

Policy Directive, Procedures and Guidelines

DRUG, ALCOHOL, TOBACCO EDUCATION AND MANAGEMENT OF DRUG RELATED INCIDENTS

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1.0 Introduction

1.1. Policy Statement

Education Services developed this policy directive on drug, alcohol and tobacco education and the management of related incidents in support of the States of Guernsey Drug and Alcohol Strategy 2015-20. Drug, alcohol and tobacco education (DATE) should enable learners to develop their knowledge, skills, attitudes and understanding about drugs¹, appreciate the benefits of a healthy lifestyle and relate this to their own and others' actions. The management of drug, alcohol and tobacco possession and consumption on educational sites must comply with the law and ensure a responsible, appropriate response that takes into account the needs of learners and the duty of care to everyone on-site.

1.2 Policy Objectives

This policy directive sets out to:

- Define the scope and objectives of drug, alcohol and tobacco education
- Clarify the legal requirements and accountabilities in schools and the college campus
- Outline education establishments' approach to drugs, alcohol and tobacco for learners, parents/carers and the wider community
- Enable staff to manage drugs, alcohol and tobacco on education premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs, alcohol and tobacco complements the overall approach to drug, alcohol and tobacco education
- Provide a basis for evaluating the effectiveness of drug, alcohol and tobacco education programmes and the management of incidents involving illegal and other authorised drugs, alcohol and tobacco
- Reinforce and safeguard the health & safety of learners and others who use the establishments of Education Services
- Reinforce the role of education establishments in contributing to island-wide strategies

For learners, the policy directive sets out to:

- Provide opportunities for learners to acquire knowledge and understanding about the dangers of drugs, alcohol and tobacco misuse

¹ Drugs are mind changing chemicals that can alter the way a person feels and perceives things. Drugs can cause physical (faster heartbeat, deeper respiration etc.) or mental (elevated mood, new thought processes etc.) changes. Where this policy directive refers to drugs, the definition includes references to 'Medicines, volatile substances, alcohol, tobacco, illegal drugs, new psychoactive substances and other unauthorised substances. (DfE and APCO Drug Advice for Schools September 2012) and for the purpose of the Education Service includes e-cigarettes.

- Provide opportunities for learners to be equipped with the knowledge, attitudes and skills they need to avoid the misuse of drugs, alcohol and tobacco

1.3 Policy Application

This policy directive applies as follows, together with any additional related practice specific to the establishment:

- Across all phases at all States of Guernsey education establishments including commissioned services
- To all employee groups (i.e. responsibility for reporting incidents is not restricted to teaching practitioners), learners, parents/carers, partner agencies, visitors and contractors
- On-site during the school day as published by each education establishment
- To the management and practice for all off-site school visits or field trips
- To school sponsored education-focussed events held at the education establishment and elsewhere

The States of Guernsey's policies as employer regarding drugs, alcohol and tobacco apply to all staff in its employ at all educational establishments.

Throughout this policy directive, Headteacher refers also to Heads of Service and the College of Further Education Principal, and school refers to any education establishment.

1.4 Accountabilities

Headteachers are accountable for:

- How drug, alcohol and tobacco education is organised within the curriculum at their school
- Providing adequate time for learning about drug, alcohol and tobacco education to take place
- Operating a smoke-free establishment including in the grounds of education sites and establishments in accordance with this policy directive
- Ensuring that their school operates a no alcohol-consumption policy at all indoor and outdoor school sponsored education-focussed events either at their premises or other locations during the school day
- Ensuring that their school operates a responsible drinking policy at events aimed at parents which therefore necessarily have a strong social element such as Christmas Carol services, concerts, plays, quizzes, PTA events etc., either at their premises or other locations and where learners are supervised if present
- The school working with learners and parents/carers on drug, alcohol and tobacco education

