BALLARD

BESPOKE EDUCATION

| DRUGS, ALCOHOL, VAPE AND TOBACCO POLICY | |
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| **Reviewed by:** | **Chris Jackson – Deputy Head Pastoral** |
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# Drugs, Alcohol, Vape and Tobacco Policy

**DEFINITION OF A DRUG**

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For the purpose of this policy, by 'drugs' we are referring to:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- All legal drugs, including alcohol, tobacco, vapes, 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 medicine; and/or
- Drugs paraphernalia - items such as canisters, cannabis grinders, rolling papers, filters, matches, lighters and pipes.

We recognise the importance of exploring the beneficial use of drugs as medicines as well as the harmful effects of drug misuse.

This policy applies to drug, smoking and alcohol education and the consequences of misuse. This policy document identifies effective strategies that we will implement in this area of the curriculum and takes account of the following guidance;

- Keeping Children safe in Education 2026
- Relationships, Sex and Health Education Guidance
- Current DfE behaviour guidance
- Safeguarding policies
- Medicines policy
- Searching, screening and confiscation guidance where relevant

The School acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the School, will seek to persuade pupils if they should find themselves in need of support to come forward.

**SECTION 1: DRUGS EDUCATION POLICY**

**AIMS / OBJECTIVES**

- Ballard School deplores the misuse of drugs and will promote for its pupils a lifestyle which is not dependent upon any form of drug misuse. Wherever the word 'drug' is used in this policy (except when explicitly described otherwise) it will cover illegal substances, alcohol, tobacco, over-the-counter medicines, new psychoactive substances and substances which are legal but could be misused, e.g. solvents, glue, legal highs. Please refer to the Psychoactive Substances Act 2016 for further information.
- Enable each pupil to develop confidence and self-esteem.
- Raise pupils' awareness of the world of drugs/substances so that they can make informed and responsible decisions about their own drug use in order to reach their full potential.
- Encourage a healthy respect for all substances taken into the body.

- Enable pupils to explore their own and other's feelings, views, attitudes and values towards drugs, alcohol and drug/substance-related issues.
- Enable pupils to understand the taking on of responsibility, self-discipline and the consequences of ones' actions.
- Enable pupils to feel empowered with the knowledge, self-confidence and skills to ask questions.
- Enable pupils to gain an understanding of how the law applied to the use and possession of drugs/ alcohol.
- Enable pupils to appreciate the benefits of a healthy lifestyle now and in the future.
- Enable pupils to gain knowledge and understanding from up-to-date information about drugs/alcohol /vaping.
- Enable pupils to appreciate British values and develop a secure sense of identity to function well in the world.

The School believes in sharing the responsibility for the education of young people.

**PARENTAL INVOLVEMENT**

Parents are informed of all PSHE sessions including lessons on drug education. Parents are invited to PSHE evenings and talks from outside speakers. Parents are also able to access an outline of the PSHE programme via the School website. Parents are actively encouraged to contact the School to discuss any material presented.

At Parents' Evenings and welcome evenings at the start of each academic year, there will be the opportunity to view the programme in more detail. The School is open and receptive to parents' views.

The School will actively co-operate with other agencies such as the Health Authority, Community Police and Social Services to deliver its commitment to drug education and in dealing with incidents of substance abuse.

**CURRICULUM ORGANISATION**

Every class has a timetabled session of PSHE once a week. This lesson will follow a planned programme. Through this scheme of work and across the breadth of the curriculum we cover the guidance for drug education.

**Content**

Ballard School's approach to Drug Education consists of:

- The taught National Curriculum Science Programme of Study.
- Drug Education modules within each Key Stage delivered within a planned PSHE programme.
- Pastoral support for pupils who experience difficulties.
- Provision of appropriate information through leaflets, talks and books in the library.

This is a summary of that content as set out in the DfEE's Guidance:

**Key Stage 1 and 2** - **PSHE**

- At Key Stage 1 pupils learn about being safe with medicines and household substances and the basic skills for making healthy choices and following safety rules.
- At Key Stage 2 pupils learn about the effects and risks of alcohol, tobacco, volatile substances and illegal drugs and basic skills to manage risky situations. They learn how to make informed choices about their health, how to resist pressure to do wrong and to take more responsibility for their actions. There are further opportunities available to teach drug education in the statutory citizenship within School.

