






Policy Directive, Procedures and Guidelines

DRUG, ALCOHOL & TOBACCO (DAT) EDUCATION AND MANAGEMENT OF DAT INCIDENTS

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Summary of Changes from Previous Versions.....	4
1.0 Introduction	5
1.1. Policy Statement	5
1.2 Policy Objectives	5
1.3 Policy Application.....	6
1.4 Accountabilities.....	6
1.5 Responsibilities	7
1.6 Linked Documents	7
1.7 Associated Documents.....	8
2.0 Policy Provisions.....	8
2.1 Drug, Alcohol and Tobacco (DAT) Education in the Curriculum.....	8
2.2 Smoke Free Educational Sites and Establishments	9
2.3 Alcohol-Free:.....	9
2.3.1 Education Sites and Establishments	9
2.3.2 Off-site Visits.....	10
2.4 Continued Professional Development (CPD).....	10
2.5 Working in Partnership with Learners and Parents/Carers.....	10
3.0 Guidance for the Management of Incidents in the School Community.....	11
3.1 Ensuring Consistent Management of Incidents.....	11
3.2 Safeguarding	11
3.3 Management of Authorised Drugs	11
3.4 Definitions of DAT Incidents	12
3.5 Challenging Illegal / Unauthorised Drugs, Alcohol and Tobacco.....	12
3.6 Dealing with Medical Emergencies.....	13
3.7 Establishing the Nature of an Incident	13
3.8 Recording an Incident	14
3.8.1 Where the identity of the learner(s) involved is known.....	14
3.8.2 Where there is general intelligence/evidence of DAT use or supply, but it is not clear who is involved.....	15
3.9 Confidentiality.....	15
3.10 Responses to Drug, Alcohol and Tobacco-Related Incidents	15
3.10.1 When a DAT incident is neither confirmed nor admitted	15

3.10.2 If using or supplying drugs, alcohol and/or tobacco on school premises is confirmed.....	15
3.11 Informing Parents/Carers	16
3.12 The Role of the Police	17
3.13 Monitoring and Reporting	17
Appendix 1: School's Values Statement	18
Appendix 2: Useful Organisations.....	19
Appendix 3: Guidance for Inputting DAT Incident Information into SIMS	20

Summary of Changes¹ from Previous Versions

Version no/Date	Change	Comment	Section/ Page
V2.0	Update following full review.	<ul style="list-style-type: none"> * Update to contacts, titles and limited removal/re-location of text * Link to new States Combined Substance Use Strategy * Update to application text * DAT education: General update and new links * Restrictions on DAT: No alcohol consumption by anyone (participants, leaders, helpers) during off-site visits * Updated CPD and support list * New safeguarding section * Challenging DAT Use: Extra guidance around people 18+. Removed items to be disposed of * Guidance on vaping classification * Recording & reporting incidents: Guidance on recording on learner records; removed requirement to notify Education as incidents occur. Police (PPU) to be advised of general intelligence * Responses to DAT incidents: update of possible responses. Reminder to refer to Critical Incident policy when appropriate * Monitoring & reporting: Termly central collation of anonymous data, incl. sharing with Combined Substance Use Strategy colleagues (and feedback) * Update and renumbering of appendices; new guidance on entering data into SIMS 	<p>Throughout</p> <p>S. 1.1 (p5), 1.7 (p8)</p> <p>S. 1.3 (p6)</p> <p>S. 2.1 (p8)</p> <p>S. 2.3.2 (p10)</p> <p>S. 2.4, (p10)</p> <p>S. 3.2 (p11)</p> <p>S. 3.5 (p12)</p> <p>S. 3.7 (p13)</p> <p>S. 3.8 (p14)</p> <p>S. 3.10 (p15)</p> <p>S. 3.13 (P17)</p> <p>Appendices 1-3 (p18-20)</p>

¹ Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

1.0 Introduction

1.1. Policy Statement

This policy directive on drug, alcohol and tobacco (DAT) education and the management of DAT incidents supports the [States of Guernsey Combined Substance Use Strategy for Guernsey and Alderney 2021-2026](#).

The approach to DAT in education establishments should be a whole-school one - part of the commitment to and concern for the health and well-being of the whole school community. DAT education should enable learners to develop their knowledge, skills, attitudes and understanding about drugs*. The policy also provides a model of good practice for managing incidents in schools.

***Definition of 'Drugs':**

Drugs are mind changing chemicals that can alter the way a person feels and perceives things. Drugs can cause physical changes (changes in heartbeat, respiration etc.) or mental changes (changes in mood, new thought processes etc.). 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 Association of Chief Police Officers Drug Advice for Schools September 2012](#)) and, for the purpose of the Education Office, includes e-cigarettes.

