



WORKS 4 U

Drugs and Alcohol Policy

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Foreword

Drug Policy

The purpose of the Works 4 U drug policy

This policy has been written, taking into account national and local guidance, in particular, guidance from the DFES ref: 0092/2004 and f00202357/Drug policy framework.

The aim of this policy is to acknowledge and clarify the role of the Works 4 U service in drug prevention and education and ensure it is appropriate to learner's needs. The policy provides information and guidance about drug education, as well as procedures to respond to anti-drug related incidents, for students, tutors, support staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is whole Works4U service and part of our commitment to and concern for the health and well-being of the whole Works4U service community. Teachers will need to be confident and skilled to teach drug education and students need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the centres Behaviour policy. As a matter of course all staff, parents/carers and students are reminded of this policy on an annual basis. This policy applies at all times to the Works4U, Works4U transport as well as Works4U visits/trips/fieldwork/residential etc.

Definition: "Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD, legal highs etc. The works 4 U service believes that the possession and or use of such drugs in the Works 4 U service, during the Works 4 U day or when on Works 4 U business or visits offsite or while travelling to and from the Works 4 U, or in the vicinity of the Works 4 U service is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto Works 4 U premises, or while students are on Works 4 U visits. Individual's exceptions may be made for students who require prescription medicines where appropriate and are subject to written approval by the Service Manager. *

*(see our separate medication policy)

1. Where and to whom the policy applies

This policy applies to all staff, students, parents/carers, managers and partner agencies working in Works 4 U. It includes journeys to and from the work experience, informal visits, residential trips and training courses. Students must not bring controlled drugs, cigarettes or alcohol onto the Works 4 U site or in the vicinity of the Works 4 U service at any time. Alcohol may only be brought onto the Works 4 U site with the express written permission of the Centre Manager.

2. 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. The term “drugs” and “drug education”, unless otherwise stated, is used throughout this document 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, that and alkyl nitrites (known as poppers)
- All over-the-counter and prescription medicines.

3. The Works 4 U Service stance towards drugs, health and the needs of students:

Works 4 U has a zero tolerance policy towards the possession, use or supply of illegal and unauthorised drugs within the training centre boundaries, and as in matters involving criminal activity the Works 4 U service will work closely with the police in dealing with such incidents.

4. Definition of a drug related incident.

In the Works 4 U service, a drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the works 4 U boundaries. Drug related incidents do not always involve illegal substances but can involve: Students smoking cigarettes in the centre, a parent/carer collecting their child whilst drunk, students selling cigarettes to other students, misusing another students’ asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another student, a teacher with information about the illegal sale of cigarettes at a local newsagents, staff finding used syringes in the vicinity, a member of the public phoning a centre to say they have seen Works 4 U students’ smoking in the area.

In all drug-related incidents the following principles will apply:

- The safeguarding manager, Mark Hyde, will be informed immediately.
- All situations will be carefully considered before deciding on the response.
- The need of the student will always come first, whilst also taking into account of the needs of the Works 4 U service as a whole.
- Parents/carers, and where appropriate the college, will be involved at an early stage and throughout any investigations.
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements]a range of responses will be considered including disciplinary and counselling/support responses.
- If at all possible, permanent exclusion will be a final resort and only when all other avenues have been explored.
- Any action taken will be in line with the Works 4 U service behaviour policy.
- Decisions about the response will depend on the severity of the situation, whether the offence one of the series or a first time and whether the person involved is putting themselves and others at risk.

The centre manager, in consultation with key staff will decide whether a disciplinary and counselling action should take place.

Responses for Managing Drug Related Incidents

4.1 Possession of cannabis and other class C drugs or alcohol

- Incident reported to Safeguarding Manager – Mark Hyde.
- Cannabis or other drugs confiscated.
- Offender given a written warning.
- Counselling help offered.
- Learner encouraged to complete our drugs awareness activity.
- email sent to school and parents.
- Parents invited to attend a review meeting.
- Intervention plan agreed with school, parent/carer and young person.

4.2 Possession of a suspected class A or B drug

- Substance confiscated – incident reported to **Mark Hyde**
- Appropriate action decided after investigation by **Mark Hyde**
- School, parents and police informed.
- Intervention plan agreed with all parties, including young person, school and parents.

Dealing or supplying

- Substance confiscated.
- School, parent/carer and police contacted

Non-controlled drugs The Works 4 U service recognises that there are instances where other non-controlled drugs may legitimately be in school.

4.3 Medicines

Some students may require medicines that have been prescribed for their medical condition during the Works 4 U day. Staffing, administration, storage and record keeping procedures are all clearly set out the medication and first aid policy. The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. Works 4 U Service staff do not give non-prescribed medication to students unless supplied with a written authorisation by parent/carer.

4.4 Volatile substances

Some solvents or hazardous chemicals are legitimately used by Works 4 U staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the Works 4 U Service health and safety policy. Students must not bring these substances on site.