- Sending a clear message to the whole school community that the possession or use of illegal/unauthorised drugs, alcohol and tobacco on school premises is unacceptable and will be dealt with firmly
- Nominating and training a named senior member of staff with specific responsibility to ensure consistent management of drug, alcohol and tobacco related incidents in the school community
- Ensuring that a full record is made in the mandated manner of every incident in contravention of this policy directive, whether it is reportable to the Police or not
- The management of the school's response to any drug, alcohol and tobacco related incident
- Compliance in their school with this directive and linked Education Services and States of Guernsey policies
- All school employees' comply with their contractual obligations to adhere to the employer's drug, alcohol and tobacco employee policies and Codes of Conduct

1.5 Responsibilities

- In school the PSHCE Co-ordinator is responsible for ensuring delivery of Drug, Alcohol and Tobacco Education within the PSHCE curriculum in compliance with this policy directive, and additionally for ensuring relevant and current information is published in the school's prospectus on its website
- Responsibility for the learners and their learning experience remains with the teacher throughout any external agency involvement in the delivery of Drug, Alcohol and Tobacco Education
- All school staff are responsible for their compliance with this policy directive and are therefore expected to approach and challenge learners or adults smoking, consuming alcohol or using drugs on-site
- Education Services PSHCE Advisor is responsible to the Lifelong Learning Manager for the quality of PSHCE support available through outside agencies
- The Lifelong Learning Manager is responsible for collating the reported incidents and presenting an anonymised analysis annually to the Education Sport & Culture Senior Management Team and colleagues from the Drug and Alcohol strategy

1.6 Linked Documents

- [External Providers and Support Agencies working with Schools](#)
- [Critical Incidents Policy Directive – Management and Support](#)
- [Sex and Relationship Education Policy Directive](#)
- [Bailiwick of Guernsey Curriculum Statement](#)

1.7 Associated Documents

The vision of the States of Guernsey [Drug and Alcohol Strategy 2015–20](#) is for a safer and healthier Bailiwick, where the harm caused by drugs and alcohol are minimised. The Strategy aims to achieve this vision by co-ordinating and focussing government, public services and community partners' efforts to tackle drug and alcohol misuse in ways appropriate to the Bailiwick setting.

The Strategy has been designed to achieve the following strategic outcomes:

- A reduction in the availability of drugs and alcohol and reduction in risk factors for misuse
- A reduction in numbers of adults and children using drugs and/or alcohol at levels that are damaging to themselves or others
- A reduction in the incidence of drug and alcohol related disorder, anti-social behaviour, violence and crime
- An increase in the number of people moving through treatment into sustained recovery
- A reduction in drug and alcohol-related economic loss in the Bailiwick, especially the workplace, through promoting responsible choice

The Strategy will aim to achieve these objectives through six priority areas of focus: Supply and Demand Reduction; Children, Young People and Families Partnership Working; Treatment; Responsible Choice; Training; and Data Collection, Monitoring and Evaluation. Under each priority area, the Group has established core objectives, primary activities of focus and a mechanism for measuring progress.

The States of Guernsey is currently developing its new tobacco strategy details of which can be found on the States' [Public Health](#) page.

2.0 Policy Provisions

2.1 Drug, Alcohol and Tobacco Education in the Curriculum

All schools must have a drug, alcohol and tobacco education programme which is developmental and appropriate to the age, maturity and ability of learners. It should cover information on medicines, volatile substances (e.g. aerosols, solvents, glue etc.) alcohol, tobacco, illegal drugs (class A, B and C) new psychoactive substances (previously known as 'legal highs') and other unauthorised substances/stimulants (e.g. performance enhancing drugs in sports, caffeine etc.) It should:

- Provide accurate information
- Correct misunderstandings
- Build on knowledge and understanding
- Explore attitudes and values towards drugs, drug use and drug users

- Develop learners' understanding of the effect of drugs on physical and emotional health and well-being
- Develop learners' understanding of rules and laws
- Develop learners' interpersonal skills
- Develop learners' self-awareness and self-esteem
- Explore the risks and consequences of their own and others' actions relating to drugs