**National Curriculum Science**

The National Curriculum Science Order states that pupils should be taught:

- At Key Stage 1 pupils should be taught about the use of drugs as medicines.
- At Key Stage 2 pupils should be taught to relate their understanding of sciences to their personal health and that tobacco, alcohol and other drugs can have harmful effects.

**Key Stage 3 and 4** - **PSHE**

- At Key Stage 3 - Basic facts and laws, including school rules, about alcohol, vaping and tobacco, and illegal substances and the risk of misusing prescribed drugs.
- At Key Stage 4 - About the risks of alcohol, tobacco and other drug use, early sexual activity and pregnancy, different food choices and sunbathing, and about safer choices they can make.
- There are further opportunities available to teach drug education in the statutory citizenship within School.

The National Curriculum Science Order states that pupils should be taught:

**At Key Stage 3**

- The role of lung structure in gas exchange, including the effects of smoking.
- That the abuse of alcohol, solvents and other drugs affects health.
- How the growth and reproduction of bacteria and the replication of viruses can affect health, and how the body's natural defences may be enhanced by immunization medicines.

**At Key Stage 4**

- The effects of solvents, tobacco, alcohol and other drugs on body function.

**TEACHING AND LEARNING STRATEGIES/METHODOLOGY**

A range of teaching and learning strategies are used:

- During timetabled PSHE time, an emphasis is placed on active learning through planned discussions, circle time, investigations, role play activities etc.
- Teachers will endeavour to provide a safe working environment through the establishment of clear ground rules which are made explicit to the pupils and reinforced frequently.
- Pupils may be encouraged to seek 1:1 advice.
- There will be opportunities for pupils to develop the ability to communicate and assert themselves; identify risks and take responsible decisions; and consider others, thereby enhancing their own self-esteem.
- The programmes promote the self-esteem of all pupils and are consistent with the School's policy on spiritual, moral, social and cultural education. The personal beliefs and attitudes of staff will not influence their teaching.
- Teaching methods and materials are appropriate to the age, physical and emotional maturity, cultural background and Special Educational Needs of the pupils. They have been written and developed to address the specific needs of our pupils based on the most up-to-date information available to us. The material is regularly reviewed and evaluated by both staff and pupils.

All staff and parents should be made aware of the programme and ensure that the rights and responsibilities of the whole School community, but in particular the pupils, are met.

**RESOURCES**

Before a visitor works with pupils, the PSHE co-ordinator will ensure they understand the aims and rationale of the programme and that teaching staff feel confident that their involvement will be beneficial. Their input will also help to raise pupils' awareness of the existence of such professionals to whom they can turn for advice, information and guidance in and out of School.

- Outside speakers and Health professionals will be invited to deliver some of the programme.
- A variety of books and pamphlets will be made available to pupils as different topics are discussed.
- Qualified and experienced staff will guide the programme.

**ASSESSMENT**

Teachers will assess the pupil's progress in Drugs Education by:

- Making informal judgements as they observe pupils during the sessions and at other times around the School.
- Pupil self-assessment and the opportunity for reflection.
- Discussion and peer group reflection.
- Ensuring that Drugs Education occurs in the School's curriculum according to the schemes of work for Science and PSHE.

The assessment made will not imply either success or failure.

**DEALING WITH SENSITIVE ISSUES**

All staff should be aware of:

- Child protection issues
- Answering questions
- Parental involvement
- Use of outside speakers
- Provision of 1-to-1 advice and support
- Complaints procedure
- Language
- Confidentiality

Teachers need to be sure that they are aware of issues that may arise out of teaching and learning about drugs. The following are protocols for discussion-based lessons with pupils:

- No one (teacher or pupil) will have to answer a personal question.
- No one will be forced to take part in a discussion.
- Meanings of words will be explained in a sensible and factual way.
- Teachers may use their discretion in responding to questions and may say that the appropriate person to answer that question is the parent.

