

**ROOTS INTERNATIONAL SCHOOLS & COLLEGES
DRUG & ALCOHOL ABUSE PREVENTION POLICY**

DAAPP- 1: Introduction and Objectives

1.1: Risk Awareness

Roots International Schools & colleges believe that the unlawful possession or abuse of drugs and alcohol by students and employees presents multilevel risks to the individuals, the learning environment and the school/college community as a whole. Substance abuse obstructs the process of learning, teaching, personal development and the overall exercise of a person's true talents and abilities. There are also serious criminal and disciplinary sanctions that can be imposed on students and employees which will disrupt their studies or careers.

RIS provides this policy in compliance with federal law as part of **RIS-Drug & Alcohol Abuse Prevention Policy-002-2017** to prevent the possession, use, and distribution of illicit drugs and alcohol by students and employees. The information provided here includes campus rules and regulations pertaining to drugs and alcohol, possible health and social effects, the legal sanctions, and contact information for services and programs that can provide further information and assistance. Additionally, this policy implies that students/employees convicted of possession/sale of illegal drugs and alcohol will bear all related financial obligations/compulsions. Alleged students will be rusticated/suspended under the SOP's of **RIS-DAAPP-002** as per federal laws.

Whatever the precise outcome, any illegal activity in the school/college will inevitably impact the running of the school/College. It follows that every realistic step should be taken to prevent it. In order to identify the most appropriate procedures and measures, consideration has to be given to the nature of the likely risks, previous incidents, the local environment and changing conditions, and the scope of consequential losses, for example, disruption in school/college decorum and inconvenience. To this end, a school/college code of conduct, risk assessment will be conducted annually and used as the basis of this policy.

1.2: Aims and Objective:

Roots International Schools/Colleges recognize and accept their social responsibility to provide a safe and secure environment for students, employees and visitors. The school's code of conduct procedures will operate within the framework described in this policy.

- Where appropriate the School/College Management will seek any necessary expert advice to determine the risks and precautions required to deal with them.
- The RIS Management will provide staff with enough resources, information and training to implement the School Drug & Alcohol Abuse Prevention procedures.
- The RIS Management will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school/college community.

1.3: State and Federal Criminal Statues:

National Anti-Narcotics Policy (NANP-2010) has been developed to address both Pakistani's prevailing drug situation and changes in the global narcotics environment that have emerged since the 1993 Narcotics Policy. The Anti-Narcotics Policy of Pakistan aims to develop an effective coordination and control mechanism, and mobilize the people of Pakistan especially youth and institutions (national/international, private/public) to ensure their active participation in eradicating drugs

In addition to the RIS student code of Conduct, a student will be subjected to all local, state, and federal laws related to substance abuse or the possession/ use of alcohol. Any student/employee possessing, manufacturing, distributing, heroin, narcotics, or other controlled substances, use or possession of any

illegal and / or authorized drugs, prescription drugs, and drug paraphernalia or being under the influence of illegal drugs will be handed over to local police station for further legal action.

1.4: RIS Promotes Anti- Drug & Alcohol Abuse Awareness:

Root International Schools & Colleges under the umbrella of Community Engagement Society promotes community youth mobilization and awareness campaigns in order to make people aware of drug and alcohol abuse and how to prevent students from this curse. These campaigns focus on:

- Drug free home and school
- Drug free cities
- Develop curriculum against drugs
- Improve recreational and sports activities
- Drug & Alcohol Abuse prevention walks
- Research work on how to prevent drug and Alcohol Abuse.
- Social media campaign to prohibit use of drugs/alcohol and many more

DAAPP-2: Roles and Responsibilities

2.1: The Branch Head:

The Branch head has overall responsibility for policy, organization and arrangements throughout the school and is responsible for the effective implementation of the **RIS-DAAPP-002** and for encouraging Staff, through regular monitoring, to implement **RIS- DAAPP-002** arrangements. In particular, the Branch head will:

- a) Setup arrangements in school that complies with the proposed and agreed by **RIS-DAAPP-002** Instructions.
- b) Ensure that all staff within the school receives information, instruction and training in the **RIS-DAAPP-002** and procedures.
- c) Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- d) Ensure that all students, staff, visitors, and contractors adhere to the **RIS-DAAPP-002** policy.
- e) Monitor the implementation of the policy and **RIS-DAAPP-002** arrangements.
- f) Ensure parents are informed of the **RIS-DAAPP-002**.
- g) Nominate specific staff with designated roles e.g. Drug & Alcohol Abuse Prevention Representatives (School Managers and (PTI/ Supervisors).
- h) Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for drug & alcohol prevention matters outlined within the **RIS-DAAPP-002**.
- i) The Branch head will ensure that the school/College has a **RIS-DAAPP-002** and that this has been implemented.
- j) Branch head will monitor the performance of the School/College Drug & Alcohol Abuse Prevention

This will be achieved by:

- k) The School Managers and (PTI/Supervisors) monitoring performance on their special interest visits.
- l) Branch Head will Report to head office.
- m) Implementation of **Drug & Alcohol Abuse prevention** measures.
- n) Branch heads will periodically review the **RIS-DAAPP-002**.
- o) Branch heads will delegate the day to day implementation of the policy to the School/College staff
- p) Branch head will ensure the checking of students' school bags on the entrance gate.
- q) Branch head will ensure the prohibition of student's mobile usage/ weapons in the school.