1.2 Policy Objectives

This policy directive sets out to:

- Define the scope and objectives of DAT education
- Clarify the legal requirements and accountabilities in schools and the College of Further Education
- Outline education establishments' approach to DAT for learners, parents/carers and the wider community
- Provide a model of good practice for managing drug related incidents in schools; enabling staff to manage DAT 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 DAT complements the overall approach to DAT education
- Provide a basis for evaluating the effectiveness of DAT education programmes and the management of incidents involving illegal and other unauthorised DAT
- Reinforce and safeguard the health and safety of learners and others who use States of Guernsey education establishments
- Reinforce the role of education establishments in contributing to island-wide strategies

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*:
 - 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-focused events held at the education establishment and elsewhere

* The policy applies in full to States of Guernsey-maintained primary, secondary and further education establishments. In the adult learning and higher education provision of the Guernsey Institute it applies to the extent relevant to operations - the wider principles and processes included may, however, be helpful in informing suitable establishment-specific DAT policies in those settings.

- To all employee groups - including that responsibility for reporting incidents is not restricted to teaching practitioners.
- Learners, parents/carers, partner agencies, visitors and contractors are expected to follow legal and site rules to support education establishments in maintaining drug, alcohol and smoke-free sites

The States of Guernsey's policies regarding DAT apply to all staff in its employ at all educational establishments.

Throughout this policy directive, Headteacher also refers to Heads of Service and Principals (including the College of Further Education Principal). Where relevant to operations, it also refers to the Executive Directors of The Guernsey Institute adult and higher education settings. School refers to any education establishment.

1.4 Accountabilities

Headteachers are accountable for:

- How DAT is organised within the curriculum at their school
- Providing adequate time for learning about DAT 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-focused 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/carers outside the school day which have a strong social element such as Christmas events, concerts, plays, quizzes, PTA events etc., either at their premises or other locations and where learners are supervised, if present
- Ensuring the school works with learners and parents/carers on DAT education
- Sending a clear message to the whole school community that the possession or use of illegal/unauthorised DAT on school premises is unacceptable and will be dealt with firmly
- Nominating a named senior member of staff with specific responsibility to ensure consistent management of DAT 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 and States of Guernsey policies
- Ensuring all school employees comply with their contractual obligations to adhere to the employer's DAT employee policies and Codes of Conduct

1.5 Responsibilities

- In school, **the PSHCE Co-ordinator** is responsible for ensuring the delivery of DAT 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 (see Appendix 1)
- **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 Inclusion Services' **PSHCE Advisor** is responsible to the Education Development Officer for Inclusion and Looked-After Children for the quality of drug, alcohol and tobacco education delivered by external Support Agencies
- The **Education Development Officer for Inclusion and Looked-After Children** is responsible for ensuring the collation of recorded incidents and presenting an anonymised analysis termly to the Head of Inclusion and Services for Children and Schools and colleagues from the Combined Substance Use strategy

1.6 Linked Documents

- [External Providers and Support Agencies working with Schools](#)
- [Model School Safeguarding & Child Protection Policy](#)

- [Off-site Visits Policy and Procedures](#)
- [Critical Incidents Policy Directive – Management and Support](#)
- [Sex and Relationship Education Policy Directive](#)
- [Medicines in Schools and Supporting Learners with Medical Needs](#)

1.7 Associated Documents

- [States of Guernsey Combined Substance Use Strategy for Guernsey and Alderney 2021-2026](#)

2.0 Policy Provisions

2.1 Drug, Alcohol and Tobacco (DAT) Education in the Curriculum

All schools must have a DAT education programme which is developmental and appropriate to the age, maturity and ability of learners. It should cover: facts about legal and illegal harmful substances and associated risks, the law, physical and psychological risks, an awareness of the dangers of prescribed drugs and where to go for help and advice. Schools across the Bailiwick use the programmes of study for PSHE from the PSHE Association as a basis for their drugs, alcohol and tobacco education programmes. Full details for Key Stages 1 – 5 can be found [here](#).

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

- DAT 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
- DAT education is best delivered through well-planned PSHCE provision
- DAT education should link to and be supported by other areas of PSHCE, for example, sex and relationships, domestic abuse and mental health and wellbeing education. This is particularly relevant to older learners as their use of drugs can have an impact on their relationships, risk-taking behaviours and mental as well as physical 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 DAT 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 DAT 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 & Support Agencies](#).