Where a member of staff is concerned that a child protection issue is arising it is his/her responsibility to follow the School's policy in this matter.

It is essential that staff are adequately informed to be able to help pupils to develop confidence in talking, listening and thinking about drugs and alcohol issues. Training will enable staff to recognise commonly used drugs and drug paraphernalia.

**SUBJECT REVIEW AND MONITORING**

The PSHE coordinator will review the policy annually, in consultation with the Headteacher and the Governing Body.

**SECTION 2 - SUBSTANCE ABUSE POLICY**

Ballard School is committed to the health and safety of the whole school community and will take action to safeguard its well-being. Ballard School, therefore, condones neither the misuse of drugs by members of the school community nor the illegal supply of these substances.

**STATEMENT**

No substances are to be brought onto the School premises or on educational visits unless authorised by the Headteacher or through the agreed protocol for the use of medicines on the School premises. This includes:

- alcohol
- tobacco products including vapes, Snuss and nicotine pouches
- prohibited drug including THC vapes and synthetic cannabinoid products
- volatile substances
- medicines not obtained via a doctor's prescription

The list is not exhaustive, and other substances may be included at the discretion of the Headteacher. Additionally, our guidelines also apply to anybody using the School premises regardless of age or whether they are staff, visitors or pupils of the School (refer to Drugs, Alcohol and tobacco Staff policy).

The school appreciates that substance misuse may be associated with the following;

- mental health needs;
- neglect;
- exploitation;
- county lines involvement;
- child criminal exploitation;
- child-on-child abuse;
- wider safeguarding concerns

As such, any drug-related incident will be considered from both a disciplinary and safeguarding perspective. Drug-related incidents that raise safeguarding concerns will be referred to the Designated Safeguarding Lead in accordance with the Child Protection and Safeguarding Policy

Pupils found in contravention of this section of the School policy, concerning prohibited drugs, will be dealt with in the following way:

- Any pupils suspected of being involved in drug-related activities will be subject to a detailed investigation. The DSL will be involved where safeguarding concerns are identified. This allows for a wider safeguarding understanding of the individual's circumstance. Any pupil found to be supplying illegal substances whilst under the School's jurisdiction can expect;

    - each case to be assessed individually;
    - welfare considerations to be taken into account;
    - safeguarding risks to be assessed;
    - proportionality to be applied.

- Any pupil found to be in possession of illegal substances or using these while under the School's jurisdiction will be taken out of general circulation pending further enquiries. The parents will be involved in any subsequent action, and the police may well be informed. A decision on subsequent readmission to the School will depend on the circumstances of the individual case, but illegal use or possession renders a pupil liable to permanent exclusion subject to the finding of the Exclusions' Committee. The School recognises that there are degrees of offence and will consider the individual and safeguarding circumstances of each case before a decision is taken.
- The substance and associated paraphernalia such as matches or lighters found in a pupil's possession in School will be confiscated. They will be placed in a labelled envelope and kept securely until parent agrees to their disposal.

With regard to vaping, smoking and the consumption of alcohol on School premises or in the vicinity of the School during School hours, or during a School related activity of any kind (including transport to/ from School) a first offence will be punished by a fixed period suspension. Pupils are liable to be permanently excluded, following a meeting of the Exclusions Committee if they persist in offending.

The School does not take the view that it has no jurisdiction in relation to matters that arise outside School hours. Quite apart from the fact that the School takes an interest in the welfare of its pupils, a pupil is a member of the School and therefore is liable to affect its reputation and standing at all times.

The Headteacher will take responsibility for liaison with the media. As the issue of substance abuse is an emotive one and likely to generate interest from local and national media, the Headteacher will take appropriate legal advice and guidance to ensure that any reporting of incidents remains in the best interests of the pupils, families and the School.

