

Principal: Mrs N Wilson BA (Hons); MEd (CANTAB); NPQSL

 My Lady's Mile, HOLYWOOD, Co. Down, BT18 9ER

 028 9042 3481

 info@priorycollege.holywood.ni.sch.uk

 www.priorycollege.co.uk



PRIORY
INTEGRATED COLLEGE
· HOLYWOOD ·

Truth | Trust | Excellence | Empowerment | Respect

Policy Name:	Drugs and Substance Abuse Policy
Review date:	May 2022
Date to be reviewed:	May 2023
Agreed by the BOG on:	
Policies which are linked to this policy:	Pastoral Care Policy Discipline and Positive Behaviour Policy Safeguarding Policy

DRUGS/SUBSTANCE MISUSE POLICY

INTEGRATED EDUCATION

Integrated Education has been one of the most significant social developments within Northern Ireland in the last 40 years. Our integrated ethos permeates everything we do and our warm community atmosphere reflects a culture of acceptance and belonging. This is coupled with the high expectations we have of all our pupils and together, creates an environment where pupils excel.

Integration is prioritised by school leadership and features as part of the school development plan. This is led by the Integration Coordinator and supported strategically and practically by the Principal and extended leadership team.

The four core principles of integrated education are equality, faith and values, parental involvement and social responsibility. Such core values are both taught and displayed. We seek to promote parity of esteem between all pupils and we celebrate difference in all its manifestations. Together – the word on our college crest – reflects our belief that we are stronger being an active part of the Priory family and together we achieve.

In accordance with Article 29, we actively plan for our pupils to develop their talents, skills and abilities so that they can achieve academically, grow holistically into kind and caring young people, and be able to succeed as global citizens in the world of work.

COLLEGE MISSION STATEMENT

Priory Integrated College welcomes children from all traditions, cultures and abilities. Together, we aim to empower every child to reach their full potential, in a nurturing, caring environment which upholds respect and excellence for all.

Article 33 – Children must be protected from the illicit use of drugs and the production and trafficking of such substances

1. CONTEXT

Definition of misuse of drugs and substances.

The misuse of any drug or substance which, when taken, has the effect of altering the way a person behaves, feels, sees, thinks.

Drugs and substances include:

- alcohol, tobacco and tobacco-related products including nicotine replacement therapy (NRT) and vapes or e-cigs;
- 'over the counter medicines' such as paracetamol for headaches

- prescribed drugs, such as antibiotics and tranquillisers, painkiller, antidepressants. Antipsychotics, inhalers and stimulants such as Ritalin.
- volatile substances such as correcting fluids or thinners, gas lighter fuel, glues, petrol and aerosols
- illegal drugs such as cannabis (in all its forms including THC oil), LSD and ecstasy, amphetamine sulphate (speed), magic mushrooms, heroin and cocaine
-
- New psychoactive substances (NPS) (formally known as legal highs) which contain one or more chemical substances that produce similar effects to legal drugs and may not be sold as incense, salts or plant foods, such as Herbal highs, Party pills
- Other substances such as amyl or butyl nitrite (known as poppers) and unprocessed magic mushrooms

Priory Integrated College will be implementing a zero tolerance approach to drugs and substance misuse.

2. WHO THE POLICY IS APPLICABLE TO

This policy is applicable

- within the college buildings and college grounds
- when pupils are in college uniform, on the way to and from school
- when pupils, teachers and non-teaching staff are on college trips
- when pupils are representing the college eg sport, cultural events etc

This policy outlines the roles, responsibilities and legal duties of all teaching and non-teaching staff. Reference Criminal Law Act (Northern Ireland) 1967.

Procedures for handling drugs and substance misuses are found in Appendix 1.

3. PROCEDURES

The Principal will be responsible for the implementation of policy and procedures.

For teaching and non-teaching staff see Appendix 1.

The college's legal responsibilities are detailed in 'The Misuse of Drugs Act 1971, Section 5 of the Criminal Law Act (Northern Ireland) 1967.

A suspected drug related incident is described as:

- suspect drugs/substances found on the college premises
- a pupil suspected of being in possession of drugs/substances
- a pupil found to be in possession of drugs/substances and/or paraphernalia associated with the use of illegal drugs or substances
- a pupil is suspected of being under the influence of drugs/substances

Please note when dealing with the situation college staff are not permitted to search pupils' clothing or possessions. However, it is acceptable to ask the pupil to empty pockets and college bags. Staff may search college property such as lockers or desks, but always with a second member of staff present.

4. DEALING WITH THE MEDIA

If the college receives an enquiry from the media, the caller should be referred only to the Principal.

The Principal, or in his/her absence, the Vice-Principal or Designated Teacher, is responsible for the coordination of the arrangements to deal with individual cases of suspected or actual drug misuse. See Appendix 1.

