



The
Appleton
School

Drug Education Policy

Adopted by the Governing Body on	24.06.25
Signature Chair of Governors	<i>Clittle</i>
Published	Website Staff Shared Area

June 2025

The Appleton School Drug Education Policy

A - Rationale

The Appleton School is committed to the health and safety of its members demonstrating a commitment to supporting students' development and ability to exercise self-control and to make confident, informed choices in and out of the classroom, which are fundamental to enabling them to thrive and excel.

The Appleton school condones neither the misuse of drugs by members of the school, nor the illegal supply of drugs/substances and will take action to safeguard their well-being.

Aims of this policy

- To clarify the legal requirements and responsibilities of the school
- To reinforce and safeguard the health and safety of students and the whole school community
- To clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- To give guidance on developing, implementing and monitoring the drug education programme
- 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
- To ensure that the response to incidents involving drugs and the drug education programme complement the values and ethos of the school
- To provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- To reinforce the role of the school in contributing to local and national strategies.

We believe drugs education at The Appleton School should give students the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle in their lives now and in the future. This complements the school's aim of providing opportunities for students to become more confident and more responsible young people, equipped with the social skills that enable them to make informed moral and social decisions in relation to drugs.

Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents, by keeping them informed and involved at all times. Effective communication and co-operation are essential to the successful implementation of this policy.

Policy context

As part of their statutory duty to promote students' wellbeing, schools have a clear role to play in preventing drug misuse. The Drugs Education Policy has been developed with reference to Department for Education advice and guidance: DfE and ACPO drug advice for schools (DfE-000012012) which is non-statutory and was produced to help answer some of the most common questions raised by school staff in this area.

The drugs education of students takes into account the statutory requirements within the National Curriculum Science Order, 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.

Other related policies and documents include:

- PSHE and Citizenship Policies
- Child Protection/Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- Equal Opportunities Policy
- Medical Booklet

Where and to whom the policy applies

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.

Links to the Policy

The policy can be found on the Appleton School website; a copy located in the nurses office, the main school office and the staffroom.

B - Definition of Drugs

1. 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 drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971, including cannabis, khat, ketamine, ecstasy and other such classified drug etc.)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled) and alkyl nitrites (known as ‘poppers’) as well as psychoactive substances such as mephedrone, ivory wave and 5-IT (known as ‘legal highs’,)
- All over-the-counter and prescription medicines (taken from DfES drugs guidance for schools 2004)
- **Solvents, edibles, THC vapes, Nicotine patches, nitrous oxide**

2. The school is a non-smoking site including vaping.

3. This policy seeks to ensure that all students receive a common message about the inappropriateness and dangers of drug misuse and drug related incidents and that they are dealt with in a consistent manner. The possession, use or supply of illegal and other unauthorised drugs in the Appleton school is not acceptable. The school is committed to safeguarding the health, safety and well-being of all members of the school community, students and staff and therefore The Appleton school operates a **‘zero tolerance’** stance.

C - Drugs Education

Aims of Drug Education at The Appleton School

Drug education is a major component of drug prevention. Set in the broader context of CAPE, our drugs education reflects the whole School aim to provide a caring community in which young people can learn to respect themselves and others and take responsibility for their own actions. We are committed to the health and safety of all members of the school community and will take action to safeguard their well-being.

The following aims of drug education at The Appleton School will be consistent with the values and ethos of the school and laws of society as well as being appropriate to the age, ability and maturity of the students, and relevant to their particular circumstances:

- 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
 - the complex moral, social, emotional and political issues surrounding drugs
 - the risk associated with ‘county lines’ and gang-related drugs issues

- To develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including
 - 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
- 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
- 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), local youth and community services and drug services. These sources are used in addition to the school's own drug and alcohol education

Fundamental to our School's values and practice is the principle of sharing the responsibility for the education of children with parents and carers. We strive for effective communication and co-operation.

Our drugs education considers a range of drugs appropriate to the age and stage of the students. We recognise that all students are entitled to good quality drugs education. At all times, we make it clear to students that all non-medical drugs on School premises are unacceptable.

This policy will apply on the school premises and beyond, whenever students are within the care of School staff including school related activities such as school clubs and educational visits. The school will also have an interest in the health and well-being of the children beyond these boundaries and we would encourage parents and others in the community to adopt the same principles.

Whilst we acknowledge the rising numbers of young people who use and misuse substances, it is important to recognise that many young people are choosing not to do so. We will support their differing needs by helping them to consider choices and consequences in a positive way.