2.2 Smoke Free Educational Sites and Establishments

Education sites and establishments are subject to the same smoke free legislation as other workplaces 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
- The school provides information and support for smokers to quit e.g. promoting access to education and smoking cessation services
- 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 the items, adopting the procedures in the guidance at section 3.0 of this document. In terms of possession, it is only possession of illegal drugs and drug paraphernalia that is a reportable offence to Guernsey Police.

2.3 Alcohol-Free:

2.3.1 Education Sites and Establishments

Events

Headteachers must ensure that their school operates a no alcohol consumption policy for everyone on-site at all indoor and outdoor school-sponsored education-focused 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/carers, outside the published school day, which have a strong social element such as Christmas events, concerts, plays and quizzes, held either at their premises or other locations, and where learners are supervised if present.

General

Aside from where allowed by the above, there will be no alcohol consumption in the grounds of education sites and establishments. **By exception**, those sites operating

commercially for non-education focused events or providing public entertainment, or acting as a centre for vocational training such as the Performing Arts Centre and College of Further Education (Guernsey Institute) Restaurant, may supply and permit customers to consume alcohol in compliance with the licensing regulations for the premises.

It is an offence for an under-18 person to be in possession of alcohol in a public place.

2.3.2 Off-site Visits

Alcohol consumption by anyone (participants, helpers or leaders) at any time during any off-site visit (including, but not limited to, field trips and residentials) is **not permitted**.

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 - PSHCE Advisor, Education Inclusion Services
- Materials and resources – PSHE Association
- Staff training/workshops for parents/carers on DAT – Action for Children (see Appendix 2)
- Advice on substance misuse relating to Sex and Relationship Education (SRE) - share@gov.gg
- General advice/concerns relating to individual learners - School Nursing Service
- General advice on criminal-related matters – Guernsey Police (Neighbourhood Policing Team)
- Other useful websites and organisations – see Appendix 2

2.5 Working in Partnership with Learners and Parents/Carers

The Headteacher will ensure that the school works actively with learners and parents/carers on DAT 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 DAT 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 and 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 Education Development Officer for Inclusion and Looked-After Children or the Children's Officers.

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 Safeguarding

The [Model School Safeguarding policy](#) recognises that behaviours linked to drug taking and alcohol abuse put children at risk of harm; children who are misusing drugs or alcohol are potentially more vulnerable and in need of support. The Children Law also identifies misuse of drugs or alcohol as one of the factors that can lead to a child being designated as 'at risk'.

Where appropriate, DAT incidents must also be treated as safeguarding incidents with a concern raised in line with the school safeguarding policy and procedures.

3.3 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 policy directive [Medicines in Schools and Supporting Learners with Medical Needs](#).

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.

3.4 Definitions of DAT Incidents

The following are all defined as incidents for the purposes of this policy:

- A learner is found in possession of drugs, alcohol and/or tobacco or associated paraphernalia*
- A learner is found to be a 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*
- 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 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 tells that they are misusing drugs, alcohol and/or tobacco or another learner, family member/friend is misusing, alcohol and tobacco

Those marked with an asterisk (*) are of particular interest to colleagues working on the Combined Substance Use strategy

See section 3.8 for recording of incidents.

3.5 Challenging Illegal / Unauthorised Drugs, Alcohol and Tobacco

Staff members should:

- Inform the learner that they believe an offence has been committed (depending on the circumstances, this might be a legal offence, or a contravention of policy)
- Request the items from the learner. [Note, if the learner is over-18 and the substance is not illegal for them to possess, but is unauthorised on-site, where appropriate (considering risk, etc.) the learner may rather be requested to secure it for removal from site as soon as possible.]
- Any items removed by school staff should be stored in a secure place such as the school office. They should not be returned, rather be disposed of in a safe and appropriate way (with guidance from the Police as appropriate)
- The incident should be recorded on the learner's record as outlined in section 3.8
- If the learner refuses to hand over the items, they should be advised that the Police will be involved, and a member of the Senior Leadership Team advised. (Section 3.12 gives guidance on the role of the Police.)

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.

3.6 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.

3.7 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 DAT related incidents should inform, consult and involve others as necessary. The Police should be informed as appropriate of DAT incidents at school. Careful attention should be given to respecting the confidentiality of those involved (see following section on confidentiality).

Consideration should always be given as to whether the incident represents a safeguarding concern that should also be progressed in line with the school safeguarding policy.

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?
- 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?

Note about vaping: Advice from colleagues working on the Combined Substance Use Strategy is that vaping should be regarded (and categorised) as a 'tobacco' offence (nicotine based vape) *unless* there has been further information/evidence to indicate that the substance being vaped was cannabis/THC (when it should be treated as a drug offence).