5. SANCTIONS AND SUPPORT

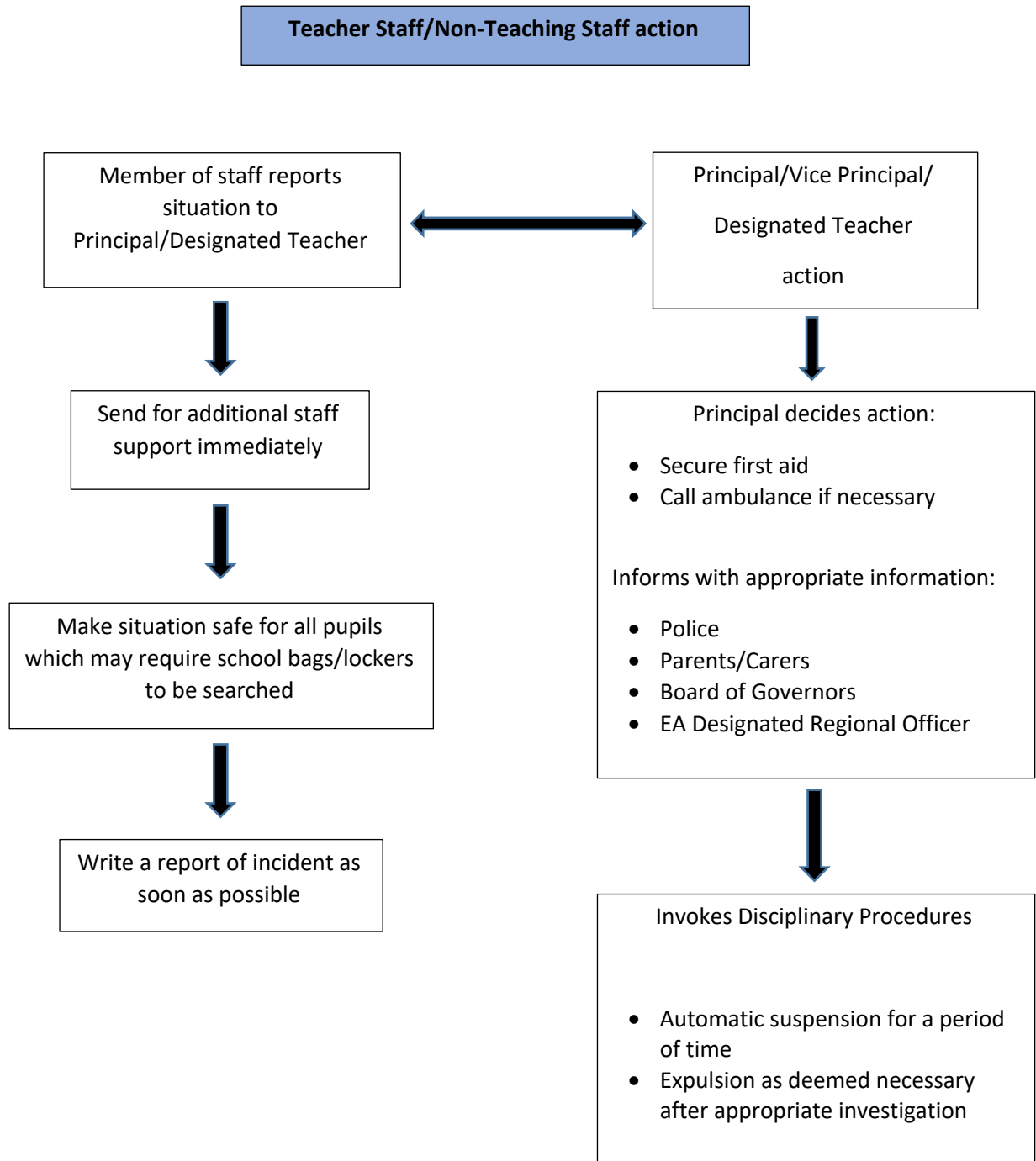
- automatic suspension for a period of time
- follow up drugs awareness programme designed to enable the pupil to make more positive choices in the future
- expulsion as deemed necessary after appropriate investigation

6. MONITORING AND EVALUATING

The Drugs and Substances Misuse Policy will be reviewed within a maximum of 3 years. It may be revised earlier to reflect changing circumstances and trends in the immediate environment.

Appendix 1

Teacher Staff/Non-Teaching Staff action in the event of a suspected case of Drug Misuse



Appendix 2

Priory Integrated College, Holywood

Misuse of Drugs – Policy

The misuse of controlled drugs has increased rapidly in recent times as a result this is affecting every part of our society, including schools. If a drug related incident occurs within the school premises, then this is the policy that will be implemented.

