

Edmund Rice College



Drugs Policy

Date ratified by Board of Governors: September 2017
Version: Sept 2017

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Section 1 – Introduction

Overview

“Drug misuse impacts on all communities in Northern Ireland”.

Schools have an important role to play in enabling children and young people in making informed and responsible decisions, and helping them to cope with living in an increasingly drug tolerant society. This policy document is designed to provide information and direction to our staff in the management of suspected drug related incidents by pupils on school premises when travelling to and from school and when engaged in authorised school related activities.

Ethos/Our Mission Statement

Educational excellence for all pupils

Respect for self and others

Care in the home, school and community

In order to fulfil this mission statement, it is essential that we protect and actively deter our students from abusing all drugs.

The ethos of our school is very positive in the promotion of the spiritual, moral, intellectual and social development of all our students. In order to achieve this ethos, it is essential that we promote an atmosphere of care and respect for everyone within the school.

Rationale

Our overall priority at Edmund Rice College in formulating our Drugs Policy is the well-being, both physical and emotional, of every pupil in the school. In response to changing trends and attitudes towards drugs and drug use within society and the growing concern of parents and the wider community about the misuse of drugs and other substances, both legal and illegal, we aim to discourage the use/misuse of such substances. Edmund Rice College is committed to ensuring that positive health messages are emphasized in all aspects of school life and that the self-esteem of pupils is actively promoted.

Drugs use/misuse is an issue which concerns the whole school community. All staff are involved in the implementation of the Drugs Policy and governors/parents/guardians are made fully aware of the school's policy and procedures.

Definition of drugs

A drug is defined as any substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks. For the purposes of this Policy the term will be used to refer to:

- Tobacco.
- Alcohol.
- Over the counter' medicines such as paracetamol.
- Prescribed drugs such as antibiotics, tranquillisers, inhalers and Ritalin.
- Volatile substances such as correcting fluids/thinners, gas lighter fuels, aerosols, glues and petrol.
- Controlled drugs such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms, heroin and cocaine.
- Other substances such as amyl/butyl nitrite ('poppers') and unprocessed magic mushrooms.

Aims of the Drugs Policy

1. To provide a coherent Drugs Education Programme appropriate to the needs of pupils at each stage of their development.
2. To provide clear guidelines for dealing with drug-related incidents.
3. To identify the roles and responsibilities of staff members in relation to drug related incidents.
4. To outline the factors involved in determining the school's response to drug-related incidents.
5. To identify clearly the range of behaviours that will result in disciplinary sanctions being imposed.
6. To equip all staff with the knowledge and skills required to enable them to fully implement the Policy and to ensure a consistent response.

The Drugs Policy also includes details on the smoke free sub policy contained in the appendix 5.

Section 2 – Development and Implementation

Roles and Responsibilities In Dealing With Drug-Related Incidents

Board of Governors

- In Edmund Rice College the Board of Governors are involved in the development of the school's Drug Policy and Procedures.
- As part of their general responsibilities for the management of the school the Governors play a key role in the implementation, monitoring and evaluation of the school's Policy for Drugs Education.
- They will continue their involvement through regular feedback from the Principal, as well as through the two-yearly review process.
- A named Governor [Mr Ray Morgan] will be responsible for Drugs Education.

Principal

- Working with designated teachers.
- Provide for immediate welfare needs of pupil/s concerned, other pupils and the school community.
- Ensure safe storage and safe disposal of any drugs/drug-related equipment.
- In the case of a suspected controlled drug, inform local CSIO (Community and Schools Involvement Officer) or, if unavailable, Uniform Branch of PSNI immediately.
- Hand over the suspected controlled drug/associated equipment to the police.
- Record all details on SIMS.
- Send completed incident form to CCMS and Chairperson of the Board of Governors.
- Agree pastoral/disciplinary response including counselling/support.
- Communicate information to staff and other pupils where necessary.
- Deal with media if required.

Designated Teacher for Drugs

- Co-ordinate school procedures for dealing with drug-related incidents.
- Determine circumstances surrounding the incident.
- Take initial responsibility for pupil/s involved in the incident.
- Inform Principal.
- Contact parent/guardian.
- Take possession of any substance and associated equipment and hand over to Principal.
- Act as contact point for external agencies.
- Complete incident form.

All Other Staff

- Deal with emergency procedures if necessary.
- Inform Designated Teacher (Mr P McMeekin, Mr Friel) as soon as possible.
- Pass on any information, substances or drug-related equipment to Designated Teacher.
- Write a detailed report of the incident.