Branch head will ensure no parcels/ lunch box/ books etc. will be entertained by school staff/ admin office during school hours.

2.3: The School Representative (School/College Manager)

The School/College Manager is adviser to the Branch head on compliance of Drug & Alcohol Abuse Prevention within RIS and is responsible for the co-ordination of all management throughout the school.

The School/College Representative will:-

- a) Review the **RIS-DAAPP-002** monthly and when significant changes occur within the organization of the school.
- b) Have general oversight on **School/College Code of Conduct** and monitor this on behalf of the Branch head.
- c) Undertake a monthly **School Code of conduct risk assessment** and prepare recommendations for discussion with the Branch head.
- d) Make recommendations to the Branch Head for matters requiring immediate attention.
- e) Publicize non-compliance of school code of conduct matters.
- f) Ensure routine checks are carried out by the School Managers (PTI/ Supervisor)
- g) Prepare term reports for the branch head on execution of School Drug & Alcohol Abuse Prevention measures.
- h) Ensure all incidents are reported to the Head Office.

2.4: School/College (PTI/ Supervisor)

The School PTI/Supervisors will ensure: -

- a. The site is checked every 2 days during Weekend.
- b. Undertake all required security checks, including perimeter, fences and checking of locks/gates.
- c. All external doors and perimeter gates are secured by 4pm each day
- d. Maintain a key log.
- e. Keep an eye on each and every student/ sweepers, canteen workers, lower staff, guards and vendors working in school/college premises and with school/College management?
- f. Undertake a regular check of every personnel, every day, and their belongings.
- g. If anyone caught red handed and involved in such suspicious and illegal activities, report to school manager for taking legal actions.
- h. Monitor site security and liaise with police / head office as required in the event of an incident

School Code of Conduct Issues	Concerned Person	Specific Duties
Agreeing and reviewing the RIS-DAAPP-002 policy	Branch Head/Safety & School Representative (School Manager)	<ul style="list-style-type: none"> • Agree policy • Review every months
Day to day implementation and management of policy.	Branch Heads/ Safety & School Representative (School Manager)	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	School (PTI/ Supervisor)	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates,	School (PTI/ Supervisor)	Part of normal duties to check physical integrity of security devices.

Control of visitors	Admin staff	Issue passes
Control of contractors	School /College Manager Issue passes	
Security of playground	Playground coordinator/ PTIs	
Security Risk Assessment	Branch Heads/School Representative (School Manager)	Review annually and inform Head Office of findings to use as part of policy review
Checking and observing any suspicious activities in school premises during the school timings/ Class rooms	All teachers	Make sure everything running in smooth way and not a single student is convicted of possession/sale of illegal drugs & alcohol.

i. Ensure external lighting is maintained in good condition.

j. Ensure cleaners and other contractors working in the school understand and respect **RIS-DAAPP-002 Policy.**

Procedures.

k. Check all doors and windows are secure at the end of the day, set alarms and check there are no trespassers on the school site.

l. Check all the hidden corners and every corner of the school premises.

2.5: All Staff

All employees have a responsibility to ensure that they act with all reasonable care with regard to the School code of conduct of the premises, staff and students. In particular, all staff has a responsibility to:

- Check windows and doors when rooms are not in use and upon students’ departure at the end of the day.
- **Ensure** the school entrance gates and external doors are closed when they leave.
- Challenge anyone walking around the school who is not wearing ID cards and ask them to report to reception to sign-in.
- Ensure physical search of visitors at the school gates.
- Sign in each day using the thumb impressions/ register log and sign-out when leaving in the evening/going out for lunch for ensuring prohibition of any suspicious person entering the school premises.
- Report any concerns to the (School/College Manager) for taking any legal action against the incident.

Duties and Responsibilities:

Listed below duties and responsibilities allocated to school staff:

DAAPP-3: Physical Checking

The physical Checking of any site has three distinct aspects. These are the:

- Perimeter
- External protection of buildings within the perimeter
- Protection of specific vulnerable or sensitive areas within buildings.

Perimeter checking on its own is not sufficient—it is not possible to make the perimeter of the school/College completely impenetrable. Instead these three aspects need to work together.

3.1: Perimeter

The front of the school is protected by high metal fence, concrete barriers, sand the bags within gates for the main reception, car park, Playing ground, canteen, auditorium and back yard. The fences and locks are checked daily by the School (PTI/ Supervisor).

