge.

A drug-related incident may be suspected when:

- a pupil displays unusual, uncharacteristic or inappropriate behaviour, or illness;
- an allegation of a suspected controlled drug related incident is made;
- there is suspicion of possession, possession with intent to supply, and/or supply of controlled drug; and
- drugs-related paraphernalia are found.

Paraphernalia in School grounds is an indication of drug use/misuse within the locality. Such objects may include:

- small bottles, pill boxes;
- hypodermic needles;
- twists of paper;
- cigarette papers, lighters and spent matches;
- roaches (ends of rolled-up cigarettes);
- punctured cans/plastic bottles/containers;
- aerosols, butane gas refills; and
- drugs.

The School will give careful consideration as to how information relating to an incident of suspected/confirmed drug use/misuse is communicated to staff, pupils and parents/guardians.

4.2 RESPONDING TO SUSPECTED DRUGS-RELATED BEHAVIOUR OR ILLNESS ON SCHOOL PREMISES (IMMEDIATE DANGER)

Immediately the matter is reported or identified, the staff member must:

- assess the situation and decide if there is an immediate risk to personal safety. If so, and if it is possible to do so, make the situation safe. This may include sending for First Aid support if unqualified, or administering First Aid if qualified. In certain circumstances, it may be appropriate to call for an ambulance;
- send for the Principal, DT for Drugs, a member of SMT or the most senior member of staff available without delay, stressing the urgency of the situation;
- as an additional safeguard, send for further adult support;

- arrange supervision of all pupils thought to be involved in any way, until they can be interviewed by a senior member of staff;
- confiscate (in the presence of an adult witness) any substances, containers, labels, papers or other items which might be of use in identifying the substance involved and the circumstances of its use. (This is done for the purposes of protecting pupil/s from harm and from committing the offence of possession.) The staff member should not try to analyse or identify any substance and, if possible, gloves (available in first aid kits) should be worn to minimise handling. The drug/s or paraphernalia should be handed to the DT for Drugs immediately or, in her absence, to the most senior member of staff available. The person in receipt of the items should place them in a suitable sealed container which will be signed by the DT for Drugs or the Principal, the teacher and, when possible, the witness; and
- using the Drug Incident Report Form, record exactly the time, place and circumstances of the confiscation, and the approximate size and appearance of the substance. An accurate record of any comments made from the beginning of the investigation should be noted. The record must be countersigned by an adult witness where possible, either at the scene and time of the incident or as soon as possible thereafter.

At no time must the pupil/s for whom there is concern be left alone. A member of staff must always be present. As per School policy, the pupil may not use their mobile phone.

Investigation – immediate

After taking advice from PSNI, the Principal or DT for Drugs, or member of Senior Staff will investigate the incident more fully; there will normally be two members of staff present while any pupil is being interviewed. A written record will be maintained, with dates and times.

At this stage, it will be necessary to establish, from those allegedly involved, and witnesses, what has happened. The DT for Drugs or person to whom she deposes responsibility (such as a HOY) will conduct a search. The School reserves the right for a member of staff (normally a HOY or Vice-Principal) to conduct a search of school property such as a desk or locker in the presence of the pupil, the member of staff conducting the search, and an additional adult witness. Teachers cannot search personal belongings in the desk or locker without consent and should only search the pupil's personal belongings, including schoolbag, coat or other items with the pupil's consent. Thus, a pupil may also be asked to voluntarily reveal the contents of personal property such as a schoolbag or pockets. Staff should carry out this search in the presence of the pupil and another adult witness. If the pupil refuses, senior staff should contact the parents or carers and the PSNI to deal with the situation. Physical searches should never be made by a member of staff.

The School will make every attempt to contact a parent of any pupil who appears to have been involved, giving an outline of the nature of the investigation.

Alternatively, should PSNI consider the actions outlined above to be inappropriate given the specific facts of a case, the matter may be handed directly to PSNI.

Investigation - continued

A full investigation will follow, involving the Principal, DT for Drugs and other members of staff as required. A written record will be maintained, with dates and times.

In most cases, the help of the PSNI will be sought, and they will be kept informed, and apprised of the School's proposed response to the incident. It may be necessary to refer information, including names, to PSNI for further investigation and possible legal action. PSNI will be asked to identify and dispose of any substance found or confiscated.

Other agencies may also be involved, as necessary, such as EA Child Protection Officers, Social Services, EWO and/or School Health Team.

Pupils involved will not normally be permitted to return to normal classes until the investigation is completed.

Parents may be asked to come to school to assist with the investigation; parents will usually be asked to be present when the School Citizenship and Behaviour Policy is being applied in an incident of this nature.

Should PSNI wish to conduct an investigation, every attempt will be made to contact a parent to ascertain whether they wish to be present. If this is not possible, the parent may depute a Vice-Principal to this responsibility. Please refer to Appendix 5 for further details regarding interviews by PSNI upon School premises.

4.3 RESPONDING TO SUSPECTED DRUG-MISUSE ON SCHOOL PREMISES (NO IMMEDIATE DANGER)

Teachers or other members of staff may receive what they consider to be reasonable information or allegations relating to a pupil misusing drugs. This may take the form of statements or allegations made by other pupils or parents. It may also arise where teachers notice signs and symptoms of drug misuse in their classrooms. Further details are available in Appendix 1 and at www.ccea.org.uk Signs and Symptoms of Drug Use.

In cases where there is no immediate danger, for example, no physical danger or suspected presence of drugs, the teacher should inform the Principal, who will contact PSNI. This should be done in the presence of the DT for Drugs to ensure that legal responsibilities are covered. The police will then investigate the allegations. Where possible, this will be dealt with confidentially by the police, but should the case proceed, it might become necessary to identify witnesses to appear in court.

The Principal may decide to discuss the allegations with the parents and/or pupil in a broad ranging discussion on the pupil's performance in school.

N.B. This course of action can result in problems for the school in either of the following situations:

Admission: If the pupil or the parents admit that the pupil is misusing drugs, the Principal has no alternative but to inform the police.

