

Smoking, Drugs & Alcohol Policy

Inclusion Hampshire



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| Approved by: | Trustee Board | Date: January 2023 |
| Signed by: |  | Position: Chair of Trustees |
| Last reviewed: | January 2023 | Next review due: January 2024 |

Monitoring arrangements

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This policy will be reviewed annually but may be reviewed earlier if deemed appropriate by the Chief Executive or Trustees.

1. Policy Aims

- 1.1 To clarify the legal requirements and responsibilities of Inclusion Hampshire
- 1.2 To safeguard the health and safety of learners and organisation's community
- 1.3 To acknowledge and clarify the Inclusion Hampshire's role in the promotion of young
- 1.4 People making positive health choices, including the education and prevention of smoking, drugs usage and alcohol consumption
- 1.5 To ensure that the approach taken on these issues is organisational and is part of our commitment and concern for the health and well-being of the Inclusion Hampshire community. Managers, **Teachers**, Tutors and support staff will be confident and skilled to teach drug education and learners need to receive up to date, relevant and accurate information as well as support.
- 1.6 To make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the school's behaviour policy. This policy applies at all times to all Inclusion Hampshire premises, as well as any visits/trips/residentials etc.

2. Definition of Drugs

- 2.1 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". Here, "drugs" and "drug education" is used to refer to:
 - 2.1.1 All illegal drugs (those controlled by the Misuse of Drugs Act 1971), including cannabis, ecstasy and MDMA.
 - 2.1.2 All legal drugs, including alcohol, volatile substances (those giving off a gas or vapour which can be inhaled) and new psychoactive drugs ('legal highs')
 - 2.1.3 All over the counter and prescription medicines and the combinations of these which can have damaging effects, such as 'lean'.
- 2.2 The school believes that the possession and/or use of such drugs on site, or during a learner's session time, or while travelling to/from Inclusion Hampshire, is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while **learners** are on school visits. Individual exceptions may be made for **learners** who require prescription medicines where appropriate.

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3. Smoking

- 3.1 Inclusion Hampshire recognises that the needs of its learners are complex and multi-faceted. Many of the young people who attend Inclusion Hampshire's education provisions are young smokers and have been smokers for a long time.
- 3.2 Inclusion Hampshire does not condone the smoking of young people. However, learners who attend Inclusion Hampshire often suffer from anxiety, or other mental health needs, or have suffered historic trauma that has resulted in complex behaviours and, as a result, young people often smoke as a way to cope, manage, and relieve these feelings.
- 3.3 As part of Inclusion Hampshire's therapeutic and educational programme, senior managers, **Teachers, Tutors** and support staff work with the young person to find ways to help address and relieve these feelings and behaviours through alternative, appropriate strategies. However, during this process, young people who attend Inclusion Hampshire are allowed to smoke with the explicit approval of their parents.
- 3.4 During the home visit, our pastoral manager speaks with the young person and their parent/guardian about whether or not the young person is a smoker, and Inclusion Hampshire's policy regarding this is outlined. If consent is given, learners are allowed to smoke off-site supervised by tutors or support staff.
- 3.5 If a young person is not a smoker but it becomes clear to managers, teachers, tutors and support staff that they have started to do so their parent/guardian will be informed. The learner will be informed of this and Inclusion Hampshire's staff will offer additional education in this area.

4. Management of Drug-related Incidents

Drug related incidents include any of the following:

- 4.1 Drugs or drugs paraphernalia found on school premises
- 4.2 Learners in possession of illegal or unauthorised drugs
- 4.3 Learners supplying unauthorised or illegal drugs
- 4.4 Learners under the influence of drugs, or exhibiting signs of intoxication or illness
- 4.5 Disclosure of drug use
- 4.6 Information which suggests student(s) are involved in substance misuse
- 4.7 Illegitimate sale/supply of drugs in the school vicinity

If there are any suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs (possession, supply or imbibing):

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- 4.8 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.
- 4.9 The **Head Teacher or** the Assistant Head will be informed of the situation. The member of staff reporting will log this on Inclusion Hampshire's internal safeguarding log.
- 4.10 Dialogue with the student(s) will be undertaken by the Head/Assistant Head of Education, or by a trusted tutor or support staff member 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 learners involved in the incident and ensuring that a second adult witness is present.
- 4.11 The **Head and Assistant** Head will inform, consult and involve others as necessary, including external agencies such as Catch 22. Careful attention will be given to respecting the confidentiality of those involved.
- 4.12 A detailed record of the incident will be made by the Head/Assistant Head and a decision made regarding what further actions and strategies will be taken (see below).
- 4.13 The school will maintain vigilance about drug-related incidents in the local community through contact with parents, referring schools, police and other relevant agencies.

5. Responses to Drug-related Incidents

- 5.1 The school will consider each incident individually and will employ a range of responses to deal with each incident based on the needs of the young person and their relationship with Inclusion Hampshire.
- 5.2 Inclusion Hampshire has a strong ethos of educating its learners in the dangers of drugs, alcohol and smoking at every and any opportunity whether in formalised lessons (e.g., Life & Living curriculum) or during informal discussions relating to the young person's life. Similarly, Inclusion Hampshire strongly promotes learners making positive choices for themselves, supported to access internal or external support, to ensure that change is positive, effective and long-lasting.