All Non-Teaching Staff

Caretakers regularly check the school premises for signs of drug activity. Any items found will be recorded, reported to the Principal and dealt with in accordance with this Policy. All other support staff will be made fully aware of the procedures for managing incidents and should strictly adhere to them

Staff Training

It is important that all staff are equipped to fully implement the Policy. This includes drug awareness information on procedures for dealing with drug-related incidents and awareness of legal responsibilities. The Designated Teacher and the Health Co-ordinator are also responsible for organising visits by individuals such as NEELB Officers, PSNI, and other identified outside agencies in order to up-date staff on all matters relating to substance abuse. Staff are also encouraged to attend available courses/conferences. New staff are informed of the school's procedures and policy as part of their induction. Training updates are on-going and a review of the Policy will take place every 2 years unless otherwise required.

Overview of Drugs Education Programme

In Edmund Rice College we recognise the dangers of alcohol, tobacco and substance misuse amongst teenagers and this 'drug education' has a relevant and inherent place in our Personal Development Programme.

- **The time allocated to Drugs Education within the PD Programme can be found below:**

<u>Year 8 Smoking:</u>	The effects of smoking/smoking ban/what's in a cigarette/smoking facts (4 weeks)
<u>Year 9 Health & Alcohol:</u>	Units of alcohol/effects of alcohol/drugs and the Law (4 weeks)
<u>Year 10 Drugs:</u>	What is a drug? /Categories of drugs/effects of drugs/drugs and the Law (4weeks)
<u>Years 11-12:</u>	Legal and Illegal Substance/drug use/substance misuse (4 weeks)

For more details, see Appendix 4 [Outside agencies]

- **Links with other relevant areas:**

Our Drugs Programme also has links with other relevant areas such as Learning for Life and Work. At present in Year 8 LLW, there are 14 weeks dedicated to the All Stars Core Programme. This will be continued in Year 9 with a 9 week All Stars Booster Programme. The All Stars Core Programme will be taught in PD classes.

- **Provision and Use of adequate/suitable resources**

Edmund Rice College use a range of resources to engage and support our drugs programme. We recognise the benefits of INSYNC at KS3 but we also adapt our own resources which are available in a range of Power points/Booklets and Worksheets. These have been centralised in an online system, easily accessible for all teachers since September 2013. Furthermore, we utilise Personal Development textbooks at KS4 with a relevant, pupil-centred SOW created by Head of Personal Development. These are reinforced once again by a range of resources created by Edmund Rice College in the form of Power Point Presentations and Worksheets. There are also a range of Video/DVD resources available from the Head of Pastoral Care.

- **Methods of delivery**

Our Drugs Programme is delivered first and foremost through our Personal Development classes in the school. The programme is pupil centred and learning is activity based. We also encourage preventative education through the delivery of our All Stars Programme and links with EA Northern Region [Youth Services] who delivers an Alcohol Awareness Programme with our KS3 pupils.

- **Aims of our Drug Education Programme**

In Edmund Rice College we aim firstly to inform pupils of the effects of drug use and abuse and equip them with the knowledge to make the correct decisions throughout their young life. We aim to help pupils acquire the skills in managing the pressures of the youth culture in which they live and promote a positive attitude towards their personal health. Through our Drugs Programme we create a climate where a young person feels comfortable to discuss problems around substance misuse and help to develop skills that will empower them to take responsibility for their own health and safety.

Communicating The Policy To Parents And Other Relevant Agencies

The policy will be available for all parents to view within the school and should they wish to comment on the policy, we will be happy to consider any comments they might wish to make.

All information is available on the school website.

Section 3 – Management Of Substance Related Issues

Procedures for Managing Drug Related Incidents

The school regards with the utmost seriousness any drug-related incident involving its pupils and has a range of responses on which to draw. In determining an appropriate response, full consideration will be taken of all the relevant factors, including the following:

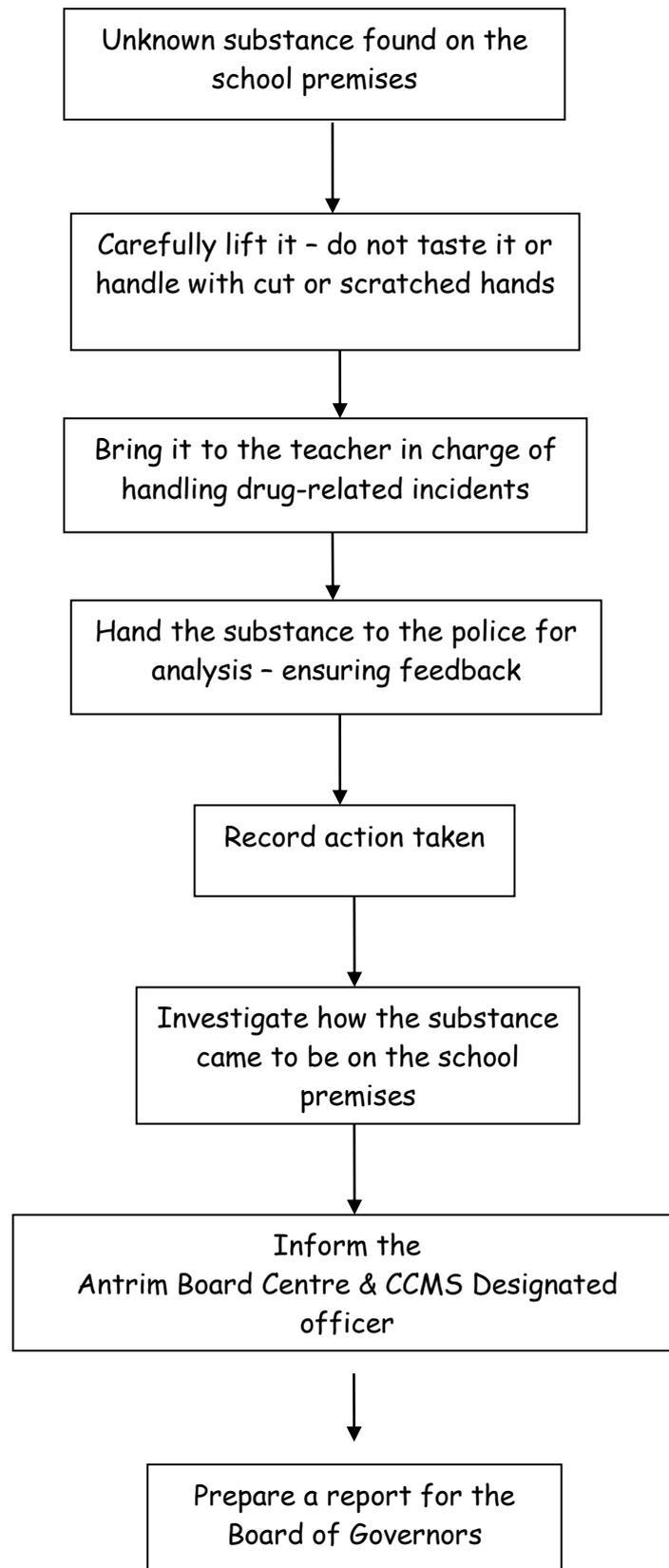
- The seriousness of the incident.
- The age of the pupil/s concerned.
- The number of pupils involved.
- Evidence of peer pressure.
- The level of involvement, e.g. using, supplying, etc.
- Whether this is a one-off or repeated offence.
- The pupil's personal circumstances.
- The needs of other pupils and of the school community.

At all times the needs of the individual pupil/s concerned will be taken into account to determine the disciplinary response and appropriate support mechanisms put in place.