It is for Headteachers to decide how drug, alcohol and tobacco education is organised within the curriculum at their school, having due regard for the following:

- Drug, alcohol and tobacco education should begin in primary schools and topics and issues should be revisited as learners mature. Headteachers should liaise with their feeder and receiving schools to ensure continuity and progression across the phases
- Drug, alcohol and tobacco education is best delivered through well-planned PSHCE provision and must comply with the [Bailiwick of Guernsey Curriculum Statement](#)
- Drug, alcohol and tobacco education should link to and be supported by other areas of PSHCE, for example, sex and relationship education. This is particularly relevant to older learners as their use of drugs can have an impact on their relationships, sexual activity and health
- Citizenship at all key stages can contribute to drug education, for example, by providing opportunities for learners to understand rules and laws and how they relate to rights and responsibilities
- Other subjects of the curriculum can also make contributions to drug, alcohol and tobacco education e.g. Religious Studies, Business Studies, Geography, Sports Studies etc.
- Short or partial lessons limit the opportunities for learner debate, limiting their involvement and the deepening of their understanding. Headteachers are required to provide adequate time for learning to take place. One-off or isolated lessons or presentations, during collapsed timetable days, have been shown to be less effective than regular, timetabled PSHCE lessons

Used appropriately, external contributors can make valuable contributions to the drug, alcohol and tobacco education already being delivered within schools by adding a dimension of expertise that the teacher alone could not deliver. It also enhances and addresses some of the PSHCE learning opportunities whereby learners' reflect and evaluate what they have learnt from the visitors. Responsibility for the learners and their learning experience remains with the teacher throughout any external involvement as detailed in the Policy Directive [External Providers and Support Agencies Working in Schools](#)

2.2 Smoke Free Educational Sites and Establishments

Education sites and establishments are subject to the same smoke free legislation as other work places in the Bailiwick which translates into the following principles which

Headteachers must enforce. The responsibilities of the Headteacher include ensuring that:

- The education establishment and grounds are a smoke-free site
- Children, young people, staff and parents/carers are involved in the development and implementation of a smoke-free site
- The school provides information and support for smokers to quit e.g. promoting access to education and smoking cessation classes
- Children and young people understand the non-smoking policy

It is against the law to supply cigarettes and smoking paraphernalia to anyone under the age of 18. If learners, under the age of 18, are found smoking or in possession of smoking paraphernalia, including cigarettes, lighters, rolling paper, e-cigarettes, shisha pens or any other tobacco related products, by any member of school staff, that staff member is required to retain them, adopting the procedures in the guidance herein - Management of Drug, Alcohol and Tobacco Related Incidents. Only possession of illegal drugs and drug paraphernalia is a reportable offence to Guernsey Police.

2.3 Alcohol-Free Education Sites and Establishments

Headteachers must ensure that their school operates a no alcohol consumption policy for everyone on-site at all indoor and outdoor school sponsored education-focussed events either at their premises or other locations during their published school day. A responsible drinking approach must be adopted at events aimed at parents which therefore necessarily have a strong social element such as Christmas Carol services, concerts, plays and quizzes, held either at their premises or other locations, and where learners are supervised if present.

In addition there will be no alcohol consumption in the grounds of education sites and establishments. By exception those sites operating commercially for non-education focussed events or providing public entertainment, or acting as a centre for vocational training such as the Performing Arts Centre and College Restaurant may permit customers to consume alcohol in compliance with the licencing regulations for the premises.