Denial: If the pupil or the parents deny that the pupil is misusing drugs and no action is taken by the school, there may be a case against the school for negligence if, at a later stage, it is found that the school had not taken appropriate action.

In either case, it would be appropriate for the school to inform PSNI. This will enable appropriate investigations to be made and any necessary action to be taken. It is important that in each case contact with PSNI and the family is maintained, and that the academic progress and behaviour of the pupil is monitored and recorded over what is considered or agreed to be a reasonable period of time.

4.4 RESPONDING TO SUSPECTED POSSESSION OR DEALING OF DRUGS ON SCHOOL PREMISES

Immediately the matter is reported or identified, the staff member must:

- send for the Principal, DT for Drugs, a member of SMT or the most senior member of staff available without delay, stressing the urgency of the situation;
- the DT for Drugs or person to whom she deposes responsibility (such as a HOY) will conduct a search. The School reserves the right for a member of staff (normally a HOY or Vice-Principal) to conduct a search of school property such as a desk or locker in the presence of the pupil, the member of staff conducting the search, and an additional adult witness. Teachers cannot search personal belongings in the desk or locker without consent and should only search the pupil's personal belongings, including schoolbag, coat or other items with the pupil's consent. Thus, a pupil may also be asked to voluntarily reveal the contents of personal property such as a schoolbag or pockets. Staff should carry out this search in the presence of the pupil and another adult witness. If the pupil refuses, senior staff should contact the parents or carers and the PSNI to deal with the situation. **Physical searches should never be made by a member of staff.**
- If staff recover a substance or an object that they suspect has connection with drugs, they should take possession of it and make a full record using the Drug Incident Report Form.
- where there are reasonable grounds to suspect that an arrestable offence is being committed, school staff may detain a pupil, using reasonable means, until the police arrive. **Duress, however, should never be used.** In reaching a decision to detain the pupil, the teacher should never be alone in the room with the pupil or put himself/herself in the position of being unable to detain the pupil in the room because of, for example, differences in physique or the likelihood of injury to the teacher(s);
- confiscate (if possible in the presence of an adult witness) any substances, containers, labels, papers or other items which might be of use in identifying the substance involved and the circumstances of its use. (This is done for the purposes of protecting pupil/s from harm and from committing the offence of possession.) The staff member

should not try to analyse or identify any substance and, if possible, gloves (available in first aid kits) should be worn to minimise handling. The drug/s or paraphernalia should be handed to the DT for Drugs immediately or, in her absence, to the most senior member of staff available. The person in receipt of the items should place them in a suitable sealed container which will be signed by the DT for Drugs or the Principal, the teacher and, when possible, the witness; and

- using the Drug Incident Report Form, record exactly the time, place and circumstances of the confiscation, and the approximate size and appearance of the substance. An accurate record of any comments made from the beginning of the investigation should be noted. The record must be countersigned by an adult witness where possible, either at the scene and time of the incident or as soon as possible thereafter.

Where it is believed that a pupil, to avoid detection may have swallowed a substance suspected to be a controlled drug, for example, **medical assistance should immediately be sought and PSNI informed.**

At no time must the pupil/s for whom there is concern be left alone. A member of staff must always be present. As per School policy, the pupil may not use their mobile phone.

Upon discovery of any substances, the Principal/DT for Drugs will inform PSNI and attempt to make contact with the parent/s. PSNI will be asked to identify and dispose of any substance found or confiscated.

The Principal will notify the Chairperson of the Board of Governors and the ELB as soon as possible.

When managing a suspected drug-related incident, the pupil/s will be invited to remain in school under the supervision of appropriate members of staff until their parent/s or carers and the PSNI arrive. If the pupil refuses to remain, the school cannot detain a pupil against her will. However, if there are reasonable grounds to suspect that the pupil has in her possession or has taken a controlled substance, staff can make a citizen's arrest under Article 26A of the Police and Criminal Evidence (NI) Order (PACE) 1989. A summary of relevant legislation is available at www.ccea.org.uk.

4.5 RESPONDING TO SUSPECTED DRUGS-RELATED INCIDENT WHEN OFF-SITE

Immediately the matter is reported or identified, the staff member must:

- assess the situation and decide if there is an immediate risk to personal safety. If so, and if it is possible to do so, make the situation safe. This may include sending for First Aid support if unqualified, or administering First Aid if qualified. In certain circumstances, it may be appropriate to call for an ambulance;
- as an additional safeguard, send for further adult support;

- inform the Principal, DT for Drugs, a member of SMT or the most senior member of staff available without delay, stressing the urgency of the situation;
- arrange supervision of all pupils thought to be involved in any way, until they can be interviewed by a senior member of staff;
- confiscate (if possible in the presence of an adult witness) any substances, containers, labels, papers or other items which might be of use in identifying the substance involved and the circumstances of its use. (This is done for the purposes of protecting pupil/s from harm and from committing the offence of possession.) The staff member should not try to analyse or identify any substance and, if possible, gloves (available in first aid kits) should be worn to minimise handling. The drug/s or paraphernalia should be handed to the DT for Drugs immediately or, in her absence, to the most senior member of staff available. The person in receipt of the items should place them in a suitable sealed container which will be signed by the DT for Drugs or the Principal, the teacher and, when possible, the witness; and
- record exactly the time, place and circumstances of the confiscation, and the approximate size and appearance of the substance. An accurate record of any comments made from the beginning of the investigation should be noted. The record must be countersigned by an adult witness where possible, either at the scene and time of the incident or as soon as possible thereafter.

At no time must the pupil/s for whom there is concern be left alone. A member of staff must always be present. As per School policy, the pupil may not use their mobile phone.

The Principal will fulfil his legal obligation to contact PSNI and advice as to how to proceed sought. The Principal or DT for Drugs will make every effort to contact the parent/s of the pupil/s involved. The Principal will contact the Chairperson of the Board of Governors as soon possible.

Bloomfield Collegiate will consider such incidents individually and actions taken will be tailored to the situation.