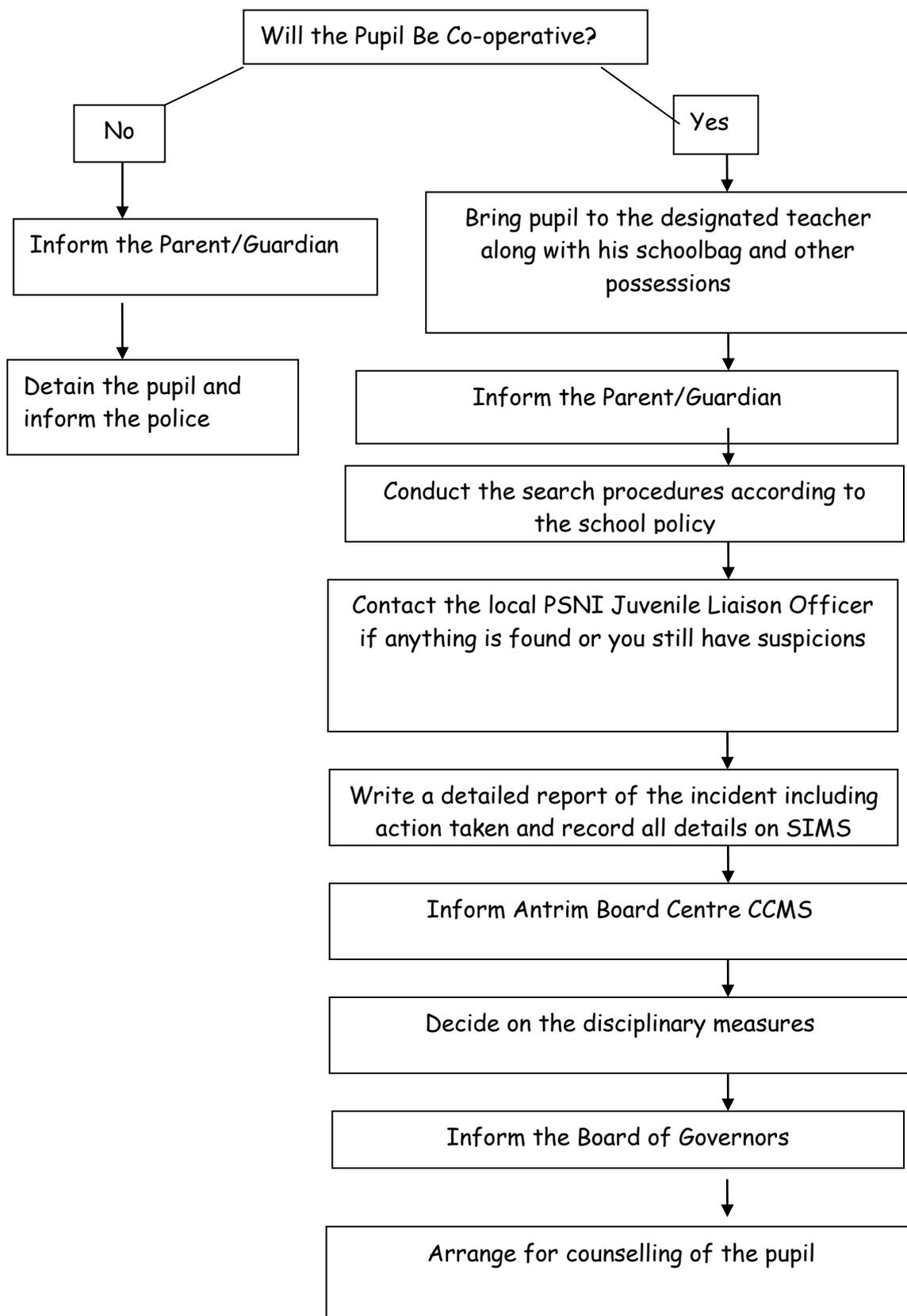
The following diagrams show procedures to follow when:

- Finding a substance on school premises.
- Pupils suspected of possessing/distributing an illegal substance.
- Pupil suspected of having drugs in school.
- **For more details, see Page16-17 Appendices 1A [Checklist for handling drug-related incidents] and 1B [Procedures for conducting a search].**

Finding a substance on the school premises



Pupil suspected of possessing/distributing an illegal substance



Pupil suspected of having taken drugs in school



Recognising signs of drug misuse

Behavioural Signs

The presence of the following signs alone is not conclusive proof of drug misuse – many of them are a normal part of adolescence but the presence of several signs together may point to a need for greater vigilance.

Signs can include:

- ❖ Unsatisfactory reasons for unexpected absences.
- ❖ Changes in friendships: friends in older age groups
- ❖ Changes in priorities, including less concern with schoolwork, less care of personal appearance, personal hygiene, non-attendance at extra-curricular activities.
- ❖ Unusual outbreaks of temper.
- ❖ Efforts to hide drug use through lying, evasiveness and secretive behaviour.
- ❖ Efforts to get money for drug use.
- ❖ Being very knowledgeable about drugs and the local drug scene.
- ❖ A defensive attitude towards drugs and drug-taking.
- ❖ Poor performance at school on days following attendance at social venues.
- ❖ A pattern of absences on certain days, for example, Monday.

Physical Signs

These can differ depending on the type of drug taken. Listed below are some of the signs related to those drugs used illicitly in Northern Ireland.

Solvents

Solvents include glues, butane gas refills, aerosols, typewriting correcting fluids and thinners.

- ❖ Usual signs of intoxication – uncoordinated movement, slurred speech.
- ❖ Possible odour on clothes and breath.
- ❖ If using glue, redness around the mouth and nose.
- ❖ A cough.
- ❖ Possible stains on clothing, etc. depending on type of solvent involved.