RESPONSIBILITY TO SPECIFIC INCIDENTS

1. **Illness or inappropriate behaviour as a result of suspected drug misuse.** As in any case, if a pupil is ill or collapses the college will take appropriate steps, which may include removal to hospital, in which case the parents will be informed. If it becomes clear that the illness arose due to drug misuse, then the college will inform the local police.
2. **Suspected Drug Misuse, where there is no immediate danger.** If a member of staff has received reasonable information or allegations relating to a pupil misusing drugs or suspect from their behaviour, signs and symptoms of drug misuse, then assuming they are in no immediate danger the member of staff should, initially discuss the situation with the Leader of Pastoral Care and Welfare and if no other reason for their behaviour has been recorded then the Principal will be informed who will contact the local Police Juvenile Liaison Officer. The Police will then investigate.
3. **Suspected possession or Dealing of Drugs on the college premises.** If there is reasonable cause to suspect the presence of unlawful items, then the pupil will be asked to empty their pockets and their schoolbag. The search will take place in the presence of the pupil and another adult witness. If the drugs are contained on them, or personal possessions they will be asked to hand them over, if the pupil refuses to comply and there is still reasonable cause, then the Police will be called to deal with the situation.

The college will detain the pupil using reasonable means, until the Police arrive. If drugs are found, then the college will take temporary possession by handing them to the Principal or Designated Teacher. They in turn will arrange for safe storage until it can be handed over to the local police for identification. Upon discovery of any illegal substance the Principal will inform the local Police and the parents concerned.

Follow Up Action

1. Record the necessary details, for example the time, place, date and circumstances of the incident/confiscation.
2. Notify the Chairperson of the Board of Governors.
3. Notify the Education Authority Designated Drugs Officer. (Appendix 3).
4. The Principal will take further action on the pupil concerned, in line with the college's Drugs and Substances Misuse Policy. (Appendices 3, 4 and 5).

Appendix 3

Drugs Incident Report Form

Principal: Mrs N Wilson BA (Hons); MEd (CANTAB); NPQSL

 My Lady's Mile, HOLYWOOD, Co. Down, BT18 9ER

 028 9042 3481

 info@priorycollege.holywood.ni.sch.uk

 www.priorycollege.co.uk



Truth | Trust | Excellence | Empowerment | Respect

DRUGS INCIDENT REPORT FORM

Description of the Incident

Actions taken

Incident form completed by

Date

1.	Name of Pupil _____ DOB _____ Address _____ _____
2.	Date of Incident _____ Reported by _____ Time of Incident _____ Location of incident _____ _____
3.	First Aid given YES / NO Administered by _____ Ambulance/Doctor Called YES / NO Time of Call _____
4.	Parent or carer informed YES / NO Date _____ Time _____
5.	Where substance is retained _____ or Date substance destroyed or passed to PSNI _____ Time _____
6.	PSNI informed YES / NO Date _____ Time _____
7.	Education Authority or CCMS Designated Officer informed, as appropriate YES / NO Date _____ Time _____
8.	Form completed by _____ Date _____ Position _____

Appendix 4
Daisy Referral Form



Referral Form

For official use only:

Date Referral Received:

Referral agent notified by letter Yes/No

Appointment letter sent, date

Please confirm that the client has agreed to this referral being made?	YES/NO
Have parents/guardian been informed of this referral?	YES/NO
Is this client currently engaged with another service? (If yes please give details :)	

Are you aware of any literacy difficulties?	If yes please give details:
---	-----------------------------

Is English the young person first language?	Yes/No
If not specify preferred language	

Does this young person have a disability?	If yes please give details
---	----------------------------

Additional Information

(Please provide as much relevant information in relation to the client to enable appropriate and adequate services to be identified)

Please be aware the client has the right to see this form

Any risk identified? (Suicide, self harm, aggression, substance misuse, other risk taking behaviours, history of violence?)	If yes please give details:
---	-----------------------------

Client ID allocated on receipt of referral by Admin.	How did you hear about this service?
Signed:	Date

It is the referral agent's responsibility to ensure that the client can access this service.

PLEASE RETURN TO:

Please return Belfast / South Eastern Trust referrals to:	
Start360 30-34 Hill Street Belfast BT1 2LB Tel: 02890 45815 daisy.east@start360.org	
Please return Western Trust referrals to:	
ASCERT 7A Dublin Road Omagh BT78 1ES Tel: 0800 2545 123 daisy@ascert.biz	
Please return Northern Trust referrals to:	
ASCERT 1 Queens Avenue Magherafelt BT45 6AB Tel: 0800 2545 123 daisy@ascert.biz	

Service will record provide or receive information in accordance with the Data Protection Act (1998)

Receiving Information

Personal information held is subject to legal duty of confidence and should not normally be disclosed without consent.