4.6 FIRST AID PROCEDURES IN RELATION TO DRUGS

The procedures for management of medicines in school and on educational visits are outlined in the Medical Policy and Procedures. If a pupil is suspected of having taken drugs, the following steps should be taken by the most senior member of staff available:

- if possible, send for a member of staff trained in First Aid;
- present a calm and reassuring attitude to pupil;
- explain to pupil the importance of making a member of staff aware that a particular drug has been taken;
- ensure privacy and, as far as possible/appropriate, confidentiality for the pupil;

- do not give the pupil anything to eat or drink;
- inform parents and facilitate attendance of pupil at Casualty Department without delay. This may include sending for an ambulance;
- observe the pupil for changes in condition i.e. levels of consciousness and observe vital signs - pulse rate, breathing.

4.7 CONFIDENTIALITY

Confidentiality is of primary importance to those who work professionally with young people in a secure and trusting environment. However, the legal requirements of legislation in relation to drugs will mean that, in certain circumstances, there will be a change in the convention of confidentiality. The Children Order (NI) (1995) makes it clear that the welfare of the young person is paramount.

Should a pupil approach a member of staff for individual advice on drug use/misuse, the member of staff should consider their response carefully. In the case of controlled drugs, the staff member should make it clear to the pupil that they cannot offer a guarantee of confidentiality. If information concerning controlled drugs is disclosed, the member of staff must refer this to the DT for Drugs or, in her absence, the most senior member of staff available, without delay.

A member of staff can direct pupils to sources of confidential help and advice. Pupils should always be encouraged to speak with their parents.

4.8 MEDIA

Only a representative of the Board of Governors, the Principal or someone deputed by him to do so should make a statement to the press or other media. The principal should prepare a checklist of the appropriate key facts and decide whether to liaise with the PSNI before issuing a statement. It may be considered appropriate to prepare a text for publication, and this may then be provided to selected outlets. The privacy of the pupils and their families should be respected. Any statements given should be positive, short, factual and without elaboration. Concluding statements should be reassuring and restate that the school has managed the incident effectively. If any further comments are necessary, the principal should reiterate the original statement.

4.9 PARENTS AND PUPILS

There will usually be a statement in School, given in assembly. In some cases, it may be appropriate to contact all parents, or to provide information at a parents' meeting.

4.10 BOARD OF GOVERNORS

Where the presence of any controlled or illegal substance is confirmed, the Chairperson of the Board of Governors will be informed without delay and the full Board informed in due course.

4.11 RECORD KEEPING

Any member of staff who is involved in an incident related to suspected or confirmed drug or substance misuse, must make an accurate written record of events and pass this to the DT for Drugs at the earliest opportunity.

SECTION 5: DISCIPLINARY ACTIONS

The School is a restricted environment for alcohol; the School does not permit alcohol to be brought onto or consumed on the premises without the permission of the Chairperson of the Board of Governors. No-one is permitted to smoke on School premises. Pupils who break these rules will be dealt with under the School Citizenship and Behaviour Policy. Disciplinary procedures in relation to any incidence of pupil drug and/or substance misuse will be carried out in line with the School Citizenship and Behaviour Policy (unless otherwise instructed by PSNI). Thereafter, if the young person remains as a pupil at Bloomfield Collegiate School, they will be offered access to the Counselling Service; if not, information on sources of support will be offered (refer Appendix 4).

Adults who break these rules will be referred to the Principal directly and the Staff Discipline Policy applied. Advice for staff is available from a number of sources: www.hseni.gov.uk; and www.deni.gov.uk. Disciplinary procedures in relation to any incidence of staff drug and/or substance misuse will be referred to PSNI.

In order to safeguard the safety and well-being of our pupils and staff, Bloomfield Collegiate School will respond to drug related incidents as outlined below.

- Any pupil who brings illegal drugs to school and supplies them to others will normally be expelled.
- Any pupil that brings illegal drugs to and/or from school will normally be expelled.
- Any pupil participating in taking an illegal drug which has been given to them by another pupil will be suspended and, after full investigation, may be expelled.
- If a pupil involved in being given drugs reports any details or facts to a member of staff, after full investigation, this may be taken into consideration.
- Pupils will normally be suspended and, after full investigation, may be expelled if they smoke cigarettes and/or e-cigarettes in school.
- Any pupil who brings alcohol into school or is under the influence of alcohol will normally be suspended and may, after full investigation, be expelled.

In cases where the Board of Governors is considering a serious sanction to be applied to a pupil, in line with CCEA Drugs Guidance, Bloomfield Collegiate School will implement a repertoire of responses other than expulsion, if exceptional circumstances are clearly made evident. It is the parent/guardian's responsibility to present, to the Board of Governors, any exceptional circumstances at the time of the behaviour, that may influence their decision.

SECTION 6: STAFF TRAINING

All staff (teaching and non-teaching) will be provided with training to support the implementation of this policy, including the delivery of the drug education programme. Staff members are encouraged to attend relevant training courses whenever possible. Teaching and non-teaching staff receive an update every three to four years on drugs education.

The Board of Governors will avail of training when provided by the Education Authority.

SECTION 7: MONITORING AND EVALUATION

This policy will be reviewed at least once every two years, in line with the Policy Review Schedule. Should a drugs-related incident occur, the Policy will be reviewed. Incidents involving alcohol/drugs will be reported to the Board of Governors.

When appropriate, such as when major changes to the policy are recommended, a consultation process with parents and pupils will be undertaken.

Reviewing Committee: Education Committee

Dates of Policy Review

Date Review Completed	Nature of Review	Date Ratified by Board of Governors
		June 1997
		August 2003
		January 2005
September 2011	Policy re-written	17 November 2011
June 2013	Minor amendments	N/A
June 2015	Minor amendments	18 June 2015
June 2016	Amendments in view of 'Drugs Guidance for Schools in Northern Ireland', CCEA, revised 2015.	29 September 2016
December 2017	Minor amendments	22 February 2018
May 2019	No changes	20 June 2019

LIST OF APPENDICES

- Appendix 1** Recognising Drug Use
- Appendix 2** Checklist of Roles and Responsibilities When Managing an Incident
- Appendix 3** The Law and PSNI
- Appendix 4** Useful Contacts
- Appendix 5** Drugs Incident Report Form

APPENDIX 1 - RECOGNISING DRUG USE

Persons working with young people should be alert to signs of illicit drug use. For example: physical signs; behavioural signs; drug-taking paraphernalia; and risk factor analysis.

