



# Foyle Learning Community Common Drugs Policy

School Name: St. Patrick's and St. Brigid's College

Reviewed Anne Toner

Date: 26/05/2015

Agreed SMT \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Agreed BOG \_\_\_\_\_

Date: \_\_\_\_\_

## Foyle Learning Community

### Common Drugs Policy

#### RATIONALE

St. Patrick's & St. Brigid's College does not condone the misuse of drugs but recognises that there has been a considerable increase in the abuse of drugs in recent years in Northern Ireland. Drug misuse appears to be affecting an ever – younger population and the so called “recreational” use of drugs can lead to a dangerous acceptance of illegal and harmful drug misuse as part of every day life.

We believe that this school has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include drugs education on our curriculum. This programme is delivered via PSE and Science.

St. Patrick's & St. Brigid's College sees its role as that of a caring community, committed to the physical, mental, social, emotional, moral and spiritual health, safety and well-being of our pupils and staff.

*Where appropriate, the implementation of this policy will operate in tandem with other relevant school policies including:*

- *Pastoral Care;*
- *Positive Behaviour Management;*
- *Child Protection;*

#### DEFINITIONS

For the purpose of this policy the term ‘drugs’ will include any substance which, when taken, alters the way the body works or the way a person behaves, feels, sees or thinks.

As well as everyday substances such as tea and coffee, drugs include:

- Alcohol;
- Tobacco / e-cigarettes;
- ‘Over-the-counter’ medicines, such as paracetamol;
- Prescribed drugs, such as antibiotics, tranquillisers, inhalers and Ritalin;
- Volatile substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glues and petrol;
- Controlled drugs, such as Cannabis, LSD, Ecstasy, Amphetamine sulphate (speed), magic mushrooms, Heroin and Cocaine;
- Other substances such as amyl/butyl nitrite (‘poppers’) and legal highs as well as performance enhancing drugs.
- All other substances construed as ‘legal highs’ under current and future legislation.



## **ETHOS**

We in St. Patrick's & St. Brigid's College have a primary responsibility for the care, welfare and safety of the pupils in our charge. This ethos aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities in which all our young people can learn and develop their full potential.

## **AIMS AND OBJECTIVES**

### **Aim**

- Our ultimate aim is to protect young people from the harm associated with the use and misuse of drugs so that they will know how to make healthy, informed choices through increased knowledge, developing a positive self image, challenging their attitudes and developing and practising the skills needed to resist temptation.
- To promote a collaborative approach to drug education, policy and procedure across all participating post primary schools.

### **Objectives**

- To have a clear and agreed understanding among everyone in the school community about the implications and possible consequences of drug use/misuse.
- To provide all staff (teaching and non-teaching) with training and support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the agreed procedures are consistently and sensitively applied in all situations.
- To empower teaching staff through appropriate training and support to develop and deliver an effective drug education programme (where appropriate, further advice and support will be sought from the appropriate statutory/external agencies [see Appendix I]).
- To provide a drugs education programme which:
  - Develops pupils' self esteem and promotes positive attitudes in their relationships with others;
  - Gives pupils opportunities to develop the values, skills, knowledge and understanding necessary to make informed and responsible decisions about the use/misuse of drugs including Tobacco / e-cigarettes, alcohol and volatile substances, within the context of a healthy lifestyle;
  - Helps pupils develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- To provide appropriate support and assistance for those pupils affected by drug-related issues by referring to the appropriate external agencies at the discretion of the school (see Appendix I) whilst ensuring the support being offered is appropriate and not conflicting with support offered by other bodies.
- To inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse.

- To establish a drug-free environment within the school site.

## **ROLES AND RESPONSIBILITIES**

### **Pupils**

- Be aware of and adhere to school rules in relation to drug use/misuse, including Tobacco / e-cigarettes, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.

### **Parents/Guardians**

- 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.
- Support your son/daughter if they have become involved with drugs.

### **All staff (teaching and non-teaching)**

- Be alert to the possibility of drug use/misuse.
- Be familiar with the school's procedures in the handling of suspected drug-related incidents.
- It is not the responsibility of the individual staff member to investigate the circumstances surrounding an incident; however he/she should deal with any emergency procedures of necessary.
- Any information, substance or paraphernalia received should be forwarded to the designated teachers (Assistant Principal who is the Pastoral Care and Behaviour Manager and/or Child Protection Officer) for drugs who may have to take immediate action.