We aim to:

- Listen to young people's thoughts, feelings and concerns to ensure that our drugs education responds to their needs.
- Counter any inaccurate messages and myths which young people may receive about drugs with accurate information.
- Encourage an understanding for those experiencing or likely to experience drug use (including those dependent on medicinal drugs).
- Widen understanding about related health, social and legal issues.
- Enable students to identify where help and support can be found.

D - Outcomes

The outcomes will support other whole School aims and provide opportunities for students to develop their abilities to communicate, assert themselves and take responsible decisions identify risks and help others, thereby enhancing their confidence and self-esteem.

We intend to achieve our aims through:

- Lesson content and teaching approaches which match the needs and maturity of all students, including those with special needs and English as an additional language.
- A co-ordinated, integrated and consistent approach to drugs education in the curriculum.
- The involvement of staff, governors, parents/carers, students and relevant visitors.
- Working in an integrated way with other local professionals.
- Regular revision of policy and practice.

E - The Statutory Framework

Students will leave The Appleton School with a good knowledge and understanding of legal and illegal drugs, their effects and associated health risks. They will know School rules and the law relating to drugs and where to find advice and support.

The Appleton School will deliver an approved programme of study in line with the 'Drugs: Guidance for Schools' (DfES, February 2004), Drug Strategy 2010 and 'Drug Advice for Schools (DfE and ACPO, January 2012) and which will be firmly rooted in the framework for Personal, Social, Health Education (QCA, PSHE 2000). It is also in line with recommendations for best practice, as part of the National Healthy Schools Standard.

This Drugs Education policy describes the teaching and learning we offer to the young people in our School, helping them to understand their own and others' behaviour and to develop skills for informed decision-making. The staff and governors of The Appleton School believe that Drugs Education is the entitlement of all young people and we are committed to delivering it within the context of a broad and balanced programme of health education, supporting them in learning about different faiths and cultures, and underpinned by values promoting equality and respect. We believe this is an integral part of each student's emergence into adulthood.

F - Curriculum Organisation

Drug Education Content

The Appleton School provides a planned drug education curriculum through the following:

- (i) The National Curriculum Science Order outlines the content of the statutory drugs education:
 - Key Stage 3: 11-14 year olds should be taught that "conception, growth, development, behaviour and health can be affected by diet, drugs and disease"
 - Key Stage 4: 14-16 year olds should be taught that "human health is affected by a range of environmental and inherited factors, by the use and misuse of drugs and by medical treatments".
- (ii) taught as a subject in CAPE at Key Stages 3 and 4 including specific drugs education such as "facts and laws about drug, alcohol and tobacco use and misuse, and the personal and social consequences of misuse for themselves", "ways of recognising and reducing risk, exploring moral, social and cultural issues, minimising harm and getting help in emergency and risky situations" as well as other topics that reflect knowledge, understanding, attitudes and social skills, as well as delivery in pastoral time with tutors and assemblies. It is taught in each Key Stage with a specific focus and depth of information appropriate to the students' age. Occasional planned visits also take place by PCSOs or other appropriate organisations. Each year group broadens and strengthens their previous knowledge and understanding.
- (iii) Other curriculum areas such as Science, Religious Education and Physical Education also contribute to aspects of the drug education curriculum.

The programme is based on:

1. National Curriculum Science Programme of Study.
2. National Curriculum CAPE Framework.
3. Drug, alcohol and tobacco education Curriculum Guidance for Schools at Key Stages 1-3 (QCA 2003)
4. Drugs: Guidance for Schools (DfES 92/2004)
5. Drug Strategy (Home Office, 2010)
6. Drug Advice for Schools (DfE and ACPO, January 2012)

A range of teaching strategies is used to encourage interactive learning, involving children's full participation. Ground rules are negotiated when appropriate and the need for sensitivity is recognised by all participants.

Work is regularly monitored and evaluated by all involved, including the students. This enables the school to check that objectives are being met, standards of teaching and learning are being achieved, resources are adequate and the schemes of work are taught appropriately.

