

Drugs: Guidance for schools

Consultation Response Form

The closing date for this consultation is: 18/07/2003
Your comments must reach us by that date.

Note when completing electronically Use: – **tab** key, **only** to access input boxes;
– **scroll** bar to navigate the form;
– **mouse** to access hyperlink.

The information you send to us may need to be passed to colleagues within the Department for Education and Skills and/or published in a summary of responses received in response to this consultation. We will assume that you are content for us to do this, and that if you are replying by e-mail, your consent overrides any confidentiality disclaimer that is generated by your organisation's IT system, unless you specifically include a request to the contrary in the main text of your submission to us.

The Department may, in accordance with the Code of Practice on Access to Government Information, make available on public request, individual consultation responses. This will extend to your comments unless you inform us that you wish them to remain confidential.

Please insert 'X' if you want us to keep your response confidential

Name

Organisation (if applicable)

Address

If your enquiry is related to the policy content of the consultation you can contact Helen Bird:

Telephone: **020 7273 4875**
Email: helen.bird@dfes.gsi.gov.uk

If you have a query relating to the consultation process you can contact:

Telephone: **01928 794888**
Fax: **01928 794 311**
Email: consultation.unit@dfes.gsi.gov.uk

Please insert 'X' in **one** of the following boxes that best describes you as a respondent.

<input type="checkbox"/> LEA	<input type="checkbox"/> Governor
<input type="checkbox"/> Primary School	<input type="checkbox"/> Secondary School
<input type="checkbox"/> Special School	<input type="checkbox"/> Pupil Referral Unit
<input type="checkbox"/> Young person	<input type="checkbox"/> Teacher Union
<input type="checkbox"/> Parent/Carer	<input type="checkbox"/> Medical Professional
<input type="checkbox"/> Police	<input type="checkbox"/> Voluntary Group
<input type="checkbox"/> Other (please specify) –	<input type="text"/>

Questions 1-10 refer to specific sections of the document. Questions 11-19 are more general.

Please use paragraph numbers in your response where appropriate.

Please do not feel obliged to answer all the questions or feel that your comments must be restricted to answering these. Partial responses and your views on any aspect of the document will be welcome.

Thank you.

Executive Summary

Question 1

Does the Executive Summary clearly summarise the key messages for schools?
If not, what should be added?

Yes

No

Not Sure

Comments:

Section 1: Introduction

Question 2

Is the introduction helpful?

Yes

No

Not Sure

Comments:

Section 2: Drug education

Question 3

Is Section 2 helpful in setting out good practice in relation to drug education? We are particularly interested in your comments on whether further guidance is required on: developing and setting realistic aims for schools' drug education programmes; drugs of particular significance to pupils; selecting teaching resources and using external contributors; teaching and learning; assessment, monitoring, evaluation and review.

Yes

No

Not Sure

Comments:

Question 4

Should the guidance propose that school polices should prohibit smoking entirely and not provide designated smoking areas?

Yes

No

Not Sure

Comments:

Question 5

What mechanisms have schools successfully used to engage with parents/carers, particularly those who are harder to reach, on issues related to drugs?

Comments:

Section 3: Good management of drugs within the school community

Question 6

Is Section 3 helpful in setting out good practice in the management of drugs within the school community? We would particularly welcome comments on: detection and searching; the role of the police; establishing the nature of an incident; supporting pupils' personal, social and health needs; intoxicated parents/carers; and whether the guidance covers areas which are of particular concern to schools.

Yes

No

Not Sure

Comments:

Question 7

Is the guidance on confiscation and disposal of illegal and unauthorised drugs workable?

Yes

No

Not Sure

Comments:

Question 8

What are your views on the use of sniffer dogs in schools?
How could the guidance be improved in this area?

Comments:

Section 4: The school drugs policy

Question 9

Is section 4 helpful in setting out good practice in relation to school drugs policies? We would particularly welcome comments on what issues should be added to the policy framework.

Yes

No

Not Sure

Comments:

Appendices

Question 10

Can you suggest any improvements to the appendices, particularly *Appendix 7: Flowchart: Incidents involving unauthorised drugs?*

Please state clearly the number of the appendix which you are commenting on.

Comments:

Question 11

What additional appendices are required?

Comments:

General questions

Question 12

We have used the term 'drugs' throughout to refer to all drugs including medicines, volatile substances, alcohol and tobacco and have put a note in the terminology section of the introduction and a footer on each page explaining this. Is the use of the generic term drugs useful?

If not what would be more helpful?

Yes

No

Not Sure

Comments:

Question 13

What are the particular issues the guidance needs to add/highlight with respect to primary schools?

Comments:

Question 14

What are the particular issues the guidance needs to add/highlight with respect to secondary schools?

Comments:

Question 15

What are the particular issues the guidance needs to add/highlight with respect to special schools?

Comments:

Question 16

What are the particular issues the guidance needs to add/highlight with respect to pupil referral units (PRUs)?

Comments:

Question 17

We have provided a contents page, executive summary and summaries at the beginning of each section to help people find their way around the document. How could the document be improved to make it easier to use?

Comments:

Question 18a

Case studies will be included in the final guidance.
What areas should they cover?

Comments:

Question 18b

If you would like to supply a case study please identify the subject to be covered and provide follow-up contact details

Comments:

Question 19

If you have any further comments to make on the content of this draft or on how we might publish and disseminate the final document, please give them below

Comments:

If you have any examples of local guidance or materials which you would like to share, please send them with this response form, clearly marking the sections which you think should be incorporated in this guidance or added as an appendix.

Thank you for taking the time to let us have your views. We do not intend to acknowledge individual responses unless you tick the box below.

Please acknowledge this reply

Here at the Department for Education and Skills we carry out our research on many different topics and consultations. As your views are valuable to us, would it be alright if we were to contact you again from time to time either for research or to send through consultation documents?

Yes

No

Code of Practice on written consultation

The following seven standards from the Cabinet Office Code of Practice on written consultation should be reproduced in all consultation documents. This is binding on Departments. Ministers' reasons for any departures should be explained.

All UK national public consultations are required to conform to the following standards:

1. Timing of consultation should be built into the planning process for a policy (including legislation) or service from the start, so that it has the best prospect of improving the proposals concerned, and so that sufficient time is left at each stage.
2. It should be clear who is being consulted, about what questions, in what timescale and for what purpose.
3. A consultation document should be as simple and concise as possible. It should include a summary, in two pages at most, of the main questions it seeks views on. It should make it as easy as possible for readers to respond, make contact or complain.
4. Documents should be made widely available, with the fullest use of electronic means (though not to the exclusion of others), and effectively drawn to the attention of all interested groups and individuals.
5. Sufficient time should be allowed for considered responses from all groups with an interest. Twelve weeks should be the standard minimum period for a consultation.
6. Responses should be carefully and open-mindedly analysed, and the results made widely available, with an account of the views expressed, and the reasons for decisions finally taken.
7. Departments should monitor and evaluate consultations, designating a consultation co-ordinator who will ensure the lessons are disseminated.

Thank you for taking the time to respond to this consultation.

Completed questionnaires and other responses, should be sent to the address shown below by 18 July 2003

Send by post to: **Consultation Unit, Department for Education and Skills, Level 1b, Castle View House, Runcorn, WA7 2GJ.**

Responses and comments can be sent via e-mail to: drugsguidance.consultation@dfes.qsi.gov.uk