6. Drug Education

- 6.1 Inclusion Hampshire recognises the importance of drug education serving as a major component of drug prevention.
- 6.2 Inclusion Hampshire promotes open, frank and positive discussions around drugs, alcohol, smoking and all health (physical and mental) between its staff and learners. Members of staff are well trained, knowledgeable, and adept at managing these topics comprehensively and supportively.

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- 6.3 If members of staff are ever unsure of the support available or the best guidance and advice to provide, are available at any time to help ensure knowledge is current and relevant and offer guidance.
- 6.4 The following aims of drug education at Inclusion Hampshire will be consistent with the values and ethos of the organisation as being appropriate to the age, ability and maturity of the learners, and relevant to their particular circumstances:
- 6.4.1 To increase **learners'** knowledge and understanding, and clarify misconceptions about:
- 6.4.1.1 the short and long-term effects and risks of drugs
 - 6.4.1.2 the rules and laws relating to drugs
 - 6.4.1.3 the impact of drugs on individuals, families and communities local and national use
 - 6.4.1.4 the complex moral, social, emotional and political issues surrounding drugs
- 6.4.2 To develop **learners personal** and social skills to make informed decisions and keep themselves safe and healthy, including:
- 6.4.2.1 promoting positive attitudes to healthy lifestyles
 - 6.4.2.2 assessing, avoiding and managing risk
 - 6.4.2.3 communicating effectively
 - 6.4.2.4 resisting pressures
 - 6.4.2.5 finding information, help and advice
 - 6.4.2.6 devising problem-solving and coping strategies
 - 6.4.2.7 developing and maintaining self-awareness and self-esteem in order to motivate them to value their welfare and conscientious care of themselves
- 6.4.3 To enable **learners to explore** their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences
- 6.4.4 To ensure that **learners** 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 Drink line for alcohol), youth and community services and drug services. These sources are used in addition to the school's own drug and alcohol education.
- 6.5 Inclusion Hampshire staff, in recognition of the young people who attend, encourages its members of staff to utilise every opportunity to discuss drug education.

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The list below details some of the support that staff can provide to learners:

- 6.5.1 Life & Living curriculum covers topics including personal safety and managing risk, drugs and the laws surrounding them (including classification and effects), promoting health lifestyles and how to access relevant support
- 6.5.2 Members of staff are encouraged to instigate conversations with new learners about their health habits (e.g. “how long have you been smoking?” or “have you ever tried to stop smoking?”). This offers opportunities to discuss the reasons for these habits and offer alternative ways in which these needs can be met.
- 6.5.3 We have staff trained in interventions in smoking for teenagers by the NHS and able to offer advice on cessation.
- 6.5.4 Members of staff **can discuss** specialist external organisation’s, such as Catch 22 or FRANK to young people and how they are able to support them in making a referral. These conversations are often long-term and frequent mention of them, with the trusting relationship established between Inclusion Hampshire members of staff and learners, helps the young person to access this service with support.
- 6.5.5 Other external organisation’s, such as the NHS, provide workshops to educate young people about the health risks.
- 6.5.6 Informal conversations in which learners discuss their own lives with peers and staff.
- 6.5.7 Counselling and other therapeutic opportunities (music).

7. POLICY IMPLEMENTATION

- 7.1 The Chief Executive is responsible for ensuring the implementation of this policy and that regular reviews take place
- 7.2 All staff and volunteers have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision, and training
- 7.3 Failure to act in line with this policy will result in disciplinary action.

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Appendix A: Drug Situations – medical emergencies

1. The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken any harmful toxic substance, should be responded to as an emergency.
2. The main responsibility is for the **learner at** immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the school's first-aid procedures. If in any doubt, call medical help.

Always:

- 2.1 Assess the situation
- 2.2 If a medical emergency, send for medical help and ambulance

Before assistance arrives:

- 2.3 If the person is conscious:
- 2.4 Ask them what has happened and to identify any drug used
- 2.5 Collect any drug sample and vomit for medical analysis
- 2.6 Do not induce vomiting
- 2.7 Do not chase or over-excite them if intoxicated from inhaling a volatile substance
- 2.8 Keep them under observation, warm and quiet

If the person is unconscious:

- 2.9 Ensure that they can breathe and place in the recovery position
- 2.10 Do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- 2.11 Do not give them anything by mouth
- 2.12 Do not attempt to make them sit or stand
- 2.13 Do not leave them unattended or in charge of another learners
- 2.14 Notify parents/cares

For needle stick(sharps) injuries:

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- 2.15 Encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing
- 2.16 If used/dirty needle seek advice from a doctor

When medical help arrives:

- 2.17 Pass on any information available, including vomit and any drug samples
- 2.18 Complete a medical record form as soon as you have dealt with the emergency

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