G - Confidentiality

- Staff always ensure that students know that teachers cannot offer unconditional confidentiality. Some students may choose to mention instances of drug use in class or with individual members of the School Community. Whilst staff will want to be supportive, they must work within the Child Protection Guidelines of our School (see Child Protection Policy). Children often seek a promise that a disclosure is made in confidence; such a promise cannot be given. There is an overriding duty to ensure that matters are dealt with correctly.
- All students are offered sensitive and appropriate support as needed.
- Students are encouraged to talk to their parents and carers and supported to do so.
- Information about sources of help is made available e.g., helplines.
- If there is any possibility that a child may be at risk or putting others at risk, the school's Child Protection/Safeguarding procedure is followed (see Staff Handbook). Staff will reassure students that their best interests will be maintained and any child concerned will be supported through the process.

H - Dealing with questions

- Ground rules established with the class set clear parameters of what is appropriate and inappropriate in a whole class setting.
- Students' questions are answered according to the age and maturity of the student concerned. Questions may be addressed individually later if more appropriate.
- Staff are given appropriate support, advice and training for dealing with questions.
- If a teacher is concerned, they will follow the Child Protection/Safeguarding procedures.

I - Resources

Professional outside agencies are sometimes used to support the delivery of drugs education. For example, the Police, Theatre in Education groups and sometimes, other health professionals. School staff are always present on these occasions so that the educational outcome can be properly evaluated.

(See schemes of work for additional resources.)

J - Equal Opportunities

All young people are entitled to our drugs education programme, regardless of race, creed or gender. Written and visual resources will be carefully selected so they are not biased in any way.

K - Community links

We aim to work in partnership with parents and carers in the wider community. Parents and carers can be involved in their child's learning through parental awareness evenings involving professional outside agencies and by the school providing access to policies, schemes of work and the opportunity to talk to the Area Adviser for CAPE and other members of staff.

L - Professional development

Staff will receive appropriate training and support in the planning and implementation of drugs education, either as a whole School or on an individual basis.

M - Roles and responsibilities

This policy relates to all members of the School Community. All staff have a responsibility for drugs education and must be fully aware of this policy and its implications for themselves and for others in the community.

To protect the safety and wellbeing of all our students and staff:

The Headteacher will ensure that:

1. The Head of Faculty for CAPE has an appropriate programme in Key Stage 3 and 4 and the Sixth Form to cover these issues.
2. The named child protection officer has responsibility for the implementation of this policy.
3. Staff are aware of the school's drugs policy and are confident and skilled to respond to any drug related incidents.
4. Students are aware of the school's policy and of the consequences of breaking it.
5. Clear procedures are in place for responding to drug related incidents.
6. Other agencies are involved when appropriate.
7. The Governing Body reviews the policy as appropriate.

All staff should:

1. Have access to information training and expertise concerning drugs and their misuse. All staff on the CAPE team and in other relevant teaching areas of the curriculum should be able to deliver drug education and should have access to necessary resources.
2. Should support or offer guidance in privacy to any student who confides a drug related problem. Should regard this problem as confidential except where it is considered that the young person is at risk e.g. an issue of child protection (**See Section G Confidentiality**). The limits of confidentiality should be made known at the beginning of any support/ guidance. Should not reprimand or punish a student in such a situation unless there has been a breach of the school rules.
3. Should be aware of the systems for dealing with such issues and know where to seek advice.
4. Should understand the rules for students apply also to all staff, with the exception of alcohol which may be consumed in certain restricted areas or in situations in the absence of students.
5. As employees they should expect disciplinary action to be taken if they contravene their terms and conditions of employment.
6. Should know when to adopt a support or disciplinary approach to students.
7. Should know the procedures concerning illness linked to known or suspected drug usage should seek advice from the on-site School Nurse/ first aider in cases of concern.
8. Should know that the school is a no smoking site. Staff should not smoke on the school site, in the vicinity of the school site or anywhere which may affect the reputation of the school.

Students:

1. Should know that the school is committed to ensuring that the school site is safe for all and 'drug free'.
2. Should understand that 'drugs' should not be brought to, used, sold, passed on, supplied, shared or obtained on school premises during the school day or during school clubs, activities or holidays, field trips and visits organised by the school which take place off the school site.
3. Must not bring illegal drugs or related paraphernalia onto the school site.
4. Must not be under the influence of an illegal substance on the school site or in the vicinity of the school or on any school related visits including when students are 'hosting' exchange students.
5. Should understand that deliberately breaking school rules will result in disciplinary action (**See Section N Sanctions**) and that **any involvement in the above offences is highly likely to lead to permanent exclusion from school even if it is a first offence.**
6. Must not bring alcohol onto the school site or be under the influence of alcohol on the school site. Any involvement in this is likely to result in a fixed term exclusion from school.
7. Understand that the school is a no-smoking site. Students must not bring smoking materials or smoke on the school site. Any involvement in this is likely to result in a fixed term exclusion from school. This sanction may also be given if they are found to be smoking within the vicinity of the school.
8. Will have access to drug information and education through all Key Stages.