### **Teachers delivering the Drug Education programme**

In addition to the above:

- Deliver the school's drug education programme.
- Try to create an atmosphere in the classroom in which pupils can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Support pupils in their class if necessary.
- Liaise with the designated teacher for drugs regarding any aspect of the programme/policy, as necessary.

### **The Designated Teacher for Drugs (Name: Anne Toner, Assistant Principal, Pastoral Care and Behaviour Manager)**

- Ensure that all staff and parents are aware of and have access to a copy of the policy.
- Have oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements including periodic update and review of the policy.
- Liaise with other staff responsible for pastoral care in co-ordinating the delivery of the drug education programme.
- Be responsible for co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding any suspected drug-related incident.
- Complete a suspected incident report and forward to the Principal.
- Ensure an awareness of parents in all aspects of drug education as appropriate.

## **The Principal**

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.

In the case of incidents of suspected drug misuse:

- Ensure the welfare and well being of the pupil(s) involved in the incident and the rest of the school community.
- Ensure that the following people are informed (where relevant):
  - Parents/guardians
  - PSNI - preferably the Community and Schools Involvement Officer (CSIO)
  - Board of Governors
  - Designated Officer in EDUCATION AUTHORITY WESTERN REGION/CCMS
  - Social Services re: Child Protection Issue
  - Members of staff
  - Other pupils and parents informed within the confines of confidentiality
- Agree, in consultation with the Board of Governors, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support.
- Retain written records of the incident and ensure a copy of the report is submitted to Board of Governors and EDUCATION AUTHORITY WESTERN REGION/CCMS as appropriate.
- Review procedures and amend as appropriate.

## **The Board of Governors**

- Examine and approve the completed policy and education programme, prior to their implementation in the school.
- Ensure the policy is published in the school prospectus and that it is reviewed at regular intervals.
- Be fully aware of and adequately trained to deal with suspected incidents of drug misuse, including Tobacco / e-cigarettes and alcohol, and their appropriate disciplinary response.
- Agree in consultation with the principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.
- Designate a Governor to work with the Principal and designated teacher for drugs in relation to drug-related incidents.

## **The Caretaker**

- Be vigilant around and conduct regular checks of the school grounds for drug-related paraphernalia, and inform the designated teacher for drugs as appropriate.
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

## **TRAINING AND INFORMATION**

All staff (teaching and non teaching) and Governors will be provided with training to support the full implementation of this policy including the delivery of the drugs education programme. Each member of staff will be made aware of the problems, signs and symptoms of drug and solvent abuse and will have a responsibility to adhere to and promote this policy. The school will take every

opportunity to inform and involve pupils and parents and where pupils are considered at particular risk from drug misuse, additional support from outside agencies will be considered.

## **DRUG EDUCATION PROGRAMME**

The drug education programme in this school is just one part of the whole school response to drug use/misuse. The programme provides opportunities for pupils to:

- acquire knowledge and understanding in relation to drug use/misuse;
- identify values and attitudes in relation to drug use/misuse;
- develop skills to enable them to consider the effects of drugs on themselves and others; and
- make informed and responsible choices within the context of a healthy lifestyle.

### **Development of Resources and Delivery of Programme**

The taught programme will contain the following elements:

- It will provide accurate and up-to-date information on drugs and their effects on health and wellbeing;
- It will provide opportunities for pupils to grow in self-esteem and self-respect by:
  - developing a positive attitude about themselves;
  - becoming self-assertive;
  - making informed decisions;
  - becoming aware of different attitudes and values as far as drug-related issues are concerned.
- It will ensure that there is continuity and progression;
- It will ensure that teaching methods and content are appropriate to the age, ability and experience of the pupils.

The programme is specifically delivered through the taught curriculum in PSE and Science lessons.

Whole school delivery of drug education also happens through Health Education external agencies such as DIVERT, YARD and PSNI City West provide supporting information and delivery to the school's taught programmes.

These programmes are available via schemes of work in LLW and Science.

## **PROCEDURES FOR DEALING WITH SUSPECTED DRUG-RELATED INCIDENTS**

The following procedures are based on the fundamental principle that the school acts *'in loco parentis'* and the school will always take steps that would reasonably be expected of any parent/carer to safeguard the well being and safety of the pupils and staff in its charge.

The school will at all times give careful consideration as to how any information relating to an incident of suspected drug misuse is communicated to staff, pupils and parents/carers.

If a pupil is found to have taken or be in possession of a legally or illegally held substance on the school premises, during school activities, on school trips or while representing the school then the following procedures should be followed.