PHYSICAL SIGNS

Stimulant drugs (amphetamines, butyl nitrite, cocaine) can bring about:

- increased pulse rate and blood pressure;
- agitation, lack of coherent speech or talkativeness;
- dilated pupils;
- loss of appetite;
- damage to nasal passages (tendency to sniff)
- increased tendency to go to the toilet;
- mouth ulcers; and
- fatigue after use.

Ecstasy (sometimes referred to as an hallucinogenic stimulant) has similar effects to stimulants. In addition it can cause:

- increased temperature, perhaps with excessive sweating;
- very dry mouth and throat;
- jerky, unco-ordinated movements;
- clenched jaws;
- occasional nausea when first used; and
- fatigue after use, but also possibly anxiety, depression and muscle pain.

Hallucinogens (LSD, magic mushrooms) - effects vary depending on nature of experience:

- relaxed behaviour;
- agitated behaviour;
- dilation of pupils; and
- uncoordinated movements.

Cannabis can act as a depressant or mild hallucinogen, depending on amount taken and situational factors. If smoked, it produces a distinctive sweet smell. Effects include:

- more relaxed behaviour with tendency to laugh easily or become talkative;
- reddening of eyes; and
- hunger.

Heroin acts as a depressant. The effects of taking heroin include:

- slowing down of breathing and heart-rate;
- suppression of cough reflex;
- increase in size of certain blood vessels;
- itchy skin;
- runny nose;
- lowering of body temperature; and
- sweating.

Solvent misuse (glues, butane gas refills, aerosols, correcting fluids and thinners) causes:

- usual signs of intoxication;
- possible odour on clothes and breath;
- if using glue, redness around mouth and nose;
- a cough; and

- possible stains on clothing etc., depending on the type of solvent used.

BEHAVIOURAL SIGNS

Drug use can often result in behavioural changes. Recognition demands some prior knowledge of the person in order that an accurate comparison can be made.

Changes can be both obvious and subtle and may be due to some other reason unconnected with drug use.

Signs can include:

- efforts to hide drug use through lying, evasiveness and secretive behaviour;
- unsatisfactory reasons for unexpected absences or broken promises;
- more time spent away from home;
- changes in friendships;
- changes in priorities, including less concern with school work, less care of personal appearance, non-attendance at club or usual recreational activities;
- efforts to get money for drug use, ranging from saving dinner or allowance money, borrowing from friends and relatives and selling own possessions, stealing from friends and home and involvement in petty crime; and
- secretive telephone calls.

Other possible signs include:

- being very knowledgeable about drugs and the local drug scene;
- a defensive attitude towards drugs and drug taking;
- unusual outbreaks of temper;
- absence from school on days following attendance at disco/raves etc; and
- poor performance at school.

These signs may often become apparent in people who are using drugs on a regular basis. It can be difficult to see such signs in the experimental or casual drug user.

DISCOVERING DRUG TAKING PARAPHERNALIA (ITEMS USED FOR DRUG USE)

Objects which may indicate drug use include:

- small bottles, pill boxes;
- twists of paper;
- cigarette lighters;
- spent matches;
- aerosols, butane gas refills;
- cigarette papers;
- roaches (ends of rolled-up cigarettes); and
- the drugs themselves.

APPENDIX 2 - CHECKLIST OF ROLES AND RESPONSIBILITIES WHEN MANAGING AN INCIDENT

Individual staff members should:

- assess the situation and decide the action;
- make the situation safe for all pupils and other members of staff, secure first aid and send for additional staff support, if necessary;
- carefully gather up any drugs and/or associated paraphernalia or evidence and pass all information or evidence to the DT for drugs; and
- write a brief factual report of the incident and forward it to the DT for drugs.

The DT for drugs should:

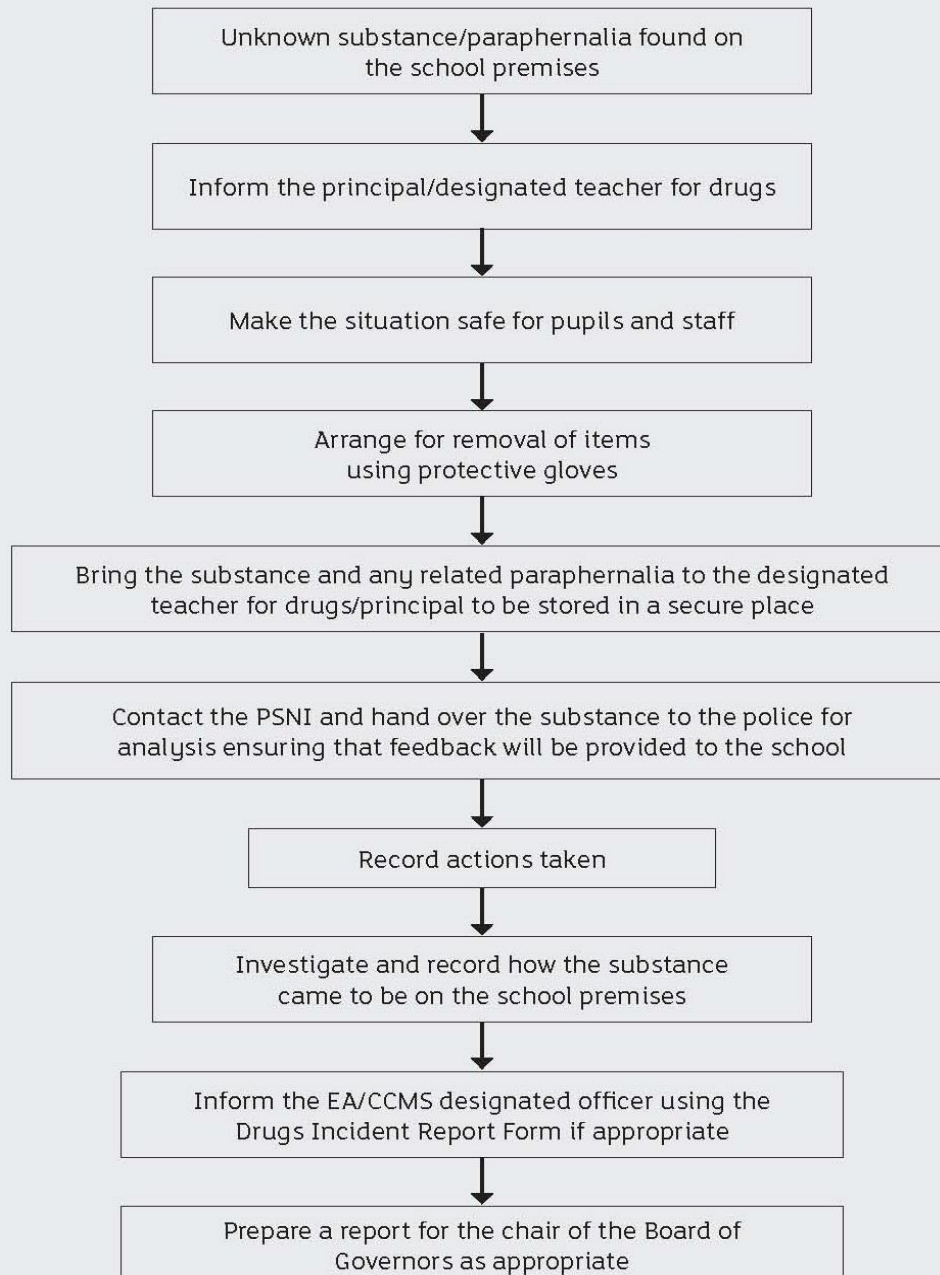
- respond to first aider's advice or recommendations;
- inform parents or carers immediately, in the case of an emergency;
- take possession of any substance(s) and associated paraphernalia found;
- inform the principal;
- take initial responsibility for pupil(s) involved in the suspected incident; and
- complete a Drugs Incident Report Form and forward it to the principal.