Cannabis

Cannabis can have the effect of a depressant or mild hallucinogen, depending on the amount taken and situational factors. Effects can include:

- ❖ Tendency to laugh easily.
- ❖ Becoming talkative.
- ❖ More relaxed behaviour.
- ❖ Reddening of the eyes.
- ❖ Hunger.
- ❖ Dilated Pupils.

Ecstasy

Ecstasy is sometimes referred to as a hallucinogenic stimulant. Its effects will, therefore, include those listed for stimulants and in addition:

- ❖ Increased temperature.
- ❖ Perhaps excessive sweating.
- ❖ Very dry mouth and throat.
- ❖ Jerky, uncoordinated movements.
- ❖ Clenched jaws.
- ❖ Occasional nausea when first used.
- ❖ Possibly some anxiety, depression and muscle pain.

Stimulant drugs (amphetamines (speed), butyl nitrite (poppers), and cocaine

Effects can be:

- ❖ Increased pulse rate.
- ❖ Increased blood pressure.
- ❖ Agitation.
- ❖ Talkativeness or lack of coherent speech.
- ❖ Dilated pupils.
- ❖ Loss of appetite.
- ❖ Damage to nasal passages.
- ❖ Increased tendency to go to the toilet.
- ❖ Mouth ulcers.
- ❖ Fatigue after use.

Legal Highs

- ❖ Similar to those of ecstasy and other stimulants.
- ❖ Reduced inhibitions.
- ❖ Drowsiness.
- ❖ Excited or paranoid states.
- ❖ Coma, seizures and death.

Hallucinogens (LSD, Magic Mushrooms)

Effects can vary depending on nature of experience. They include:

- ❖ Relaxed behaviour.
- ❖ Agitated behaviour.
- ❖ Dilation of pupils.
- ❖ Uncoordinated movements.

Heroin

Heroin acts as a depressant. Its effects include:

- ❖ Slowing down of breathing and heart-rate.
- ❖ Suppression of cough reflex.
- ❖ Increase in size of certain blood vessels.
- ❖ Itchy skin.
- ❖ Runny nose.
- ❖ Lowering of body temperature.
- ❖ Sweating.

Finding drug-related equipment

The presence of paraphernalia associated with drug use/misuse on the school premises should be reported to the Designated Teacher. ***Some of these items may be hazardous and should be handled with extreme caution.***

Items may include:

- ❖ Small bottles (soft drink or water bottles).
- ❖ Twists of paper / Cigarette papers.
- ❖ Cigarette lighters / Spent matches.
- ❖ Aerosols, butane gas refills.
- ❖ Man-made pipes.
- ❖ Roaches (ends of rolled up cigarettes).
- ❖ Hypodermic needles.
- ❖ Drugs themselves.
- ❖ Punctured cans/plastic bottles/containers.

A Range of Disciplinary Measures

The following types of behaviour will result in disciplinary procedures being invoked:

Tobacco - Possession of items related to tobacco consumption;

- On the school premises.
- While wearing school uniform.
- While engaged in any school-related activity.

Alcohol - Purchase, possession or consumption of alcohol;

- On the school premises.
- While wearing school uniform.
- While engaged in any school-related activity.

Where there is a reasonable belief that the pupil is under the influence of alcohol in any of the following circumstances;

- On the school premises.
- While wearing school uniform.
- While engaged in any school-related activity.

Medication - The misuse of prescribed or 'over the counter' medication

- On the school premises.
- While wearing school uniform.
- While engaged in any school-related activity.

Substance Misuse

- Possession or use of any illegal drug or volatile substance (including repeated use of illegal drugs or volatile substances).
- Possession, with intent to supply an illegal drug (including repeated possession with intent to supply).
- Supplying an illegal drug (including repeated supplying illegal drugs).

Emergency First Aid Procedures

Drug-related incidents might include:

- Illness/inappropriate behaviour.
- An allegation.
- Finding drug-related equipment.
- Possession of controlled drugs.
- Use of controlled drugs.
- Possession, with intent to supply, of controlled drugs.
- Supply of controlled drugs.

The procedures for dealing with such incidents are designed to:

- Ensure the safety of the individual pupil, other pupils and staff.
- Ensure that incidents are properly investigated.
- Ensure that appropriate individuals and outside agencies are informed of any incidents occurring in the school.

See Appendices :2A DRUG SITUATIONS – MEDICAL EMERGENCIES and 2B HOW TO PLACE IN RECOVERY POSITION

Staff should take the following action when dealing with a drug related incident.