**1. Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff.  
On finding a situation with a suspected substance:**

- Get assistance from another member of staff and send for a member of the SLT/SMT;
- Inform the Designated Teacher for Drugs/Child Protection as soon as is practicable (or Deputy Designated Teacher if applicable);
- Assess the situation to see whether or not it is a life threatening situation.

**In an emergency:**

1. If necessary contact an ambulance and/or seek member of staff with First Aid Training to administer emergency aid;
2. Remove any other bystanders from the immediate vicinity.

**In all cases:**

1. Carefully gather up any drugs/paraphernalia/evidence lying around being careful to take any appropriate safety precautions e.g. making use of latex gloves if necessary, and give to Designated Teacher for Drugs or an appropriate Senior Teacher for suitable secure storage.
2. Where possible contact parents/carers of the pupil(s) involved informing them that the PSNI will be contacted and also recommending that medical advice be sought.
3. The Designated Teacher for Drugs informs the local PSNI of the incident.

**2. Ensure all incidents are properly investigated and recorded:**

- Where appropriate pupil(s) should be taken to separate rooms under constant supervision by two members of staff;
- If there is a suspicion that a pupil has concealed illegal substances/legally held substances on his/her person or in his/her personal belongings:
  - o Every effort should initially be made for that pupil to voluntarily produce the substance(s);
  - o If the pupil refuses request the presence of parents;
  - o If there is no resolution the PSNI will be called to deal with the situation;
  - o At all times there should be two members of staff present.
- A member of staff may search a pupil's locker if he/she has reasonable cause to believe that it contains unlawful items, in the presence of another adult.



- Physical body searches must not be made by a member of staff. A search of a pupil's belongings, including schoolbag, coat or other items of personal property should only be made with the pupil's consent, in his/her presence and with another member of the teaching staff present.
- The Designated Teacher (insert name) shall investigate, taking statements from eyewitnesses and write a report on the incident. In light of the report the Principal shall take further action in line with the school's Positive Behaviour Management Policy. The Principal shall inform the Chairperson of the Board of Governors as soon as practicable.
- When the media are involved, the Principal will deal with the matter.

### **PROCEDURES FOR THE ADMINISTRATION OF PRESCRIBED MEDICINE**

These procedures are outlined separately in the Schools Administration of Medicine Policy and link closely with the school's Pastoral Care Policy.

### **MONITORING AND EVALUATION**

The policy will be formally reviewed every two years while the school's Programme for Drugs Education will be reviewed on an annual basis by designated members of staff. Following a drug-related incident the Principal and relevant personnel will meet to ensure that the Policy still meets the individual and collective needs of the school.

The school will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy. Information will be regularly collected from pupils, staff and parents as part of the monitoring process. The insights gained from such reviews will then be evaluated against the aims and objectives of the policy at appropriate intervals. The school will endeavour to keep up to date and informed by developments and publications from relevant and amend this policy where appropriate.

### **COMMUNICATION AND DISSEMINATION OF POLICY**

- **Dissemination**

Through comprehensive drugs education, the school aims to help pupils understand the personal and social risks and the implications of drug-taking.

The school will ensure that drugs education will be provided for all students via the Pastoral Programme, Personal Development Programme, Religious Education Programme and, where practicable, through relevant areas of the curriculum.

#### **Communication**

All staff (including substitute staff) will be issued with this policy and informed of school procedures in relation to the Misuse/Use of Drugs. At the same time the school will take every opportunity to inform and involve parents. The school's Drug Policy will be communicated to parents annually with start up information and will also be available on the school website. It will also be made available to parents on written request. Parents will also be kept informed on drugs related issues as appropriate. Parents are also encouraged to contact school if they have any concerns.