The principal should:

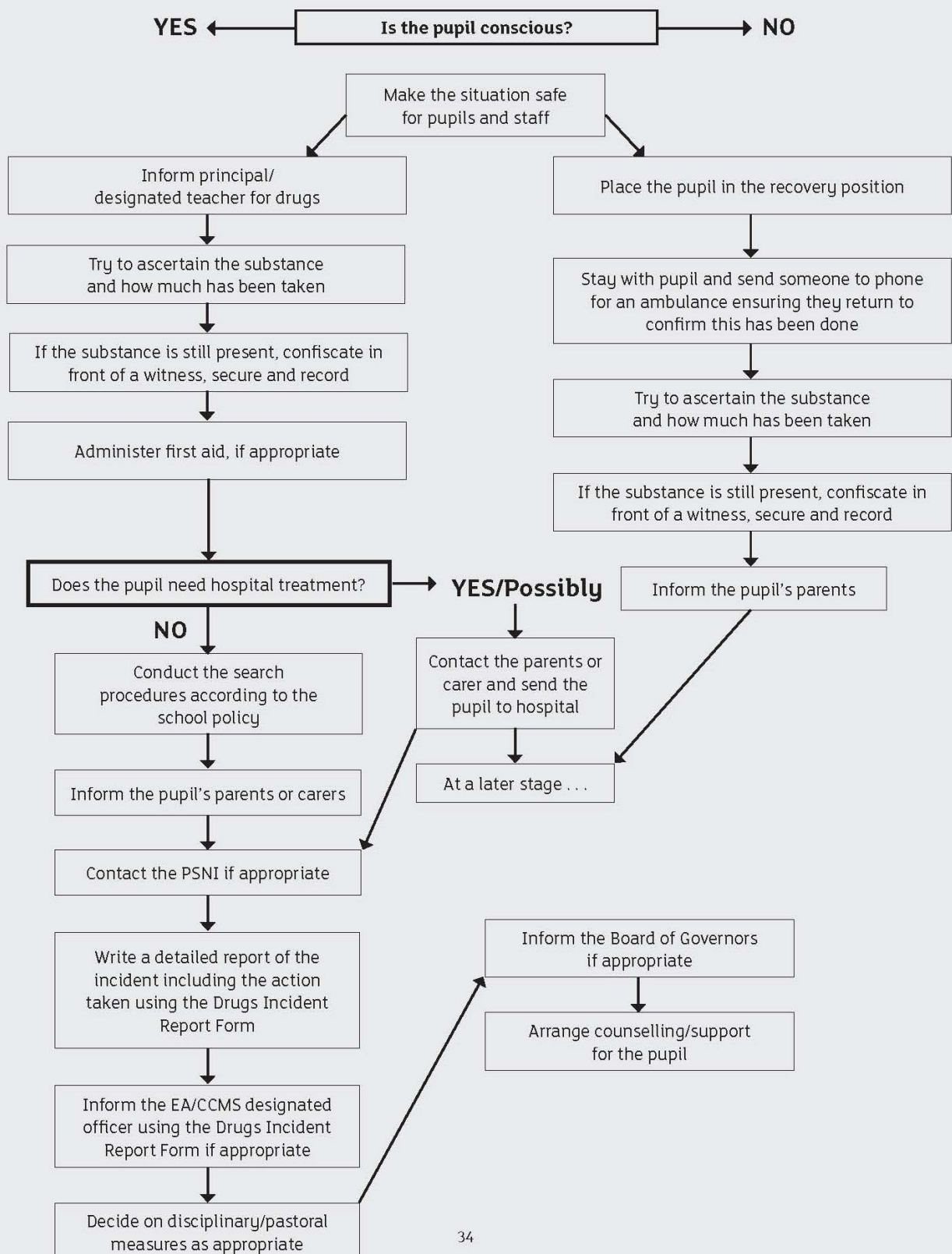
- determine the circumstances surrounding the incident;
- ensure that the following people are informed:
 - parents or carers;
 - designated officer in the local PSNI area;
 - Board of Governors; and
 - designated officer in Education Authority.
- consult and agree pastoral and disciplinary responses, including counselling services or support;
- forward a copy of the Incident Report Form to the chairperson of the Board of Governors and the designated officer in the Education Authority