3.8 Recording an Incident

Headteachers must ensure that a full record is made of every incident identified in section 3.4. 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.

3.8.1 Where the identity of the learner(s) involved is known

a) Learner who has committed an offence at school

- Details should be recorded on the learner's electronic record in the school's management information system. (For schools using SIMS, this will be in the behaviour section – see Appendix 3 for guidance on entry into SIMS). This must be done even if the incident is also being progressed as a safeguarding concern, as the information on the electronic record is used to collate anonymous data to help inform the work of officers working on the Combined Substance Use strategy, as well as provide the Education Office with oversight – see section 3.13
- Where an incident represents a safeguarding concern, the processes set out in the school's Safeguarding and Child Protection policy must also be followed (referral to the School Child Protection Officer, etc.).

Details that are input against the learner record should include:

- Date and time of incident
- Location of incident
- Nature of incident (including whether possession, under the influence of, or supply)
- Actions undertaken by the education establishment

Be accurate but concise. Names **should not** be included in text entered into 'free-text' comment boxes, as the information recorded will be extracted periodically for anonymous reporting purposes.

b) Learner who has not committed an offence at school but has shared information about their own or other people's substance misuse

This should not be recorded on the learner's record as a behaviour matter. It should be approached as a safeguarding concern, as appropriate.

3.8.2 Where there is general intelligence/evidence of DAT use or supply, but it is not clear who is involved

For example, in incident types:

- 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 staff member has information that the illegal sale or supply of drugs, alcohol and/or tobacco is taking place in the local area

Relevant information should be emailed to the Police Public Protection Unit on

PPU@guernsey.pnn.police.uk.

3.9 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 shares 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:

- Safeguarding and 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.

3.10 Responses to Drug, Alcohol and Tobacco-Related Incidents

3.10.1 When a DAT incident is neither confirmed nor admitted

There are four options for the school:

- No action
- Pastoral support
- Co-ordination of support from a drug, alcohol or tobacco agency
- Referral to MASH

3.10.2 If using or supplying drugs, alcohol and/or tobacco on school premises is confirmed

Schools should:

- Identify an appropriate response from a range of options (below) based on the needs of those involved in the incident
- Refer to the [Critical Incident](#) policy if the incident is likely to cause:

- Immediate or delayed emotional reactions in a number of staff, learners and parents/carers surpassing their normal coping mechanisms and/or
- Serious disruption to the running of the school and/or
- Significant public/news media attention to the school

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 DAT 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 DAT related incident and should follow their own disciplinary procedures. Exclusion should not be the automatic response to a drug, alcohol and/or tobacco incident. Possible responses could include:

- Pastoral support
- Early intervention, coordination of support from external agencies
- Referral to MASH
- Behaviour code / contract
- Internal exclusion / detention
- Fixed term exclusion
- A managed move

3.11 Informing Parents/Carers

In any incident involving unauthorised drugs, alcohol and/or tobacco, schools ordinarily need to involve the child's parents/carers and explain how the school intends to respond to the incident and to the learner's needs. If the school has concerns that telling the parents/carers could increase risk for the learner, they should follow the procedures laid down in the school's Safeguarding and Child Protection policy.

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.

3.12 The Role of the Police

The function of the police in respect of 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.

- The NPT is contacted on 01481 222222
- The NPT may follow restorative justice procedures, involving the learner and parent/carer, to try and resolve the situation, having warned both parties that persistent offending may result in prosecution

3.13 Monitoring and Reporting

The Education Development Officer, Inclusion and Looked-After Children should arrange for a summary of anonymised DAT incidents across schools to be collated on a termly basis. (This will make use of SIMS/related data where possible.) Information will be shared with the Head of Inclusion and Services for Children and Schools and with colleagues working on the Combined Substance Use Strategy (via the Substance Use Lead for the Health Improvement Commission).

Strategy colleagues will in return provide feedback (annual summary report or other agreed mechanism) to set out, for example, themes identified from the school data provided and how it has informed work to support children.