Confidentiality

If a pupil comes to you to ask for help or advice you have to ask them to give the minimum information, so that you can offer or help without incriminating yourself and breaking their trust. Teachers who find themselves in possession of information of criminal activities must inform the police and where pupils seek help from a teacher they must be informed that the teacher cannot guarantee confidentiality. Any visitor working with our pupils must also inform the Principal should any information involving an illegal drug be revealed.

Procedures For Using Outside Agencies in School

Attached [Appendix 4 Outside Agencies] is a list of outside agencies which the school can and has used to promote Drugs Education in Edmund Rice College. Certain agencies are used more frequently than others. Examples of such agencies are:

- NEELB Youth
- New Life
- PIPs
- PSNI

In these cases, the agencies in question work directly with the school reference information and training sessions for both staff and students. All agencies contacted and used are checked to ensure they are approved organisations who meet all legal requirements reference working in a school environment.

Guidance On Storage Handling and Disposal of Hazardous Substances

Staff in individual subject departments which make use of potentially harmful substances such as solvents and volatile substances in the delivery of the curriculum are responsible for ensuring safe handling and storage of these substances and these procedures are outlined in their department's policies.

All cleaning fluids, solvents, etc. used on the school premises are kept in locked storage cupboards.

For more information, see Administering Medication Policy

Section 4 – Monitoring and Evaluation

This policy will be kept under review to ensure that it keeps pace with rapidly evolving trends and the emergence of new information relating to drug use/misuse. A full review will be undertaken every two years and immediately following any incident.

Reviews of Policy and Procedures

The responsibility to ensure the monitoring and evaluation of the Drugs Policy rests with the designated teacher and the Health Co-ordinator. This will be carried out on a two yearly basis. However, it will be reviewed immediately following any incident and any weaknesses remedied. Review and evaluation will take place as part of our school development plan, in response to future initiatives and in the light of any drug-related incident.

Section 5 - Appendices

APPENDIX 1A

CHECKLIST FOR HANDLING DRUG-RELATED INCIDENTS

1. Ensure safety of individual pupil concerned, of other pupils, yourself and other staff

- ❖ Get help immediately from another adult.
- ❖ Assess situation to see if it is life threatening.

If an emergency:

- ❖ If necessary, contact an ambulance.
- ❖ Put person in recovery position.
- ❖ Ensure airways are cleared.

Then in all cases:

- ❖ Send for Designated Teacher for Drugs/Principal.
- ❖ Ascertain which substances/drugs have been taken and how much.
- ❖ Secure all drugs and paraphernalia and give to the Designated Teacher/Principal immediately to be locked away.
- ❖ Contact parents/guardians as soon as possible.
- ❖ If pupil is going to hospital, drugs and equipment should be sent to hospital to enable identification of substance involved.

2. Ensure all incidents are properly investigated and recorded.

- ❖ Never accuse a pupil of drug dealing/possession; these are alleged illicit substances until substantiated by PSNI.
- ❖ Staff may detain a pupil using reasonable means. Duress should not be used.
- ❖ Conduct search procedures according to school policy.
- ❖ Ensure that all drugs are safely stored until handed over to the PSNI for identification (Staff should not attempt to analyse or taste an unidentified substance).
- ❖ Ensure that storage is witnessed by another adult and recorded.
- ❖ Gather details and data from all eye-witnesses at the scene.
- ❖ All statements and phone calls should be recorded, signed and dated.
- ❖ All information should be recorded on official incident form.
- ❖ Ensure that Education Board incident form is filled in and returned to Advisor for Pastoral Care.

3. Ensure appropriate individuals and agencies are informed and contacted as needed:

- ❖ Principal and Designated Teacher.
- ❖ Parents/Guardians.
- ❖ PSNI.
- ❖ The Education Welfare Officer from the NEELB.
- ❖ Education Board Pastoral Care Advisor.
- ❖ Chairperson of Board of Governors and, subsequently, the Board of Governors.
- ❖ Other pupils, parents and staff on a need to know basis.

APPENDIX 1B

PROCEDURES FOR CONDUCTING A SEARCH

- ❖ Searches should be made in the presence of the pupil and another adult.
- ❖ All school-owned enclosures may be searched.
- ❖ Personal property may not be searched without permission (if permission is refused Designated Teacher/Principal/PSNI should be informed as appropriate).
- ❖ Physical searches may not be carried out.

RIGHT TO CONFIDENTIALITY

- ❖ The boundaries of confidentiality should be made clear to pupils.
- ❖ Staff cannot and should not promise total confidentiality.
- ❖ In case of controlled drugs, staff members or any visitor to the school, should make it clear to the pupil that they cannot offer a guarantee of confidentiality.
- ❖ If information concerning drugs is disclosed, the staff member must convey this to the Designated Teacher.