Handling Drug-Related Incidents

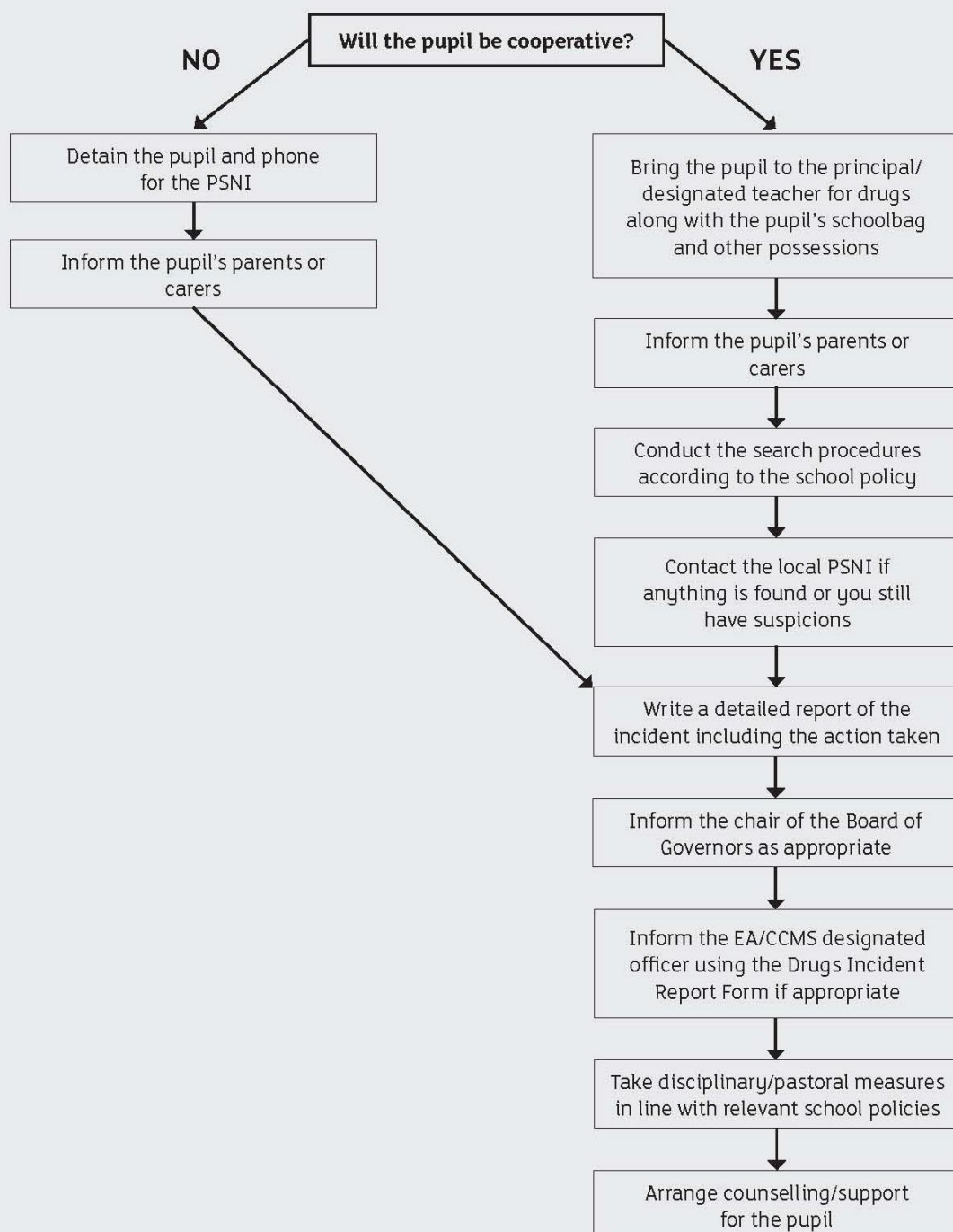
4.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises



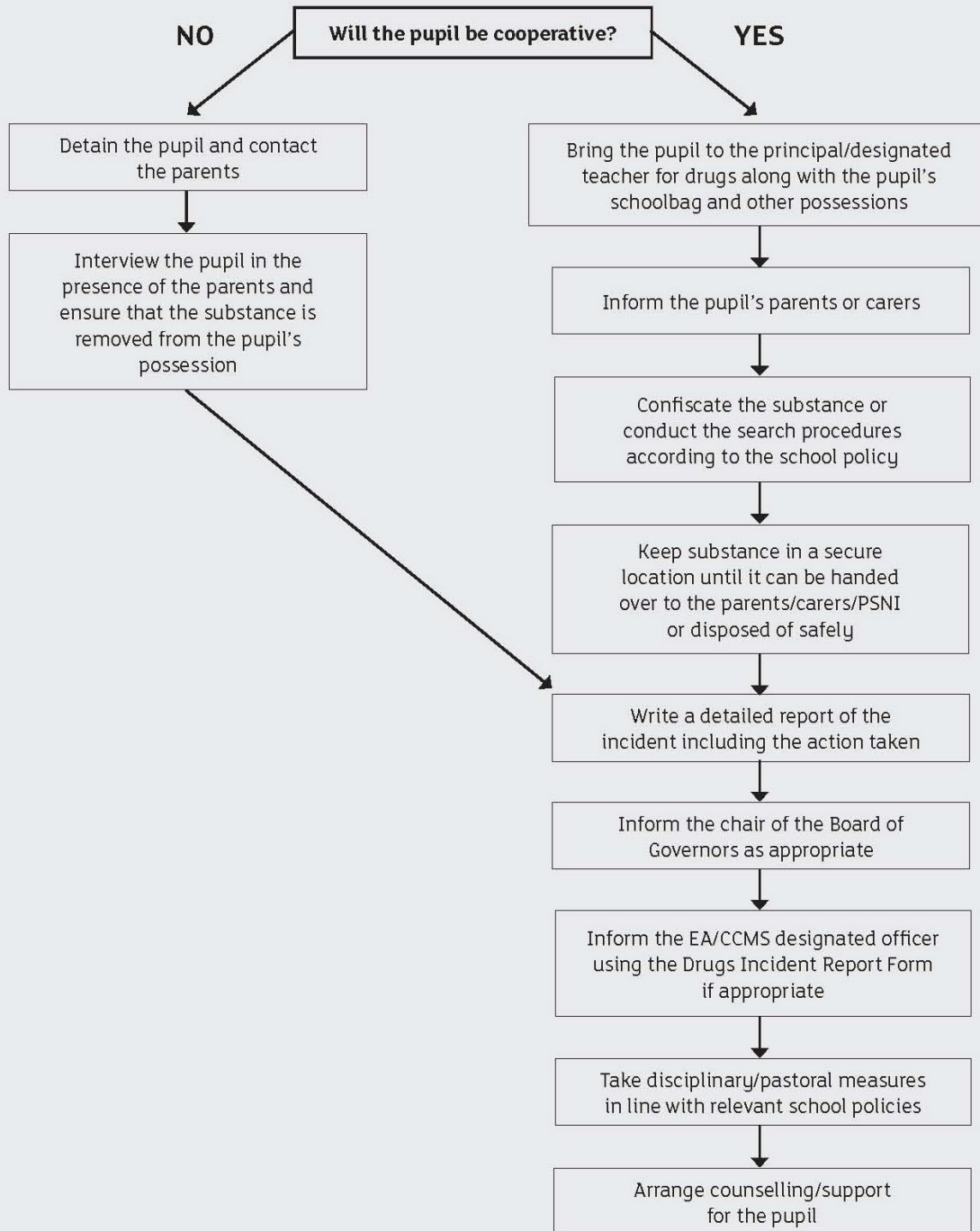
4.2 Pupil suspected of having taken drugs/alcohol on school premises



