



ENERGY COAST UTC

BEHAVIOUR POLICY

2018-2020

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Contents

Introduction	4
Aims and Objectives	4
Policy Context	4
Where and To Whom the Policy Applies	5
Definition of Drugs	5
The Energy Coast UTC's Stance Towards Drugs, Health and the Needs of Students	5
Aims of Drug and Alcohol Education	5
Drug and Alcohol Education Content	6
Organisation	6
Specific Issues	
Management of Drug and Alcohol Related Incidents - Defining a Drug or Alcohol-Related Incident	8
Responses to Drug Related Incidents	9
Early Intervention	10
Tobacco/Smoke Free School	11
Role of the Governors	11
Dissemination	11
Appendix A (References)	12
Appendix B (Useful Organisations)	12

Introduction

Energy Coast UTC provides a caring, supportive and positive, professional environment which enables all students to thrive. Individuals are encouraged to take responsibility for themselves and behave in a manner commensurate with high standards and expectations. This Behaviour Policy covers all aspects of the work of the UTC and sets out expectations, individual responsibilities, recognition of positive behaviour, and the consequences of failing to meet expectations. A positive, inclusive and respectful environment is a key feature within the College, central to which is the maintenance of good behaviour. Everyone at the College has a responsibility to contribute to a positive atmosphere which places value on learning, respect, tolerance and mutual respect.

Aims and Objectives

The Energy Coast UTC Drug & Alcohol Policy aims to:

- To clarify the legal requirements and responsibilities of the college
- To reinforce and safeguard the health and safety of students and the whole college community
- To clarify the college'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 college
- To provide a basis for evaluating the effectiveness of the college 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.

Policy Context

As part of their statutory duty to promote students' and staff wellbeing, the Energy Coast UTC has a clear role to play in preventing drug or alcohol misuse. The Drugs and Alcohol Policy has been developed with reference to Department for Education advice and guidance: DfE and ACPO drug advice for schools (DfE-00001-2012) which is non-statutory and was produced to help answer some of the most common questions raised by school staff in this area. Other related policies and documents include:

- Behaviour policy
- Complaints procedure
- Exclusion Policy
- Managing Allegations Against Students Policy
- Spiritual, Moral, Social, Cultural and Education Policy

Where and To Whom the Policy Applies

This policy applies to all college staff, students, parents/carers, governors and other partner agencies working with the college.

The policy applies to the UTC premises, the college day, while travelling to and from college, journeys in college time, work experience, day and residential trips and when the college is deemed to be in loco parentis.

Definition of Drugs

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:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal (but unauthorised by the UTC) drugs which have an adverse effect, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs') and others
- All over-the-counter and prescription medicines
- All alcohol

The Energy Coast UTC's Stance Towards Drugs, Health and the Needs of Students

The possession, use or supply of illegal and other unauthorised drugs or alcohol in the Energy Coast UTC is not acceptable. The school is committed to safeguarding the health, safety and wellbeing of all members of the school community.

In providing drugs and alcohol education and responding to incidents involving drugs and alcohol, our first concern is the pastoral care and health and safety of all students.

Aims of Drug and Alcohol Education

Drug and alcohol education is a major component of drug and alcohol prevention. The following aims of drug and alcohol education at the Energy Coast UTC will be consistent with the laws of society as well as being appropriate to the age, ability and maturity of the students. It will also be sympathetic to any vulnerable students' circumstance.

Aims:

- To increase students' knowledge and understanding and challenge misconceptions. This will cover:
 - 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
- 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 students to value their welfare, whilst taking 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), youth and community services and drug services. These sources are used in addition to the school's own drug and alcohol education

Drug and Alcohol Education Content

The Energy Coast UTC provides a planned drug education curriculum through the following:

- The National Curriculum Science Order outlines the content of the statutory drugs education – “Students will 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”.
- Students are also taught about drugs, the law and risk taking behaviour through a Spiritual, Moral, Social and Cultural (SMSC) drop down session.
- Other curriculum areas such as Science, Sports Science and assemblies also contribute to aspects of the drug education curriculum.
- Further details of the programme can be found in the SMSC and Citizenship calendar and Spiritual, Moral, Social and Cultural Education Policy.

Specific detail about approach and content can be obtained from the school.