2.4 Continued Professional Development (CPD)

All school staff will have access to opportunities for CPD to support the implementation of this policy directive. The following help and advice is available:

- Advice on planning, delivering and assessing drug education through the PSHCE Advisor, Education Services
- Materials and resources - Health Promotion Unit

- Staff training/workshops for parents on drugs info@drugconcern.org
- Staff training/workshops for parents on alcohol guernsey@actionforchildren.org.uk
- Staff training/workshops for parents on tobacco
- Advice on drugs relating to SRE share@gov.gg
- General advice/concerns relating to individual learners - School Nursing Service
- General advice on criminal-related matters
- Useful websites and organisations – see Appendix 1

2.5 Working in Partnership with Learners and Parents

The Headteacher will ensure the school works actively with learners and parents/carers on drug, alcohol and tobacco education. This will include ensuring the school PSHCE Co-ordinator:

- Consults regularly with learners over the delivery of drug education through PSHCE and science
- Keeps parents/carers informed of what issues are covered in drug, alcohol and tobacco education
- Provides learners, staff and parents/carers with appropriate information on drugs and sources of help and support
- Gives consideration to engaging with the Guernsey Healthy Schools Award
- Ensures staff, learners, parents/carers are aware of this policy directive

3.0 Guidance for the Management of Incidents in the School Community

3.1 Ensuring Consistent Management of Incidents

Headteachers must send a clear message to the whole school community that the possession or use of illegal/unauthorised drugs, alcohol and/or tobacco on school premises is unacceptable and will be dealt with firmly, promptly and fairly. In addition, unauthorised drugs, alcohol and tobacco on school premises will be managed appropriately and that unauthorised possession is not permitted and could be defined as a criminal offence.

There should be a named senior member of staff with specific responsibility to ensure consistent management of drug, alcohol and tobacco related incidents in the school community. Headteachers needing advice and support in relation to drug, alcohol and tobacco related incidents in schools should contact the Lifelong Learning Manager.

All teachers and other members of staff are responsible for ensuring adherence to this policy directive and are therefore expected to approach and challenge learners or adults smoking or using drugs including alcohol on-site during the published school day.

3.2 Management of Authorised Drugs

Medicines or legal drugs such as solvents and hazardous chemicals should only be in school when they have been authorised by the Headteacher.

Authorised medicines should be managed systematically and be carefully stored or kept according to defined procedures laid down in the Medicines in Schools: Supporting Learners with Medical Needs policy directive of Education Services.

Schools should take careful account of how any authorised solvents or hazardous chemicals are used by school staff or learners, and how these substances are stored securely and managed to prevent inappropriate access or use.

3.3 Definitions of Drug, Alcohol and Tobacco Incidents

- Drugs, alcohol and/or tobacco or associated paraphernalia are found on school premises
- There are rumours about learners using drugs, alcohol and/or tobacco
- A learner is found in possession of drugs, alcohol and/or tobacco or associated paraphernalia
- A learner is found to be a recognised source of supply of drugs, alcohol and/or tobacco on school premises
- A learner is thought to be under the influence of drugs, alcohol or tobacco
- A staff member has information that the illegal sale or supply of drugs, alcohol and/or tobacco is taking place in the local area
- A learner discloses that they are misusing drugs, alcohol and/or tobacco or a another learner, family member/friend is misusing, alcohol and tobacco

3.4 Challenging Illegal/ Unauthorised Drugs, Alcohol and Tobacco

The staff member should:

- Inform the learner that they believe an offence has been committed
- Request the items from the learner
- Any items removed should be stored in a secure place such as the school office
- The incident should be recorded on the learner's record and reported as outlined in section 3.7
- Parents/carers of the learners will be informed and given the opportunity to collect the items by 4pm that day or they will be destroyed; at the discretion of the Headteacher, the school may amend this policy directive and return the item/s to the learner but must ensure this is published within its school prospectus
- If the learner refuses to hand over the items, they should be advised that the Police will be called to deal with the situation and a member of the Senior Leadership Team advised

3.5 Dealing with Medical Emergencies

In every case of an incident involving drugs or alcohol, staff must place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If staff are in doubt, they should seek medical assistance immediately.

3.6 Establishing the Nature of an Incident

Schools are recommended to conduct a careful investigation to judge the nature and seriousness of each incident. The Headteacher or the named staff member responsible for dealing with drug, alcohol and/or tobacco related incidents should inform, consult and involve others as necessary. The Police should be informed as appropriate of drug, alcohol and/or tobacco-related incidents at school. Careful attention should be given to respecting the confidentiality of those involved (see following section on confidentiality).