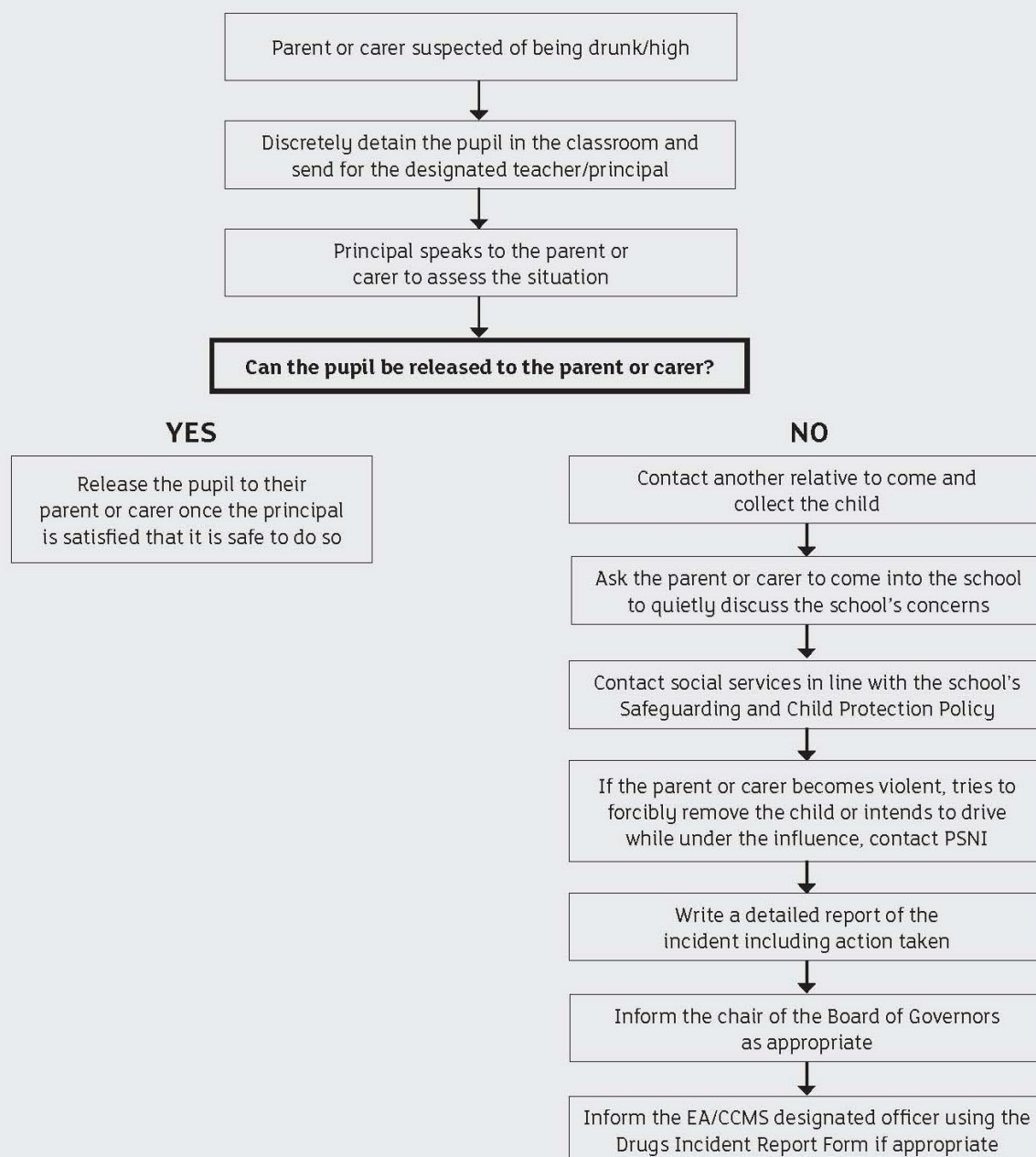
4.3 Pupil suspected of possessing/distributing an illegal substance



4.4 Pupil in possession of alcohol or unauthorised prescribed medication on the school premises



4.5 A parent or carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance



APPENDIX 3 - THE LAW AND PSNI

The local Juvenile Liaison Officer should be informed in every case where a pupil is found to have, or is suspected of having, controlled drugs in his or her possession, either on his or her person or in his or her belongings, or where drugs are found on the school premises.