4.5 Alcohol

Use and consumption of alcohol in the Works 4 U centre can only be authorised by the Centre Manager in line with event management. In keeping with our duty of care, employees are not permitted to consume alcohol during the working day, or at any time when they will be subsequently supervising young people. The Works 4 U service recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of work. Staff are encouraged to discuss this with line managers so that support can be put into place. An occupation health referral can be put in place if appropriate.

4.6 Tobacco

Works 4 U service is a non-smoking site, smoking is not permitted anywhere on the Works 4 U grounds. The first concern in dealing with medical emergency involving drugs is the health and safety of Works 4 U community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

4.7. Staff with key responsibilities for drugs:

- Drugs education co-ordinator: And
- Management of drug related issues in the centre: **Mark Hyde**
- If any member of staff has concerns about any drug related incident then they should immediately inform **Mark Hyde**

Drug Education

The Works 4 U service delivers a balanced curriculum which:

Promotes the spiritual, moral, cultural, mental and physical development of students at the centre and of society Prepares students at the centre for the opportunities, responsibilities and experiences of adult life Drug education: The centre provides a planned drug education curriculum through the following:

Learners will be taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation and medicines; and how smoking affects lung structure and gas exchange will be taught the effects of solvents, tobacco, alcohol and other drugs on body functions and PSHE reflects other discretionary topics that reflect knowledge, understanding, attitudes and social skills: This will:

- Enable students to make healthy, informed choices
- Promote positive attitudes to healthy lifestyles
- Provide accurate information about substances
- Increase understanding about the implications and possible consequences of use and misuse
- Widen understanding about related health and social issues
- Enable young people to identify sources of appropriate advice and personal support
- On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. Such visitors should be used in a planned way and be their contributions evaluated. Teachers will have access to on-going advice, support and training as part

of their own professional development. The Works 4 U Service actively cooperates with Professional agencies such as the police, health and drug agencies.

A). Methodology and resources drug education is delivered within a safe, secure and supportive learning environment. Ground rules are set out, and teachers and students right to privacy is respected. Boundaries of discussions are made clear. Group agreements are made to help to foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions. Distancing techniques can be adopted through role play/anonymous question boxes. Staff are advised to sometimes answer difficult questions on an individual basis. A variety of teaching resources are outlined in the PSHE scheme of work. External contributors could include the Police, Local drug awareness services.

B). Monitoring and reviewing the teaching of drug education will be monitored and reviewed via the subjects within which it is taught. This will be completed through the centres monitoring policy. Drug management

C). Management of drugs at the Works 4 U Searches the Works 4 U Service will seek consent and ensure that a second adult witness is present, preferably the Centre manager. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

D). Personal searches when a person is suspected of concealing illegal or other unauthorised drugs staff will seek consent and then carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness, again preferably the Centre Manager. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the matter should be dealt with by the police. Searches of property Staff may search centre property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the Works 4 U Service may proceed with a search. Where consent is refused, the Works 4 U Service will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause. Searches of personal property The Works 4 U will not search personal property without consent. If the Works 4 U Service wishes to search personal property, including students' property stored within Works 4 U property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police. After any search involving students, parents/carers will normally be contacted by the centre regardless of whether the result of the search is positive or negative. The law permits Works 4 U staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it. In taking temporary possession and disposing of suspected illegal drugs staff will:

- ensure that a second adult witness is present throughout
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- Store it in the Works 4 U safe without delay notify the police, who will be asked to collect it and then store or dispose of it. The law does not require the Works 4 U Service to divulge to the police

the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances. Where a student is identified the police will be required to follow set internal procedures

- Record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

E). Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification. If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the Works 4 U Service will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area. Alcohol and tobacco Parents/carers will be informed and informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place. Volatile substances Given the level of danger posed by volatile substances, the Works 4 U service will arrange for their safe disposal. Medicines Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy. Disposal of drug paraphernalia Needles or syringes found on Works 4 U premises will be placed in a sturdy, secure container, using gloves. A tin is kept in the office for this purpose, out of reach of students. Used needles and syringes will be disposed of appropriately and not put in domestic waste. 16. Confidentiality Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with the centre manager. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.

Every effort will be made to secure the student's agreement to the way in which the Works 4 U intends to use any sensitive information. It may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the Works 4 U will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there is a child protection issue
- Where a life is in danger.

Involvement of parents/carers/visitors In any incident involving illegal and other unauthorised drugs the Works 4 U centre will normally involve the child's parents/carers and explain how they intend to

respond to the incident and to the student's needs. Where the Works4U Service suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the Works4U Service will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the Academy's child protection coordinator should be consulted and local child protection procedures followed. Parents/carers are encouraged to approach the Works4U Service if they are concerned about any issue related to drugs and their child and the Works4U service will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required. If parents/carers are suspected of being under the influence of drugs or alcohol on Works 4 U premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the Works4U Service will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home. Wendy Mackie Works4U. Managing Director.