A range of factors may be relevant and need exploring to determine the seriousness, the needs of those involved and an appropriate response. For example:

- Does the learner admit or deny allegations?
- Is this a first or subsequent offence?
- Is the drug legal or illegal?
- What quantity of drug, alcohol and/or tobacco was involved?
- What was the learner's motivation?
- Is the learner knowledgeable and careful or reckless as to their own or others' safety?
- Does the learner have a parent/carer or family member who is misusing drugs, alcohol and/or tobacco?
- Does the learner know and understand the school policy and school rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply'?
- If illegal supply is suspected how much was supplied and was the learner coerced into the supply role or the one 'whose turn it was' to buy for others, or is there evidence of organised or habitual supply?

3.7 Recording and Reporting an Incident

Headteachers must ensure that a full record is made of every incident. Schools should keep a careful record of the judgements they make and actions they take including the evidence on which they were based.

Storage of sensitive information about learners should be secure and should accord with the requirements of Data Protection legislation. Great care must be taken to record any statements provided by those involved or by witnesses as these may be required by police if the incident becomes a criminal investigation.

Schools should consider separating any learners involved in the incident and obtaining another adult in support of both the member of staff dealing with the incident and the learners involved.

Headteachers must ensure that drug/alcohol and tobacco incidents as identified in section 3.3 are recorded and reported:

- On the learner's record In SIMS (School Information Management System) for aggregated anonymous data reporting for monitoring purposes
- To Education Services using the email drugalcoholtobacco@gov.gg. The email should be sent using the secure system EGRESS **within 24 hours** of the incident occurrence.

Details should include:

- Nature of incident. In the first instance priority will be given to reporting on incidents that involve drugs or alcohol
- Actions undertaken by the education establishment
- Referrals to wider agencies
- Name, D.O.B, Year group, School, Date of incident

3.8 Confidentiality

Members of staff cannot and should not promise total confidentiality. It is important to explain to learners the limits of confidentiality before any discussion. If a learner discloses information which is sensitive, not generally known, and which the learner asks not to be passed on, the request should be honoured unless this is unavoidable in order for staff to fulfil their professional and moral duties in relation to:

- Child protection
- Co-operating with a police investigation
- Referral to external services

Every effort should be made to secure the learner's agreement to the way in which the school intends to use any sensitive information by explaining carefully the purpose of any onward transmission.

3.9 Responses to Drug, Alcohol and Tobacco-Related Incidents

When drug, alcohol and/or tobacco involvement is neither confirmed nor admitted there are three options for the school:

- No action
- Counselling with a member of staff
- Counselling from a support agency or agencies

If using or supplying drugs, alcohol and/or tobacco on school premises is confirmed schools should:

- Notify the Director or Deputy Director of Education
- Identify an appropriate response from a range of options based on the needs of those involved in a drug, alcohol and/or tobacco incident

The response should always aim to provide learners with the opportunity to learn from their mistakes and to develop as individuals. Any sanctions should always be justifiable in terms of:

- The seriousness of the incident
- The identified needs of the learner, other learners, the school and the community
- Consistency with published school rules, codes, expectations
- Consistency with disciplinary action for breaches of other school rules (such as theft, violence, bullying)

Any response to drug, alcohol and/or tobacco-related incidents needs to balance the needs of the individual learners concerned with the wider school community. In deciding what action to take, Headteachers are accountable for the management of the school's response to any drug, alcohol and/or tobacco related incident and should follow their own disciplinary procedures. Exclusion should not be the automatic response to a drug, alcohol and/or tobacco incident and permanent exclusion should only be used in serious cases.

Possible responses could include:

- Early intervention
- Referral to external agencies
- Counselling
- Behaviour code / contact
- A managed move

3.10 Informing Parents/Carers

In any incident involving unauthorised drugs, alcohol and/or tobacco, schools need to involve the child's parent/carer and explain how the school intends to respond to the incident and to the learner's needs.