9. Should feel able to talk in confidence to a member of staff about a drug related problem without fear of reprimand. They should know who to turn to if a friend is experiencing a problem. They should also understand the limits of confidentiality that operate within the school and that it is usually preferable for the member of staff to involve one other person.
10. Should understand the difference between voluntarily confiding a drug related problem to someone at school, and being found deliberately found breaking school rules on drugs.
11. Should report immediately to the school nurse in any case of feeling unwell in connection with drug or alcohol usage and inform staff that illness is drug-related.
12. Visiting students will be made aware of the above.

Parents:

1. Should be aware that they have a right to view any information or teaching materials used by the school.
2. Should feel able to contact the school about any drug related problem at home.
3. Should be aware of the school's rules about drugs.
4. Should know that they will be contacted if their child is caught breaking school rules on drugs.
5. Should expect further action to take place after consultation with the appropriate agencies.
6. Should understand disciplinary procedures of the school.
7. Should advise the school if their child is using illegal substances, if they have been convicted for the use or supply of illegal substances or if they have any concerns about any child in the school on the understanding that such information will be used appropriately and not, of itself, lead to exclusion. However, the child will be required to undertake counselling or other support from specialised agencies.

Governors:

1. Should have access to drug information and training.
2. Should endeavour to encourage a supportive atmosphere within the school where young people feel able to confide a drug related problem.
3. Should be aware of their legal responsibilities over drugs on the premises. In consultation with the school contribute to the whole school policy.

M - (i) Managing a drugs related incident

Defining a drug-related incident

Drug-related incidents 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 suggests student(s) are involved in substance misuse;
- illegitimate sale/supply of drugs in the school vicinity;
- involvement in 'county line' or gang-related drug issues

The school will be guided at all times by the DfES guidance (2004) and the DfE and ACPO guidance (2012) when managing drugs related incidents. If there are any suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs (possession, supply or imbibing):

- (i) The Headteacher will be informed first, or available member of SLT.
- (ii) 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.

- (iii) Dialogue with the student(s) undertaken by the Headteacher or a member of SLT 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.
- (iv) Where there are reasonable grounds for suspecting that a student(s) may have an illegal or unauthorised drug, they will be escorted to a senior member of staff who will make every effort to encourage the individual to hand the item(s) over voluntarily, in the presence of a second member of staff. Where possible the gender of the member of staff carrying out a screening search will correspond to the gender of the student. Where the individual 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. Education and Inspections Act 2006 (s93)
- (v) The Headteacher or a member of SLT will inform, consult and involve others as necessary. Careful attention will be given to respecting the confidentiality of those involved.
- (vi) Staff may search school property, for example, students' lockers, if they believe drugs to be stored there. Prior consent will always be sought. Individuals will be made aware that if consent is refused the school may wish to proceed with a search.
- (vii) 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.
- (viii) Any substance suspected of being a drug the school will temporarily take possession of to protect the student from harm and from committing the offence of possession. This is permitted by law. The school will not attempt to analyse the substance.
- (ix) 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 the security cupboard. The police will be required to remove the substance for analysis purposes.
In the majority of cases, parents will be notified immediately unless this is not in the best interests of the student. A detailed record of the incident will be made by the Headteacher, DSL or member of the SLT team. A copy of the record will be kept by the Headteacher and DSL. There will be no other copies of the incidents.
- (x) The school will maintain vigilance about drug-related incidents in the local community through contact with police and other relevant agencies.
- (xi) Appropriate counselling and support will be available to those students deemed at risk.

M - (ii) Procedures for instances that breach this policy.