All information received will be treated with respect and regard for confidentiality.

Consent

If the client asks that their parents are not informed of the content of their work with us, this must be indicated on the referral form. We will comply with such requests except in circumstances where the staff member believes that information disclosed to them by the young person is of a child protection nature. Disclosure of this type of information will then be made to parents/carers after an attempt has been made by the staff member to have the clients consent to the disclosure and after consultation with a manager.

Giving Information


Information about the client will only be given with consent, or when it is assessed that the client is suffering, or likely to suffer, from significant harm.

Where information must be shared with relevant individuals/agencies, adheres to the Best Practices Guidelines

(Working together to Safeguard Children 2006)

Appendix 5

Familyworks Independent School Counselling Service Referral Forms

<p>CONFIDENTIAL</p>	<p>ICSS REFERRAL FORM</p>	 FAMILYWORKS <small>NEWCASTLE • MACKAY • TROBRIDGE</small>
<p>Student Details:</p>		
<p>Student's name: _____ Student's year & form class: _____</p>		
<p>Age/DOB: / / Male: <input type="checkbox"/> Female: <input type="checkbox"/> Transgender: <input type="checkbox"/></p>		
<p>Student's address: _____</p>		
<p>Referral details:</p>		
<p>Has this student been referred to counselling before? Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(If Yes, please give details)</i></p> <p>_____</p>		
<p>Key Contact: _____ Name of referrer if different: _____</p>		
<p>Person making referral: KC: <input type="checkbox"/> Student: <input type="checkbox"/> Parent: <input type="checkbox"/> Teacher: <input type="checkbox"/> Other: _____</p>		
<p>Reason for referral: _____</p>		
<p>Is student aware of referral? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Has student agreed to attend counselling? Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>		
<p>Does the student have a disability? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Description: <i>(If Yes)</i> _____</p>		
<p>Other information: <i>(continue on back of form if necessary)</i> _____</p> <p>_____</p> <p>_____</p>		
<p>To be completed by ICSS Counsellor:</p>		
<p>Does client have capacity to self-refer? Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p><i>(If client does not have capacity to agree to counselling Parental or Guardian's agreement was given by:</i></p> <p>_____ Date: ____ / ____ / ____</p>		
<p>Has the client had previous experience of counselling? When? _____ With who? _____</p>		
<p>Any other services currently involved with this client? <i>(tick all that apply)</i></p> <p>None: <input type="checkbox"/> GP: <input type="checkbox"/> Social Services: <input type="checkbox"/> CAMHS: <input type="checkbox"/> EWO: <input type="checkbox"/> Psychology: <input type="checkbox"/> Other Services: _____</p>		
<p>What does client want to address in counselling? _____</p>		
<p>Date referral received: ____ / ____ / ____ Was this referral the result of Drop In? Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>		
<p>Date counselling started: ____ / ____ / ____ Date counselling ended: ____ / ____ / ____</p>		
<p>YP-CORE score at assessment? YP-CORE score on ending? </p>		
<p>Number of sessions agreed at start? Actual number of sessions? </p>		
<p>ICSS Counsellor Signature: _____</p>		<p>Key Contact Signature: _____</p>
<p><small><i>(Please note information on this form may be shared with the student)</i></small></p>		

Appendix 6

USEFUL CONTACT NUMBERS AND WEBSITES

Organisation	Telephone	Website
Department of Education (DOE) The DOE has produced information and sources of help on a range of topics, including smoking and drugs, as part of the iMatter programme.		www.deni.gov.uk
National Drugs free 24 hours confidential service	0800 776600	
Eastern Drugs Co-ordination Team	02890 321313	
Re-Solv	02890 702493 0808 808 2345	
Youthline	0808 808 8000	
		www.up-2.you.net
Health Promotions Agency		www.healthpromotionagency.org.uk
		www.smokefree.co.uk
Breakthru	0808 800 2020	
Frank	0800 776600	www.talktofrank.com
Mind Your Head		www.mindingyourhead.info
Drugs in schools' Helpline	0808 8000 800	
Local Drug and Alcohol Co-ordination Teams (DACT)		www.publichealth.hscni.net
Police Service for Northern Ireland		
Drugs Squad	0289065 0222 0289070 0964	
Community Involvement Crimestoppers	0800 555111	
Samaritans Helpline	02457 909090	
AA Centre Number	02890 434848	
ASCERT (Action on Substance through community education and related training)	02890 604422	
North Down and Ards Drug and Alcohol Awareness Group	02891 271322	
The Link	02891 462199	
North Down YMCA	02891 818943	
Dunlewey Substance Advice Centre – North Down & Ards	02891 818943	
Health and Social Care Organisations		www.publichealth.hscni.net
Family Support NI		www.familysupport.gov.uk
NSPCC		www.nspcc.co.uk