Appendix 1: 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

Appendix 2: Useful Organisations

Action for Children (AfC) - A Guernsey-based charity with first-hand experience of young people whose lives have been affected by drug and 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

Alcohol Education Trust - A UK charity that supports schools, parents, carers, health educators and youth outreach teams to ensure that young people of all abilities learn to stay safe around alcohol. <https://alcoholeducationtrust.org/>

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

In-dependence - A local charity involved in the delivery of services for those whose lives are affected by drug and alcohol misuse within the Bailiwick of Guernsey, through education, information, advice, support and counselling. <https://www.independence.gg/>

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

www.talktofrank.com

Guernsey Neighbourhood Police Team - Offers support and advice to local schools 01481 222222

Re-Solv A national charity providing information and support on solvent abuse for teachers, other professionals, parents/carers and young people. Email: information@re-solve.org www.re-solv.org

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

Youth Commission for Guernsey and Alderney - Free help and advice locally on a range of issues, including drugs and alcohol, for children and young people

<https://www.youthcommission.gg/>

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 3: Guidance for Inputting DAT Incident Information into SIMS

The Behaviour module should be used to record DAT incidents involving known learners.

Education will periodically export an anonymous* report from the school SIMS system. This is for purposes of oversight, and to enable compilation of an overall summary of DAT incidents for the information of Combined Substance Use Strategy colleagues.

- In order to achieve consistent data etc. for inclusion in these reports, please ensure that the following fields are filled in as detailed in the table below
- Other fields in the module should also be completed as required to create a suitable record for school purposes (but will not be extracted for reporting)

*The data extracted will not feature names (providing the guidance below is followed). The report will include school and year group of learners.

Date	Please insert the date that the incident took place
Location	Please insert where the incident took place
Time	Please insert the time of the incident
Type	<p>There are three relevant Behaviour Types listed as options in the system. Please select according to the substance involved in the incident:</p> <ul style="list-style-type: none"> • DAT Alcohol • DAT Drugs • DAT Tobacco <p>Note about vaping: Advice from colleagues working on the Combined Substance Use Strategy is that vaping should be regarded (and categorised) as a 'tobacco' offence (nicotine based vape) <i>unless</i> there has been further information/evidence to indicate that the substance being vaped was cannabis/THC (when it should be treated as a drug offence).</p>
Activity Type	<p>There are four relevant 'Activity' types listed in the system. Please select from the below, according to what best summarises the nature of the incident:</p> <ul style="list-style-type: none"> • DAT – Possession • DAT – Use/Under influence of • DAT – Supply • DAT - Other
Comments	<p>This is a free text box. Please provide concise detail that provides further relevant factual information. Do not include in this box any names or information that could identify a specific individual – learner or staff member. (See 'Actioned by' and 'Other Staff Involved', below). There is a limit of 500 characters (including spaces). If appropriate, other information can be uploaded as a file.</p> <ul style="list-style-type: none"> • Extra detail regarding the incident • Summary of actions [For example, whether items have been removed; if parent/carer has been informed; additional detail about any sanction(s) applied in line with school

	<p>behaviour policy; any support offered; any Police involvement (if legal offence or for advice), etc.]</p> <p>NOTE: If the incident may represent a safeguarding concern, follow normal safeguarding procedure in addition. Indicate if the matter has been raised with the SCPO for consideration, but do not enter on the behaviour record any detail that should rather sit in safeguarding files.</p>
Action taken	Select according to the appropriate option for the school/situation
Actioned by	Please complete this, as for any recorded behaviour incident. [Note: This detail will not be extracted for periodic reporting]
Other staff involved	Include the names of other staff involved in managing the incident (as names should not be captured in the Comments box, other staff involved should be included here). [Note: This field will not be extracted for periodic reporting]

Example report format is shown over the page.

DRUG, ALCOHOL & TOBACCO (DAT) EDUCATION AND MANAGEMENT OF DAT INCIDENTS

Example of Report Format (as extracted for Education oversight and sharing with Combined Substance Use Strategy colleagues)

School: Field will be added manually by Education when data is extracted

Year: Field will be auto-populated by the system when data is extracted

To ensure data extracted is anonymous, **do not** enter names or other identifying detail in the comments box (staff or learners). Use the 'Actioned by' and 'Other staff involved' boxes as appropriate (those fields form part of the school's record, but are not extracted for periodic reporting)

Outcome: This will display whatever option was selected from the 'Action Taken' drop-down list as being appropriate to the situation and school policies

School	Year	Date	Time	Location	Type	Activity	Comments (Description)	Outcome (Action taken)
XXX	Year 10	06 September 2021	Lunch	Playground	DAT Tobacco	DAT - Use/under influence of	Found smoking on school premises. Cigarettes and lighter removed, for disposal. Mother informed by phone following incident.	XXX
XXX	Year 9	13 September 2021	Period 1	Field	DAT Alcohol	DAT - Use/under influence of	Found drinking alcohol on school site. Alcohol removed. Alcohol supplied by immediate family member. Parents informed but were unsupportive. SCPO informed.	XXX