## Beacon Day Support Telephone: 02871269677

### APPENDIX I

#### Community groups / External Agencies

Community group / External Agency	Contact person	Telephone number / email	Purpose / Comment
Alcohol and Drugs Service – Foyle Trust		028 71865239	Drugs & Alcohol
Behaviour Support Unit, Knockavoe	Paul Nolan	Paul.Nolan@welbni.org	1-to-1 behaviour support for pupil Staff Training
C.H.I.L.L. Drugs and Alcohol Project		028 71862540	Drugs & Alcohol
Cast Ministries	Niall McNally	07973253058 niall@castministries.com	Year 14 Retreats Year 12 Life Conference
Child & Family Team (Woodlea House)	Julie Conwell / Gillian Moore	71 865238	Support for SEN / CP pupils
Columba Community	Maire Gormley	mairecarlin@hotmail.com	Year 9 Prayer
CPSSS	Martin McQuaid	02882 411480	CP advice - WELB
DAISY	G a r y McMonagle (Mentor)	028 71371162 <a href="mailto:info@opportunity-youth.org">info@opportunity-youth.org</a> or <a href="http://www.ascert.biz">www.ascert.biz</a>	<a href="http://www.daisy.uk.net">www.daisy.uk.net</a> Drugs & Alcohol Accessed through GSAP
Derry Youth Community Workshop	Nicola Hasson	71226891	Mock interview Training
DIVERT Project <a href="http://www.hiddenharm-divert.com">www.hiddenharm-divert.com</a>		028 71269327 <a href="mailto:divert@freederry.org">divert@freederry.org</a>	<a href="http://www.freederry.org/dovehouse/divert">www.freederry.org/dovehouse/divert</a>
Dromantine Retreat Centre Retreat Team	M a r k McConnellogue F r . M i c h a e l McGavigan	30821964	Spiritual guidance
Educational Psychology Service, WELB	Deirdre Rodden	71864780	Advice and SEN referrals
EWO	Judy Gilfillan	71 272344 / 07826866463 judith_gilfillan@welbni.org	Attendance
Extern		8-14 Bishop Street, Derry BT48 6PW <a href="tel:02871262104">(028) 7126 2104</a>	Family and individual pupil support h t t p : / / www.extern.org/
Family Advice Centre		028 71372006 <a href="mailto:derry@pachelp.org">derry@pachelp.org</a>	<a href="http://www.pachelp.org">www.pachelp.org</a>
Foster Care Associates		71 343088	

Community group / External Agency	Contact person	Telephone number / email	Purpose / Comment
FRANK		0800 77 66 00 <a href="http://www.talktofrank.com/form.aspx?id=3217">www.talktofrank.com/form.aspx?id=3217</a>	<a href="http://www.talktofrank.com">www.talktofrank.com</a> Drugs & Alcohol
Gateway		71 314090 /71 314091 fax duty.team@westerntrust.hs cni.net	Duty & Initial Assessment Team, Social Services - CP
Gideon International	Alastair Craig	9 Cherryburn Gardens Kilfennan, Derry BT47 5PX	Year 8 Bibles
Greater Shantallow Area Partnership ( GSAP)	Angela McIntyre	71 358787 07826866463	Concerns about pupil welfare or well-being
HIDDEN HARM		028 71273972 <a href="mailto:info@hiddenharm-divert.com">info@hiddenharm-divert.com</a>	<a href="http://www.hiddenharm-divert.com">http://www.hiddenharm-divert.com</a> Drugs & Alcohol
HURT		028 7136 9696 <a href="mailto:Sadie@hurtni.org">Sadie@hurtni.org</a>	<a href="http://www.hurt.org.uk">www.hurt.org.uk</a> Drugs & Alcohol
KNOW YOUR LIMITS			<a href="http://www.knowyourlimits.info">www.knowyourlimits.info</a> Drugs & Alcohol
Lifeline HELPLINE	24 hour support for those in distress/despair	0808 808 8000	<a href="http://www.lifelinehelpline.info">www.lifelinehelpline.info</a> Drugs & Alcohol
Limavady FIS		77 761100	SS - Family intervention CP
Looked After Team		71 272106	CP
Millennium Volunteers Scheme		028 9023 2020	enhance and support volunteering across N Ireland
MIND YOUR HEAD		028 90311611	<a href="http://www.mindingyourhead.info">www.mindingyourhead.info</a> Drugs & Alcohol
New life counselling		90 391630	Pupil counselling service
Nexus	M a r y McLaughlin	71 260566 07803625281	counselling & support to survivors of sexual abuse / violence
North West Counselling		028 71813587 <a href="mailto:info@northwestcounselling.co.uk">info@northwestcounselling.co.uk</a>	<a href="http://www.northwestcounselling.co.uk">www.northwestcounselling.co.uk</a> Drugs & Alcohol
Northlands Treatment Centre		0 2 8 7 1 3 1 3 2 3 2 <a href="mailto:info@northlands.org.uk">info@northlands.org.uk</a>	<a href="http://www.northlands.org.uk">www.northlands.org.uk</a> Drugs & Alcohol