Organisation

a) Responsibility for coordination

The coordination of Drugs and Alcohol Education is the responsibility of the Vice Principal for pastoral, (with responsibilities for Student Support, etc).

b) Delivery

This is through planned drop down sessions and time tabled lessons throughout the academic year.

c) Staffing

Sessions will be delivered by teachers / tutors as appropriate.

d) External agencies

Occasionally, appropriate and suitably experienced and/or knowledgeable visitors from outside the college will be invited to contribute to the delivery of drug education

e.g. the Youth Services Team, Inspira, Sexual Health, Alcohol and Drugs Education Services (SHADE) and CADAS.

e) Teaching strategies

A variety of teaching strategies is used including teacher exposition, discussion, project learning, research, questionnaires, quizzes, distancing techniques, DVD, on-line materials, external contributors, individual and group work, peer education, case studies, media analysis, reflection.

f) Students with special educational needs (SEND):

- Relevant staff will ensure that drug and alcohol education is accessible to students with special educational needs by considering resources and materials used, timings, teaching strategies etc.

g) Monitoring and evaluation

This is conducted through lesson observation and through student voice, student council meetings and Head of Year meetings.

Specific Issues

The following issues may occur within Drugs and Alcohol Education:

a) Visitors / External providers

Code of Practice for using visitors / external providers to support the delivery of Drugs Education:

- Visitors/external providers are invited into the college because of their particular expertise or a contribution they are able to make; invitations to visitors should be cleared with the Principal or Vice Principal.
- All visitors/external providers must be appropriately qualified and trained to deliver work with children and young people in a school setting.
- All visitors/external providers must have a clear understanding of the aims and objectives of the session and have seen and understood the school's drug education policy.
- All input to SMSC sessions are part of a planned programme and negotiated and agreed with staff in advance.
- All visitors/external providers must be aware of the school's protocols for dealing with any disclosures or distress shown by students during the session.
- All visitors are supervised and supported by a member of staff at all times unless:
- All visitors/external providers are in possession of a current and valid DBS certificate
- Alternative arrangements have been agreed with the Vice Principal with responsibility for the programme.
- The input of visitors/external providers is monitored and evaluated by staff and students. This evaluation informs future planning.
- When a visitor/external provider is acting in their professional capacity in a consultation with an individual student, they will follow their own professional code of conduct.

b) Confidentiality

- Staff, visitors and external providers always ensure that students know that they cannot offer unconditional confidentiality.
- All students are offered sensitive and appropriate support as needed.
- Students are encouraged to talk to their parents / carers and if necessary to 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 college's Safeguarding procedure will be 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.

c) Dealing with Questions

- Ground rules will be established with the class and clear parameters of what is appropriate and inappropriate in a whole class setting will be set.
- 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 Safeguarding procedures.

Management of Drug and Alcohol Related Incidents - Defining a Drug or Alcohol-Related Incident

Drug or alcohol 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 or alcohol;
- Students supplying unauthorised or illegal drugs or alcohol;
- Students under the influence of drugs or alcohol, or exhibiting signs of intoxication or illness;
- Disclosure of drug or alcohol use;
- Information which suggest student(s) are involved in substance misuse;
- Illegitimate sale/supply of drugs or alcohol in the school vicinity.

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

- 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.
- The Designated Safeguarding Lead (DSL) will be informed of the situation immediately.
- Dialogue with the student(s) will be undertaken by the Principal/Vice Principal/DSL/Head of Year or appropriate member of staff 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. This will typically be the Deputy Designated Safeguarding Lead or Head of Year.

- The DSL will inform the Principal immediately and also consult / involve others as necessary.
- Careful attention will be given to respecting the confidentiality of those involved.
- Where a member of staff has reasonable grounds for suspecting that a student(s) or member of staff may have an illegal or unauthorised drug or alcohol, they will be escorted to a member of the Extended Leadership Team (ELT) 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.
- A search of the student of the student/member of staff and their belongings may be conducted. Where possible the gender of the member of staff carrying out a search will correspond to the gender of the student/member of staff.
- Where the individual refuses to hand over any items, or refuses a search, “the Principal, 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)
- Staff may also 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.
- After any search involving students, parents/carers will usually be contacted by the school, regardless of whether the result of the search was positive or negative. There may be over riding safeguarding reason why parents may not be contacted.
- Any substance suspected of being a drug or alcohol will be confiscated and following identification be destroyed. In taking temporary possession of a suspected substance, a second adult witness will be present wherever possible.
- If the substance is suspected to be an illegal drug, the police will be notified immediately, in order that they may collect it for identification and then store or dispose of it in line with locally agreed protocols. In the majority of cases, parents will be notified immediately.
- Cigarettes, including e-cigarettes and vaping paraphernalia will be destroyed.
- If appropriate and where a senior member of staff is concerned that a student may be under the influence of drugs or alcohol, the college may seek parental permission to conduct a saliva based drug test on a student. If permission is not gained the police will be contacted and a drugs test requested.
- A detailed record of the incident will be made by the DSL.
- The school will maintain vigilance about drug and alcohol related incidents in the local community through contact with police and other relevant agencies such as the local Inclusion Panel.