3.2: Reception Gate

The main reception gate has guard/office boys on duty for whole day. The reception gate is open in the morning between 7:30am and 8:10am and again in the afternoon between 2:30pm and 3:30pm. At all other times the gates should be locked to ensure the safety of the RIS Students, staff, and overall safety of building by such activities. Parents and visitors access must not be given without interrogating visitors. Parents are allowed only one day a week (Thursday) for meeting with branch heads.

All staff and staff from external agencies who work at the site everyday will be issued with a visitors pass. In the event of any incident, the School Manager must be notified immediately so the visitors pass can be replaced.

3.3: Playing Ground

The Playing Ground is surrounded by a high wire mesh fence with a gate. There should be round of school guard and PTI at regular intervals to check any item related to drug or alcohol items are not supplied to students through school gates and walls.

3.5: Exterior Lighting

The car park and walk ways of the school have lighting. The School/College Managers along with PTI's/Supervisors are responsible for checking working of this lighting is working efficiently to ensure the checking of staff cars and also the security of the overall building and safety of staff.

3.6: Cameras (CCTV)

There are external cameras covering the front reception path, car park and entrance. It will be monitored whole day by branch head and head office.

3.7: Reception Entrance (Main Building)

The reception door must not be left open when the school entrance gates are open unless permission has been given by the Branch head and there is adequate staff on site to supervise access.

3.8: Canteen/Cafeteria Area:

Playground equipment must be locked away when not in use. Regular checking of student while sitting in canteen, and any suspicious activity should be reported.

3.10: Office

The office should be secured whenever it is unattended and the filing cabinets locked.

3.11: Vigilance

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of equipment repair personnel, can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

Pupils who encounter anyone whom they do not recognize as a legitimate visitor should report their concerns to staff. Casual access to parts of the premises should, as far as possible within the limits of safety, be prevented by physical means. As a general rule, visitors should be escorted to and from their destination within the school, although this may not always be necessary or practical.

DAAPP- 4: Controlled Access during the School Day

Controlled access is a combination of measures to ensure that un-authorized visitor's do not presents an unacceptable risk to pupils or staff. RIS has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff. The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorized access to children and ensure the personal safety of staff and students.

4.1: Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that: -

- No access must be given to the site without visitors being interrogated
- All visitors shall provide CNIC to the school gate.
- All visitors are issued with a visitor pass to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff.
- Any person on site without a visitor pass will be asked to accompany a member of staff to the admin office or asked to leave the school. Any refusal will be reported immediately to the Branch Head. Any aggression will be reported to the police.
 - No vendors should be allowed during school timings.

4.2: Staff Access

Domestic staff will not enter the school premises once and will not go out till pack up time and without informing branch head/ school manager.

A staff signing in system has been installed which allows us to know who is in the school in the case of any emergency. Staff will have proper checking at the gate on arrival and departure from the school. Staff should wear their employee ID cards at all times and make sure they have introduced the card to the school guard when they arrive in the morning, even if they are going out to lunch and when they leave in the evening. If any domestic staff has anything found to be suspicious, school management will take serious action against it.

DAAPP-5. Students Involvement

5.1: Students

Children are encouraged to be vigilant and responsible at all times. Children should not open the gate to visitors under any circumstances and, if they see someone walking around the school without a visitors pass (or not accompanied by a member of staff), they should report this to their class teacher or the nearest member of staff. Students should be counseled about safety and DAAPP-002. Students should conduct sessions for awareness of Drug & Alcohol Abuse Prevention. They can run campaign and make all students active member and educate them how drugs and alcohol can ruin their life and health.

DAAPP-6: Action in event of incidents

All security incidents should be reported to the School/College Representative (School Manager) and Branch heads either at the time of occurrence. School Manager will report all incidents to the branch head and the RIS-Head office.

Branch head maintain records for insurance and other reporting purposes. The following actions are to be adhered to:-

- If there is a breach of DAAPP-002 and the intruders are still on school premises or 30 meter near school premises, the police should be contacted immediately.
- If the intruder has departed, the police should be informed immediately.
- All breaches of **DAAPP-002** are to be reported to the School Manager the next working day and an incident report form (at annex A) completed and sent to the Head office.

DAAPP 7: Physical Training of Staff / branch heads:

Training of school staff, which are legally and morally responsible for the safety of children, should be the focused. Teachers, administrators, safety & security officers, staff, lower staff and PTIs should continue to take the primary lead for protecting students.

Branch head should:

Ensure the physical fitness of all the staff including teachers, management, PTI's and office boys.

- Ensure daily exercise in the school playground including warm ups, running to keep their selves active and fresh.
- Ensure training of all the staff against terrorism and disaster situation through nearby police station.
- Ensure fitness of security guard/ maintenance of weapons/ standard uniform of security guards.
- Special technical assistance taken by district administration and police authorities.