Schools should not disclose the names of other learners implicated in the incident when informing parents/carers about their own child's involvement.

The learners should be involved in the decision making process and encouraged to talk to their parents/carers about the issue. Parents/carers may hold very different views about drugs, alcohol and/or tobacco and their views must be respected. Parents/carers should be informed about drug, alcohol and tobacco services and agencies which can provide help.

If the school has concerns about the safety of the learner they should follow the procedures laid down in the [Child Protection Policy](#).

3.11 The Role of the Police

The function of the police in respect to drugs, alcohol and tobacco is to enforce the law. Possession of illegal drugs is an offence and will be investigated with regard to possession as well as the source of supply. It is an offence for an under-18 person to be in possession of alcohol in a public place. Schools should inform the police where a criminal offence has taken place. Not reporting a crime and not identifying an offender may prove to be counter-productive for a school and the wider community.

Schools can contact the police to discuss a case not requiring direct action and ask for advice and support. The first point of contact is the Neighbourhood Policing Team (NPT). A range of options is available to police officers in dealing with drug, alcohol and/or tobacco related incidents and each case is taken on its merits.

- NPT is contacted on 01481 719408. Escalation should be logged
- NPT will follow restorative justice procedures, involving the learner and parent, to try and resolve the situation having warned both parties that persistent offending may result in prosecution

Appendix 1: Useful Organisations

Action for Children - A Guernsey-based charity with first-hand experience of young people whose lives have been affected by alcohol misuse. They offer alcohol education in primary and secondary schools and encourage them to make healthy and safe choices in the future. In addition, contact with young people is undertaken through informal education and outreach work. AfC also provide a young people's treatment service.

guernsey@actionforchildren.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Email: enquiries@ash.org.uk Website:

www.ash.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. www.drinkaware.co.uk/

Drug Concern - A charity involved in the delivery of services for those whose lives are affected by drug misuse within the Bailiwick of Guernsey, through education, information, advice, support and counselling. www.drugconcern.org email info@drugconcern.org

Drug Education Forum - this website contains a number of useful papers and briefing sheets for use by practitioners: [www.drugeducationforum.com/ 14](http://www.drugeducationforum.com/14)

FRANK is the national drug awareness campaign aiming to raise awareness amongst young people of the risks of illegal drug. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drug.

www.talktofrank.com

Guernsey Neighbourhood Police Team - Offers support and advice to local schools 01481 719408

Health Promotion Unit - Offers tobacco education for 10-18 year olds. They promote healthy lifestyles within the Bailiwick of Guernsey and aim to reduce the prevalence of smoking amongst young people. Contact the Children and Young People's Healthy Lifestyle Worker on 01481 707311

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse). A national charity providing information for teachers, other professionals, parents and young people. Email: information@re-solve.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

[The Hub](#) - free help and advice locally on a range of issues, including drugs, to 11- 16 year olds

Quitline - free Stop Smoking Service providing advice, information and support to people living in the Bailiwick of Guernsey who are thinking of stopping smoking. Website www.gsyquitline.com

Appendix 2: School's Values Statement

At (insert school name) we are committed to promoting learners' health and wellbeing and we recognise that all schools have a clear role to play in preventing drug, alcohol and tobacco misuse as part of their pastoral responsibilities.

The Headteacher is accountable for the implementation of the Drug, Alcohol and Tobacco Education Policy Directive and all teachers are responsible for the delivery of the PSHCE curriculum. Those responsible will consider aspects of drug, alcohol and tobacco education as part of whole school development / improvement. Steps will be taken to consult with learners, including via the school council, about drug education at school. Opportunities will be taken to inform parents/carers about the policy directive and to respond to comments.

To support this we will:

- Provide accurate information on drug, alcohol and tobacco through education and targeted information
- Tackle problem behaviour in school with well understood powers of search and confiscation
- Work with local voluntary organisations, health partners, the police and others to prevent drug, alcohol or tobacco misuse