APPENDIX 2A

DRUG SITUATIONS – MEDICAL EMERGENCIES

The procedures for an emergency apply when a pupil is at immediate risk of harm. A pupil who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any pupil at immediate risk but you should also ensure the well-being and safety of others.

IF IN DOUBT CALL EMERGENCY HELP VIA THE OFFICE AND THEY WILL ALERT THE FIRST AID TEACHER

ALWAYS

- ❖ Assess the situation.
- ❖ If a medical emergency, send for medical help and ambulance.

BEFORE ASSISTANCE ARRIVES

If the pupil is conscious:

- ❖ Ask the pupil what has happened and identify any drug used.
- ❖ Collect any drug sample and any vomit for medical analysis.
- ❖ Do not induce vomiting.
- ❖ Keep the pupil under observation, warm and quiet.

If the pupil is unconscious:

- ❖ Assess airway, breathing, circulation (ABC).

Breathing

- ❖ Place pupil in recovery position (see Appendix 2B).
- ❖ Do not move the pupil if a fall is likely to have occurred.
- ❖ Do not give anything by mouth.
- ❖ Do not attempt to make the pupil sit or stand.
- ❖ Do not leave the pupil unattended or in the charge of another pupil.

Not Breathing

- ❖ Commence Basic Life Support.

WHEN MEDICAL HELP ARRIVES

Pass on any information available, including vomit and any drug samples.

***AS SOON AS YOU HAVE DEALT WITH THE EMERGENCY,
PLEASE COMPLETE AN INCIDENT FORM.***

APPENDIX 2B

HOW TO PLACE IN THE RECOVERY POSITION

1. Kneel beside the casualty. Remove spectacles and any very bulky objects such as mobile phones and large bunches of keys from the pockets.
2. Make sure that both of the casualty's legs are straight.
3. Place the arm that is nearest to you at right angles to the casualty's body, with the elbow bent and the palm facing upwards.
4. Bring the arm that is farthest from you across the casualty's chest and hold the back of their hand against the cheek nearest to you. With your other hand grasp the far leg just above the knee and pull it up keeping the foot flat on the ground.
5. Keeping the casualty's hand pressed against their cheek, pull on the far leg and roll the casualty towards you and on to their side.
6. Adjust the upper leg so that both the hip and the knee are bent at right angles.
7. Tilt the casualty's head back so that the airway remains open. If necessary, adjust the hand under the cheek to make sure that the head remains tilted and the airway stays open.
8. If it has not already been done, **DIAL 999 FOR AN AMBULANCE**. Monitor and record vital signs – level of response, pulse and breathing.
9. If the casualty has to be left in the recovery position for longer than 30 minutes, roll them on to their back and then turn them on to the opposite side – unless other injuries prevent you from doing this.

APPENDIX 3

DRUGS EDUCATION PROGRAMME

	Pastoral Care	Health Education Module	RE	Biology	Other
Year 8	1. Peer pressure–smoking, alcohol, volatile substances & illegal drugs (video). 2. Smoking–why start?			Smoking, alcohol, drugs and pregnancy	
Year 9	1. Don't smoke. You make me choke (video) 2. Whose choosing?		Respect for self-implications of drug & alcohol misuse (EFL)		Care in Crisis Workshop
Year 10	1. Solvent abuse (video). 2. Alcohol – poster competition		Drug & alcohol abuse-examination of consequences (EFL).	Smoking-the effects of tar, nicotine, carbon monoxide on health	
Year 11	1. Effects of drug abuse (cannabis) on family & relationships (video). 2. Self-esteem, handling relationships.	8-10 week module in either Yr 11 or 12. Impact of various drugs on health, well-being. Some sessions.	Years 11 & 12. GCSE module on drugs – 'Respect for Life' (smoking, alcohol & controlled drugs)	Pregnancy-healthy bodies, healthy babies-effects of smoking, alcohol, drugs (TAS only)	Presentation by former drug addict (developed as Talking & Listening in some English classes)
Year 12	1. Katie's Story – video on impact of alcohol on teenage girl. 2. Your responsibility- drug-related scenarios.	(Re-Solv, Chest, Heart & Stroke, Action Cancer, Dunlewey Substance Advice Centre, NI First Aid Services etc.)	As in Year 11	Effects of alcohol, tobacco solvents & drugs on health, individuals & society	

Years 13 and 14 Students in Years 13 and 14 have the opportunity to discuss a range of drug-related issues as part of their non-exam RE and Pastoral provision and to attend talks from outside agencies, e.g. AA.