In exceptional circumstances, the police may interview a pupil on school premises, with the Principal's agreement. It is important that all possible efforts have been made to inform the pupil's parents before allowing a police interview to take place without the parents. The Police and Criminal Evidence (Northern Ireland) Order 1989 and its Code of Practice set out procedures in respect of the detention, treatment and questioning of young people by police officers which they are required to observe when children are interviewed on school premises.

When in school a member of staff becomes aware, or is told, of possible criminal activity outside school premises, it is expected that the local police should be informed, in the interests of safeguarding the health and safety of young people in the area. The police should be contacted through the school principal. This would include not only information about the supply of controlled drugs, but also, for example, evidence that a local shopkeeper was selling alcohol, cigarettes or solvents to pupils in contravention of the law.

APPENDIX 4 - USEFUL CONTACTS

Bloomfield Collegiate School will offer a pastoral response to any pupil involved in an alcohol or drug related incident, such as:

- regular meetings with a designated member of staff with/without parents;
- access to School Counselling Service;
- involvement of Educational Welfare or Social Services or other outside agencies;
- the META project (offered through the EA); and
- the DAISY project.

Useful Contacts are listed below.

Education Authority

Belfast Region Tel: 028 9056 4000 www.belb.org.uk

North-Eastern Region Tel: 028 9448 2200 www.neelb.org.uk

South-Eastern Region Tel: 028 9056 6200 www.seelb.org.uk

Southern Region Tel: 028 3751 2200 www.selb.org

Western Region Tel: 028 8241 1411 www.welbni.org

CCEA – *Dealing with Young People's Alcohol and Other Drug Misuse: A Guide for Parents and Carers* – available at cea.org.uk/curriculum/drugs_guidance

Department of Education - has produced information and sources of help on a range of topics, including smoking and drugs, as part of the iMatter programme. www.deni.gov.uk

Independent Counselling Service for Schools (ICSS) is available to all post-primary aged pupils, including those in special schools, during school hours and on school premises. Contact is through the school. Tel: 028 9127 9729 for further information from the ICSS Regional Co-ordinator Health and Safety

The Health and Safety Executive Tel: 028 9024 3249 for Northern Ireland www.hseni.gov.uk

Public Health Agency for Northern Ireland (PHA) is a regional organisation that aims to protect and promote the health and well-being of the population. The PHA addresses the causes and associated inequalities of preventable ill health and lack of well-being. It is a multidisciplinary, multi-professional body with a strong regional and local presence. The PHA is responsible for commissioning services to address alcohol, tobacco and drug issues across Northern Ireland. www.publichealth.hscni.net

Local Drug and Alcohol Co-ordination Teams (DACTs) www.publichealth.hscni.net

Police Service for Northern Ireland (PSNI)

Drugs Squad Tel: 028 9065 0222

Community Involvement Tel: 028 9070 0964

Crimestoppers Tel: 080 0555 111

Treatment, Counselling and Support Agencies

Health and Social Care Organisations www.publichealth.hscni.net

Family Support NI www.familysupportni.gov.uk

Children and Adolescent Mental Health Services, Belfast www.belfasttrust.hscni.net

Cancerfocusni.org/cancer-prevention/smoking/ - Stop Smoking service

Local Organisations

www.mindingyourhead.info

www.fasaonline.org

www.talktofrank.com

www.thesite.org/

drinkanddrugs

www.nhs.uk/Livewell/Pages/

The Drug and Alcohol Intervention and Support for Young People (DAISY) – is a support service for any young person affected by drugs or alcohol. They provide advice and counselling. www.ascert.biz/young-people/getting-help/daisy

If you need urgent support and advice, contact:
your GP or out of hours GP service;
the emergency department of the local hospital;
Lifeline – 0808 808 8000

ASIST (Applied Suicide Intervention Training) deals with the issue of suicide in communities.

Alcohol and You and the Belfast Alcohol Service provide support for adult family members affected by someone else's alcohol misuse or addiction – ASCERT 028 92 604422
www.alcoholandyouni.com

Steps to Cope offers support for young people aged 11-18 years in Northern Ireland, who are living with parental alcohol misuse – 0800 254 5123 www.stepstocope.co.uk

The Public Health Agency has a social well-being team that can offer advice on smoking and provide information on programmes to help give up smoking. PHA Belfast Area – 028 9031 1611

For information on smoking cessation programmes, refer www.publichealth.hscni.net to find the publication Stopping Smoking Made Easier;

National Organisations

Adfam, London www.adfam.org.uk

Action on Smoking and Health (ASH), London www.ash.org.uk

Alcohol Concern, London www.alcoholconcern.org.uk

CAMH, UK www.camh.org.uk

Childline www.childline.org.uk 0800 11 11

FRANK, UK www.talktofrank.com 0300 123 660 txt 82111

Drugscope, London www.drugscope.org.uk

HIT, Liverpool www.hit.org.uk

Lifeline, Manchester www.lifeline.org.uk

Release, London www.release.org.uk

Lions Lifeskills www.lionslifeskills.co.uk

Want 2 Stop, Public Health Agency www.want2stop.info

National Drugs Helpline 0800 776600 text 82111

AA National Helpline 0845 769 7555

APPENDIX 5

Drugs Incident Report Form

1.	Name of Pupil _____ DOB _____ Address _____ _____
2.	Date of Incident _____ Reported by _____ Time of Incident _____ Location of Incident _____ _____
3.	First Aid given YES/NO Administered by _____ Ambulance/Doctor Called YES/NO Time of Call _____
4.	Parent or carer informed YES/NO Date _____ Time _____
5.	Where substance is retained _____ or Date substance destroyed or passed to PSNI _____ Time _____
6.	PSNI informed YES/NO Date _____ Time _____
7.	Education Authority or CCMS Designated Officer informed, as appropriate YES/NO Date _____ Time _____
8.	Form completed by _____ Date _____ Position _____

Description of the Incident

Actions taken

Incident form completed by

Date