1. Members of staff will listen calmly and dispassionately to any revelations made by students.
2. It should be made clear to students that staff are bound by school policy, no confidentiality can be offered.
3. Where a member of staff knows of, or suspect, a breach of this policy they must inform a member of the Senior Leadership Team immediately. This is a professional responsibility and failure to discharge this could constitute a breach of the staff code of conduct.
4. Breaches of this policy are not matters for general knowledge and information should only be communicated on a need to know basis. The Headteacher will always be informed and will determine how information will be communicated.
5. The school will consider whether an incident constitutes a child protection matter and, if so, will inform the designated member of SLT for further action which may entail a referral to the Essex Safeguarding Team.
6. If a child breaches this policy, their parents will be informed as soon as possible.
7. The school is aware of the current legislation which controls certain substances. This makes it an offence to possess or supply these substances and it allows individuals to take possession of an illegal substance in order to prevent someone else committing an offence, providing they hand it to the police.
8. The School maintains strong links with the school liaison police. It is the policy of this school to contact the local community police where an incident has involved illegal substances and to hand it to the police.
9. Whatever the disciplinary action taken by the school, regard for the welfare of the individual will be important. The school has links with local drug agencies that can offer some counselling and work with students as part of the drug education programme.
10. All incidents are written down and kept on the student file as confidential items
11. The Headteacher will determine the response to each incident.

N - Sanctions

The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupil involved, the other school members and the local community. Misuse of an intoxicating substance, on the premises or on a school trip/activity, would usually lead **at least** to a fixed term exclusion; possession or supply of an illegal substance would **usually** lead to permanent exclusion.

O - Further Advice for staff for managing drug related incidents

Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, disclosure, and suspicion/rumour. This section considers responses to these situations.

Emergency situation is where a person is, for example unconscious or behaving irrationally which may be as a result of drug use. The school nurse/ staff with first aid qualifications should be called and the person not left alone. The person will be placed in the recovery position when appropriate and, if necessary, an ambulance will be called. The parents will be informed. An assessment will be made of how the incident started, including finding out whether a substance has been taken, and evidence gathered. A report of the incident will be written down and given to the Headteacher.

Intoxication from drug use. The person will be removed to the medical room/ a quiet room where they can be seen at all times. The school nurse /"first aider" and senior member of staff will be called. The person will be helped to calm down and medical assistance sought if necessary. The parents will be informed and instructed to collect their child.

Discovery/observation applies when a person is discovered using, supplying or holding a substance. The person should be approached and the substance confiscated, if possible. A senior member of staff will be called and the person involved questioned. If the substance is illegal or there is doubt about its identity, then the local community police will be contacted by the Headteacher (or Deputy Headteachers). All illegal substances will be handed to the police.

Disclosure is when a student discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use. Staff will be non-judgemental and caring and will show concern for the student's welfare. Students will be told that the teachers cannot offer confidentiality but that information about the pupil will only be given to key people. The student will be actively encouraged to seek guidance and the support of her/his parents. Parents will be informed by the school. (See Related Matters)

Suspicion/rumour is not in itself sufficient evidence to cause a member of staff to intervene. However, if there is a suspicion, the matter will be reported to the Headteacher or Deputy Headteachers in the first instance or in their absence another member of senior management and evidence collected before a decision is made to question the student(s) involved.

Screening Search school reserve the right to search a student's bags, pockets and lockers without prejudice. This will be done in the presence of two members of staff.

P - Related Matters

The Appleton School's policy for administering prescribed medicines is in line with the DCSF and Department for Health guidelines (2005) and the Code of Practice as recommended by Essex County Council. In most cases parents/carers, will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration.

The decision for staff to administer medicines will be made by the Headteacher after due consultation. In these cases all parents will complete a medical consent form declaring their agreement for the school to administer medicine to their child. All medicines will be stored securely in the medical room with access only by the school nurse, first aiders and approved staff. In the case of asthma relief inhalers, these may be kept by students for easy and immediate access. Students may also keep a spare inhaler in the medical room. Similar arrangements will be made for students with adrenaline "Epi-pens" and insulin. If students require pain relief in school, this should be taken in the medical room, under the supervision of the school nurse who can advise them appropriately. Students must never take medication from their peers. Students should not take paracetamol in school, refer to the school nurse.

Q – Other Related Policies

This policy compliments and is linked to the following policies/guidance:

- Behaviour policy
- Child protection and safeguarding policy
- KCSIE
- DfE PSHE guidance
- DfE and ACPO drug advice for schools

Useful contacts:

Essex Young People's Drug and Alcohol Service 01245 493311

Castle point and Rochford Police Children's and Young Person's Officer – Esther Howlett, 07967338267 Barry Curtis, 07967338286

James Fairman

FRANK 0800 776600 www.talktofrank.com

Re-Solv 01785 817885 01785 810762 · 07496 959930. www.re-solv.org

DrugScope 020 7520 7550 www.drugscope.org.uk