APPENDIX 4**OUTSIDE AGENCIES**

NEELB Officer for Drugs Education Belfast BT1 Tel: 028 94 482 334	Community & Schools Involvement Officer North Belfast DCU 280 Antrim Road Belfast BT15 5AA
Dunlewey Substance Advice 36 Cliftonville Road Belfast BT14 6JY & 226 Stewartstown Road BT17 0LB Tel: 028 9061 1162	NICAS 40 Elmwood Avenue Lisburn Road Belfast BT9 6AZ Tel: 028 9066 4434
Contact Youth 139 Ravenhill Road Belfast BT6 8DR Tel: 028 9045 7848 Helpline: 0808 808 8000	Care in Crisis The Counselling Centre 39 Union St Lurgan BT66 8DY Tel: 028 3832 9900
NI Health Promotion Agency 18 Ormeau Avenue Belfast BT2 8HS Tel: 028 9031 1611	Alcoholics Anonymous 464 Falls Road Belfast BT12 Tel: 028 9043 4848
Re-Solv Graham House Knockbracken Healthcare Park Saintfield Road Belfast BT8 Tel: 028 9070 2493	Northern Ireland Council on Alcohol Tel: 028 9066 4434
Community Addiction Team North & West Belfast Health & Social Services Trust Tel: 028 9056 6057	Action Cancer 1 Marlborough Park Belfast BT9 6XE Tel: 028 9080 3344
Chest Heart and Stroke Association 21 Dublin Road Belfast BT2 Tel: 028 9032 0184	Ulster Cancer Foundation 40-42 Eglantine Avenue Belfast BT9 6DX Tel: 028 9066 3281 Fax: 028 9066 0081
Young People's Centre 88 Lisburn Rd Belfast BT9 6AS Tel: 028 9066 0035	Parents Advice Centre Tel: 028 9031 0891 Helpline: 028 9023 8800
Health & Environmental Services Dept Belfast City Council The Cecil Ward Building 4-10 Linenhall Street Belfast BT2 8BP Tel: 028 9032 0202	University Chaplin QUB 28 Elmwood Avenue Belfast BT9 6AY Tel: 028 9024 513
EA North Eastern Region	028 25653333
PSNI	028 90650222
CCMS	028 90327875

APPENDIX 5

SMOKE-FREE POLICY

PURPOSE

The aim of this policy is to protect all employees, pupils, parents and visitors from exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which is enforced by District Councils.

POLICY

It is the policy of Edmund Rice College that all of our school buildings and vehicles are smoke-free and all staff, pupils, contractors and visitors have a right to a smoke-free environment. The policy shall come into effect on September 2010 and be reviewed every two years.

PREMISES

Smoking is prohibited throughout all enclosed and substantially enclosed buildings (i.e. those with a roof and more than 50% enclosed by walls) with no exceptions.

VEHICLES

All school vehicles will be smoke-free at all times. Any member of staff using their car in connection with school activities (including giving a lift to a staff colleague or pupil to a meeting or other event) should not smoke for the duration of the journey.

PRINCIPAL'S DUTIES

- To display statutory No Smoking Signs at all main entrances to school buildings as required by the legislation.
- To ensure staff, pupils, contractors and visitors do not smoke in smoke-free places and vehicles.
- To investigate complaints regarding staff, pupils, contractors and visitors smoking.
- To inform staff, pupils, contractors and visitors on this policy.
- To ensure that a written record of any incidents of smoking and how they were dealt with are kept.

STAFF DUTIES

- To ensure that they or others do not interfere with no smoking signs.
- To comply with the Smoke-Free Policy.
- To ensure that parents, pupils, contractors and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.
- To refrain from smoking if using their own vehicle to transport pupils in connection with school activities.

PARENTS', PUPILS', CONTRACTORS' AND OTHER VISITORS' DUTIES

- Parents, pupils, contractors and visitors are not permitted to smoke in smoke-free areas, or school vehicles.
- Parents using their own vehicles for school purposes e.g. transporting pupils to a sporting event are asked not to smoke for the duration of the journey.

HELP FOR THOSE WHO SMOKE

This policy is not intended to stop people smoking but to regulate where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the smokers helpline on 0800 858585 who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the school's disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the school. Be aware that, in addition to action taken under this policy, the district councils may take legal action against individuals who smoke in smoke-free places or vehicles.

Signature: - _____

Position in school: - _____

Date: - _____