



Watford Grammar School for Girls

Drugs and alcohol policy

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1. Aims of this policy

- 1.1. To safeguard the health and safety of students and the whole school community
- 1.2. To clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- 1.3. To give guidance on developing, implementing and monitoring the drug education programme
- 1.4. To clarify the procedures for responding to and managing any drug-related incidents that may occur so that they are managed with confidence and consistency and in the best interests of those involved

2. Definitions

3. The definition of a drug given by the United Nations Office on Drugs and Crime is: "A substance people take to change the way they feel, think or behave". Here, "drugs" is used to refer to:
 - all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
 - all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs')
 - all over-the-counter and prescription medicines.

4. Values underpinning this policy

- 4.1. The school policy is founded on the following principles:
 - non-medical drugs on school premises are not permitted;
 - drug misuse is illegal, and may be a contributing factor in other illegal acts;
 - drug misuse is harmful to health, and may become a threat to life;
 - drug misuse is incompatible with academic success, social and emotional wellbeing, genuine achievement of any kind and with the values of the school.

5. Policy context, and links to other policies

- 5.1. As part of their statutory duty to promote students' wellbeing, schools have a clear role to play in preventing drug misuse.
- 5.2. The drugs education of students takes into account the statutory requirements within the National Curriculum Programmes of Study, the non-statutory framework for PSHEE at Key Stages 3 and 4 and the statutory Citizenship Programme of Study at Key Stages 3 and 4.
- 5.3. Other related policies and documents include
 - Child Protection/Safeguarding Policy
 - Health and Safety Policy
 - Behaviour Policy
 - Equal Opportunities Policy
 - School Visits

6. Scope of this policy

This policy applies to all school staff, students, parents/carers, governors and other partner agencies working with the school. The policy applies to the school premises, the school day, while travelling to and from school, journeys in school time, work experience, day and residential trips and when the school is deemed to be in loco parentis.

7. Drugs education:

- 7.1. Drug education has a major role to play in preventing the misuse of drugs. Drugs education at WGGGS will aim:
 - 7.1.1. To increase students' knowledge and understanding, and clarify misconceptions about: the short and long-term effects and risks of drugs; the rules and laws relating to drugs; the impact of drugs on individuals, families and communities; local and national use; and the complex moral, social, emotional and political issues surrounding drugs
 - 7.1.2. To develop students' personal and social skills to make informed decisions and keep themselves safe and healthy. This will include input about: promoting positive attitudes to healthy lifestyles; assessing, avoiding and managing risk; communicating effectively; resisting pressures; finding information, help and advice; devising problem-solving and coping strategies; developing and maintaining self-awareness and self-esteem in order to motivate them to value their welfare and conscientious care of themselves
 - 7.1.3. To enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences
 - 7.1.4. To ensure that students have access to and knowledge of up to date information as sources of help. This includes local and national helplines (including FRANK for drugs, NHS Smoking Services for tobacco and Drinkline for alcohol), youth and community services and drug services.
- 7.2. WGGGS provides a planned drug education curriculum through the following:
 - National Curriculum Science.
 - PACE
 - Other curriculum areas such as Science, Religious Education and Physical Education.

Further details of the programme can be found in the PACE overview document, and appropriate Science schemes-of-work.

- 7.3. The coordination of Drugs Education is the responsibility of the Assistant Headteacher (with responsibility for PSHCE), working in liaison with the PACE co-ordinator and Head of Science. They will ensure that staff delivering education in this area have received appropriate and up-to-date training.

8. Management of drug-related incidents:

- 8.1. A drug-related incident may include any or all of the following:
 - drugs or drugs paraphernalia found on school premises;
 - students in possession of illegal or unauthorised drugs;
 - students supplying unauthorised or illegal drugs;
 - students under the influence of drugs, or exhibiting signs of intoxication or illness;
 - disclosure of drug use;
 - information which suggest student(s) are involved in substance misuse;
 - illegitimate sale/supply of drugs in the school vicinity.
- 8.2. If there are any suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs (possession, supply or imbibing):

- 8.2.1. Utmost priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If in doubt, medical assistance will be sought immediately.
- 8.2.2. The Headteacher or the Deputy Headteacher will be informed of the situation immediately.
- 8.2.3. Dialogue with student(s) involved will be undertaken by the Headteacher or Deputy Headteacher, or member of staff authorised by them, as soon as possible in order to determine the facts. The emphasis will be on listening to what people have to say and asking open rather than closed or leading questions. Consideration will be given to separating any students involved in the incident and ensuring that a second adult witness is present.
- 8.2.4. The Headteacher the Deputy Headteacher or member of staff authorised by them will inform, consult and involve others as necessary. Careful attention will be given to respecting the confidentiality of those involved.
- 8.2.5. If a student is suspected of possessing an illegal or unauthorised drug, a senior member of staff will make every effort to encourage the individual to hand the item(s) over voluntarily, in the presence of a second member of staff. If the student refuses, the Headteacher, or member of staff authorised by them, may exercise their statutory power to search the student(s) or their possessions, without consent. This will be conducted in line with the school's Behaviour Policy.
- 8.2.6. Staff may search school property, for example, students' lockers, if they believe drugs to be sought. Individuals will be made aware that if consent is refused the school may wish to proceed with a search.
- 8.2.7. After any search involving students, parents/carers will normally be contacted by the school, regardless of whether the result of the search was positive or negative.
- 8.2.8. Any substance suspected of being a drug will be confiscated. In taking temporary possession of a suspected substance, a second adult witness will be present, the sample will be sealed in a plastic bag with details of the date, time and witness present and then locked in a secure place. If the substance is suspected to be an illegal drug, the police will be notified immediately, in order that they may collect it for identification and then store or dispose of it in line with locally agreed protocols. In the majority of cases, parents will be notified immediately unless this is not in the best interests of the student.
- 8.2.9. A detailed record of the incident will be made by the Headteacher.
- 8.3. The school will consider each incident individually and will employ a range of responses to deal with each incident. Any response will balance the needs of the individual with those of the wider community and will aim to provide students with the opportunity to learn from their mistakes and develop as individuals.
- 8.4. While there is no legal obligation to inform the police, if an offence against the Misuse of Drugs Act is suspected or substantiated, it will be appropriate to consider contacting the police. If so, the Headteacher, or member of staff authorised by them, will make the call.
- 8.5. Responses to / sanctions against students who commit drug offences will be decided following dialogue between the Headteacher, appropriate member(s) of staff, and other appropriate colleagues.

9. Early intervention:

The school has a key role in identifying students at risk of drug misuse. The process of identifying needs should aim to distinguish between students who require general information, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

10. Smoke-free school

WGGS is a non-smoking school for all staff, students and visitors. This prohibition includes vaping.