Community group / External Agency	Contact person	Telephone number / email	Purpose / Comment
NSPCC		71 312187	
Off The Streets Community Youth Initiative		028 71358048 <a href="mailto:offthestreetsinitiative@hotmail.com">offthestreetsinitiative@hotmail.com</a>	<a href="http://www.offthestreets.org">www.offthestreets.org</a>
Parents' Advice Centre (support and advice for parents re alcohol)		0808 8010 722 <a href="mailto:northandwest@parentshelpline.org.uk">northandwest@parentshelpline.org.uk</a>	<a href="http://www.parentsadvicecentre.org">www.parentsadvicecentre.org</a>
Pieta (centre for the prevention of self-harm or suicide)	Pieta House, Lucan Road, Lucan, Co Dublin	00353 1 6010000 <a href="mailto:mary@pieta.ie">mary@pieta.ie</a>	<a href="http://www.pieta.ie">www.pieta.ie</a>
PUBLIC HEALTH AGENCY		028 90311611	<a href="http://www.publichealth.hscni.net">http://www.publichealth.hscni.net</a>
Reach Across	Barney McGuigan	71280048	Community Relations
Rosstown FIS		71 314200 71 314262 fax	SS - CP
SAMARITANS		0845 90 90 90 <a href="mailto:jo@samaritans.org">jo@samaritans.org</a>	<a href="http://www.samaritans.org">http://www.samaritans.org</a>
Shantallow FIS		71 351350 71 355024 fax	SS - CP
Sixteen plus Pathway Team		71 312044	SS - CP
Strabane FIS		71 381600	SS - CP
Strand Road Abuse Unit	PSNI	71 861355	CAIT- PSNI
Teen link	Kath Malcom	08009171414 / 02871 416800 <a href="mailto:hello@teenlink.co.uk">hello@teenlink.co.uk</a>	Young people affected by Domestic abuse
Thornhill Centre Ministries	Sr Perpetua McNulty	028 7135 1233 thornhillcentre@derrydiocese.org	Year 10 & Year 12 Retreats
Women's Aid – Foyle	Marie Brown	0 2 8 7 1 2 8 0 0 6 0 / <a href="mailto:marie.brown@foylewomensaid.org">marie.brown@foylewomensaid.org</a>	<a href="http://www.foylewomensaidni.com">http://www.foylewomensaidni.com</a>
YARD PROJECT		028 71269113	<a href="mailto:theyardproject@btinternet.com">theyardproject@btinternet.com</a>
Youth Initiatives - cross community youth work	<a href="mailto:jonny@youthinitiatives.com">J O N N Y EWAN</a> (L/Derry)	jonny@youthinitiatives.com 02890 301174	Reconciliation through the discovery and renewal of Christian faith in daily life.

<b>Community group / External Agency</b>	<b>Contact person</b>	<b>Telephone number / email</b>	<b>Purpose / Comment</b>
ZEST Self Harm Counselling	15 A Queen Street, Derry	028 71266999 71 364175	www.zestni.org self-harm counselling
Youthlife		02871377227	
PSNI		08456008000 will connect you to your local station.	

## **Appendix II**

We will endeavour to keep up to date with any relevant documentation that is published by relevant statutory/external agencies. These include current documentation such as:

New Strategic Direction for Alcohol and Drugs;  
<http://www.dhsspsni.gov.uk/nsdad-finalversion-may06.pdf>

Drugs and Alcohol Service Directory

Get Help for the Person

## **Appendix III**

### **DE References/Circulars.**

<b>Circular no.</b>	<b>Circular name</b>
2014/27	<a href="#">Managing Information on Persons who Pose a Risk to Pupils (PDF 79 KB)</a> This Circular provides guidance for schools on managing information about persons who may pose a risk to pupils.
2014/25	<a href="#">Encouraging a Smoke Free and E Cigarette Free Environment in Schools and Youth Organisations (PDF 245 KB)</a> This Circular encourages schools and youth organisations to extend the ban on smoking on school and youth premises to include a ban on the use of e-cigarettes. (English Version)
2014/24	<a href="#">EOTAS Guidance (PDF 43 KB)</a> This Circular provides guidance and advice for Principals and Boards of Governors in relation to the operation of Education Otherwise Than At School (EOTAS) provisions by the Education and Library Boards.
1999/10	<a href="#">Pastoral Care in Schools: Child Protection (PDF 27 KB)</a> This circular is to advise schools of the publication of the Department of Education's guidance on child protection, 'Pastoral Care in Schools: Child Protection'.
1999/09	<a href="#">Pastoral Care: Guidance on the Use of Reasonable Force to Restrain or Control Pupils (PDF 186 KB)</a> This circular provides clarification and guidance on the use of reasonable force, by teachers and other authorised staff to restrain or control pupils in certain circumstances. It gives guidance about who can use reasonable force, when it is appropriate to use it, and the procedures for recording incidents where reasonable force was used. The circular also advises that schools should have a written policy about the use of reasonable force which should be made known to parents.