Responses to Drug Related Incidents

The college will consider each incident individually and will employ a range of responses to deal with each incident.

Any response will balance the needs of the individual with those of the wider community and the health and safety of all students, and will aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

While there is no legal obligation to inform the police, if an offence against the Misuse of Drugs Act is suspected or substantiated, it will be appropriate to consider contacting the police. If so, the DSL, Principal or member of staff authorised by them, will make the call.

If necessary, an urgent meeting will take place on the same day as the incident, or as soon as possible (between the Principal and DSL) in order to decide whether others outside the school should be informed. These may include parents/carers, the appropriate personnel in the LA, Children's Services and Police.

Responses to/sanctions against students or staff who commit drug and alcohol offences will be decided following dialogue between the Principal, appropriate member(s) of staff, Drugs Liaison Officer and other appropriate colleagues.

Possible Responses Include:

- Targeted intervention
- Referral to DASH or similar agency (see appendix B)
- Counselling
- Behaviour support plans
- Inter-agency programmes
- Fixed-term exclusion
- Pastoral support programmes
- A managed move
- Disciplinary action under the staff disciplinary policy
- Permanent exclusion/dismissed*

*It should be noted that students in possession of, or under the influence of, drugs are very likely to be permanently excluded. Staff under the influence of drugs or alcohol are likely to be dismissed.

Responses and sanctions will take into account:

- the seriousness of the incident
- the short and long term welfare of the student(s)/ staff concerned
- the short and long term welfare of all students
- guidance in DfE and ACPO drug advice for schools (DfE-00001-2012) consistency with published school rules, codes and expectations
- consistency with disciplinary action for other drug related incidents
- consistency with disciplinary action for other misdemeanours.

The Principal will take responsibility for liaison with the media if required.

Early Intervention

The Energy Coast UTC has a key role in identifying students at risk of drug and alcohol misuse. The process of identifying needs should aim to distinguish between students who require general information, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

The college will also be alert to behaviour which might indicate that the child is experiencing difficult home circumstances. Where problems are observed or suspected or if a child chooses to disclose that there are difficulties at home,

safeguarding procedures will be followed. This may include involving sources of support for the child such as Childrens Services, services commissioned by the Drug and Alcohol Teams (DAAT) programmes and, where appropriate, for the family.

Tobacco/Smoke Free School

The Energy Coast UTC is a non-smoking school for all staff, students and visitors.

Role of the Governors

As part of their general responsibilities for the strategic direction of the school, governors have a key role to play in reviewing and monitoring this policy.

Dissemination

All staff, parents/carers and students will be reminded of this policy and its procedures on a regular basis. Details are in the Staff Handbook. The policy and schemes of work are available on request to parents.

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Annex A -References:

- 'Drug Strategy 2010 HM Government Reducing Demand, Restricting Supply, Building Recovery: Supporting People to Live a Drug Free Life'.
- 'DfE and ACPO September 2012 DfE Drug Advice for Schools'
- 'Smoking, Drinking and Drug Use' April 2012 - DfE use survey
- PSHEE Key Stage 3 & 4 PoS November 2011 DfE (non-statutory programme of study)
- Science and Citizenship November 2011 DfE
- Key Stage 4 PoS

Annex B - Useful Organisations

Addaction is one of the UK's largest specialist drug addiction and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640

Email: admin@adfam.org.uk

Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm, and to also increase the range and quality of services available to people with alcohol-related problems.

Tel: 020 7264 0510

Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7739 5902

Email: enquiries@ash.org.uk

Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential Children's legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 877910

Email: clc@essex.ac.uk

Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: info@crae.org.uk

Website: www.crae.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.

Tel: 020 7307 7450

Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550

Email: info@drugscope.org.uk

Website: www.drugscope.org.uk

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

24 Hour Helpline: 0800 776600

Email: frank@talktofrank.com

Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494.

Email admin@mentoruk.org

Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000

Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 800 2222

Website: <http://familylives.org.uk/>

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.

Tel: 01785 817885

Information line: 01785 810762

Email: information@re-solv.org

Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169

Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone Stars National Initiative working with children, young people and families affected by parental drug and alcohol misuse.

Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>

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