

Drug Policy Audit Tool

1 = not at all 5 = completely	1	2	3	4	5
Has a nominated governor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a nominated drugs coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Development process State the date of approval and adoption, and the date for the next major review</p> <p>Describe the development process and how the whole school community was involved</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Location and dissemination Outline the dissemination plans and where a reference copy of the policy can reliably be found. Parts of the policy may be replicated in other school publications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The context of the policy and its relationship to other policies Outline the links with other written policies on, for example, behaviour, health and safety, medicines, confidentiality, pastoral support, healthy schools, school visits and child protection.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Local and national guidance Specify national and local guidance documents, for example, this and other government guidance, guidance from QCA, LEA guidance and local Healthy Schools Programme documentation on which the policy has drawn.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Local and national guidance Specify national and local guidance documents, for example, this and other government guidance, guidance from QCA, LEA guidance and local Healthy Schools Programme documentation on which the policy has drawn.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The purpose of the policy Identify the functions of the policy and show how it reflects the whole school ethos and the whole school approach to health (if part of the Healthy Schools Programme).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>State where and to whom the policy applies For example, all staff, pupils, parents/carers, governors and partner agencies working with schools. Specify the school's boundaries and jurisdiction of the policy's provisions. Clarify how the policy applies to pupils educated in part within further education or other provision.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Definitions and terminology Define the term 'drugs' and clarify the meanings of other key terms. The definition should include reference to medicines, volatile substances, alcohol, tobacco and illegal drugs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The school's stance towards drugs, health and the needs of pupils Include a clear statement that illegal and other unauthorised drugs (specify which drugs and under what circumstances) are not acceptable within the boundaries identified within the policy</p> <p>Outline school rules with regard to authorised drugs and make links to the school policy on medicines</p> <p>Explain that the first concern in managing drugs is the health and safety of the school</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff with key responsibility for drugs Specify the named members of staff who will oversee and co-ordinate drug issues and their key roles and responsibilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drug education Include the aim of drug education and outline key learning objectives.</p> <p>Specify or refer to the content of the drug education to be provided (with reference to the frameworks for PSHE and citizenship and the National Curriculum Science Order)</p> <p>Outline the arrangements for timetabling, staffing and teaching</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Methodology and resources Outline teaching methods that will be used to involve all pupils in active learning Name principal resources and specify their storage location Specify external contributors who may support drug education and outline how their contribution will be managed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff support and training Outline induction and drug awareness training arrangements for all staff (including site managers, lunch-time supervisors, teaching assistants, relevant governors and new members of staff)</p> <p>Outline specific continuing professional development opportunities for drug education teachers and how learning will be cascaded.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Management of drugs at school Describe the policy on dealing with drug paraphernalia and suspected illegal and unauthorised drugs. Outline storage, disposal and safety guidance for staff Make explicit the school's policy on searches, including personal searches and searches of school and pupils' property Outline strategies for responding competently and fairly to any incidents involving illegal and other unauthorised drugs, and the range of options for responding to the identified needs of those involved Outline procedures for managing parents/carers under the influence of drugs on school premises.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Police involvement</p> <p>Outline the agreed criteria for when police should be informed, consulted or actively involved in an incident, and what action is expected if police involvement is requested Include name and contact details for the school's liaison officer</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The needs of pupils</p> <p>Outline the mechanisms for addressing the wider pastoral needs of pupils and how pupils are made aware of the various internal and external support structures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Referral and external support</p> <p>Outline the relationship with local partner agencies and the roles negotiated with them for supporting pupils and agreed protocols for referral</p> <p>Clarify the position of confidentiality and parental consent in relation to external agencies</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Confidentiality</p> <p>Specify the school's approach to ensuring that sensitive information is only disclosed internally or externally with careful attention to pupils' rights and needs</p> <p>Outline local child protection procedures to be followed if a pupil's safety is considered under threat (or make links to relevant school policy).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Involvement of parents/carers</p> <p>Include the policy for informing and involving parents/carers of incidents involving illegal and other unauthorised drugs</p> <p>Outline the school's approach to encouraging parental involvement in developing and reviewing the policy and in their child's drug education</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The role of governors</p> <p>State the arrangements for ensuring that governors are well informed on drugs issues as they affect the school</p> <p>Outline the role of governors (or the designated governor if appointed, although not a requirement) in policy development and overseeing the drug education programme, and contributing to any case conferences called, or appeals against exclusions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Liaison with other schools</p> <p>Establish that the local drug situation, the content of drug education, the management of incidents, training opportunities and transitions between schools will be routine elements of liaison between local schools</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>