**SECTION 3 - DEALING WITH A 'DRUG-RELATED INCIDENT: STAFF GUIDELINES**

**In An Emergency:**

- Stay calm;
- Immediately inform the School Nurse, giving the pupil's name, condition and whereabouts so that an ambulance can be called and parents and Headteacher or a member of LT informed;
- Do not leave the casualty unattended;
- Use basic first aid (recovery position if the casualty is unconscious). Try to establish what they might have taken; and
- If possible, give the ambulance crew any substance, as this may be helpful in identifying what has been used. Vomit should be carefully collected and also taken with the child for analysis.

**Watching for Possible Signs of Substance Abuse**

Possible concern about substance abuse may arise from the observation or any or several of the following behaviours. The checklist is not exhaustive and must be used with extreme care. Some are aspects of normal adolescent development. Care must be taken not to jump to conclusions.

- Unusual outbreaks of temper
- Loss of appetite
- Reports from parents that more time is being spent away from home and/or there are changes of behaviour
- Changes in punctuality and attendance pattern
- Decline in willingness to participate in School activities. Loss of interest in friends, hobbies
- Noticeable difference in the availability of money
- Theft of money or goods
- Increasing evidence of lying or furtive behaviour
- Lack of co-ordination or concentration
- Uncharacteristically sleepy or drowsy
- Fluctuations in emotional state from elation to depression

- Inflammation of the eye and marks around the nose and mouth
- Smells which may indicate solvent abuse
- Changes in behaviour after lunch/break
- Remains of cigarettes with small cardboard filter
- Scorched pieces of tin foil
- Injection marks

Substance-related problems must meet with a serious, balanced response. A problem manifested as substance abuse may be a symptom of some deeper difficulty rather than fully constitute the problem itself.

**Procedures for Dealing with a Child Suspected to be Under the Influence of a Drug or Other Substance**

If a problem is identified which may be related to drug abuse then:

- Observe carefully but do not confront the pupil;
- Pass on observations at an early stage to the Headteacher or a LT member.

**If the pupil is disorientated or a risk to themselves or others:**

- Approach in a calm firm manner. Do not confront the pupil;
- Remove from the drug/substance environment and take to the Headteacher;
- Seek help immediately from the School Nurse or whoever is on duty in the surgery; and
- Inform the Headteacher or a LT member.

**If substances are found on the premises:**

- The member of staff should confiscate the substance, preferably in the presence of another adult. Do not attempt to analyse or taste an unidentified substance;
- The Headteacher should be informed, whenever possible, before any further action is decided upon;
- Take the substance immediately to the Headteacher. DO NOT keep the substance on your person or in a place of safe keeping, to do so may place you at risk;
- In the presence of a witness, the substance should be placed in a suitable sealed container. The package should be signed and dated and a written record kept detailing time, date and circumstance of finding; and
- The Headteacher will seek advice from the Police as to the identification of the substance and to any further course of action needed. The parents will be informed if the substance has been found on School premises.

**Confidentiality**

Staff should be aware that any such incidents should be dealt with thoughtfully and at no time should the details of the incident be discussed with anyone other than the senior staff, Police or parents as is necessary.

**Discipline**

Outline of the various strategies the School will use in choosing the best possible course of action following a drug related incident. Some of the strategies may include:

- In-School isolation;
- A targeted pastoral support programme;
- Requirement to receive counselling;
- Referral to an appropriate agency;
- Home – School contract;
- Fixed-term suspension; or
- Permanent Exclusion (see Exclusions Policy).

**SECTION 4 - BALLARD SCHOOL - PARENT GUIDELINES – DRUG MISUSE BY CHILDREN**

Parents may become aware of drug misuse by their own children or others. Whilst it is not the School's responsibility to intervene in a non-School-related environment, something which happens outside School may well have an impact on School (see section 2.6 of the Substance Abuse Policy).

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**Advice about what to do next**

Clearly if a child is under the influence of a substance, then parents are advised to seek medical advice immediately.

Excellent guidance can be found on the *FRANK* website, www.talktofrank.com

Parents may also wish to inform the School of their concerns. Confidentiality cannot be guaranteed but in these circumstances the welfare of the pupils will be paramount in any subsequent action taken by the School.

Chris Jackson
Deputy Head Pastoral
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