

ADDICTION PREVENTION AND MANAGEMENT POLICY

Lycée Français International Georges Pompidou

Prepared by:	CPE	Date: 22/10/25
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KHDA Compliance / SIRAJ Programme – Ministry of Interior UAE

1- Purpose and scope

The Lycée Français International Georges Pompidou (LFIGP) is committed to maintaining a safe, healthy and supportive school environment, free from drugs, tobacco and addictive behaviours. This policy establishes a clear framework for the prevention, early identification, reporting and management of addictive behaviours within the school community.

It also aims to ensure effective and documented coordination between educational, medical and safeguarding professionals, as well as with the relevant authorities when required.

This policy applies to the entire school community, including students, teaching staff, administrative staff, educational support staff and any other relevant member of staff.

2- Regulatory Framework and références

This policy is implemented in accordance with the applicable requirements and recommendations relating to the prevention of addictive behaviours in schools.

The main reference documents identified by LFIGP are:

- Guide to Drugs Prevention in School Environment – MOI & KHDA, 2021;
- Parent's Guide to Drugs Prevention – SIRAJ Programme;
- KHDA FAQs 2024 – Compliance Indicators;
- LFIGP Awareness and Prevention Plan 2025.

This policy is reviewed regularly to ensure continued alignment with the applicable requirements of the KHDA and the Ministry of Interior.

3- Policy objectives

LFIGP is committed to:

- maintaining a school environment free from drugs, tobacco and addictive behaviours;
- promoting prevention and awareness among students, staff and parents;
- supporting the early identification of concerning situations;
- ensuring a clear and consistent reporting procedure;
- providing appropriate support and follow-up for students concerned;
- ensuring effective coordination between educational, medical and safeguarding professionals;
- ensuring the appropriate traceability and secure storage of prevention activities and individual cases;
- complying with the applicable KHDA requirements and procedures.

4- Roles and Responsibilities

The effective implementation of this policy relies on a clear definition of responsibilities and close collaboration between the different members of the school community.

➤ 4.1 School Leadership

The School Leadership Team has overall responsibility for the implementation and monitoring of this policy.

Its responsibilities include:

- providing overall supervision;
- validating reports and situations requiring particular attention;
- ensuring appropriate escalation when necessary;
- maintaining communication with the KHDA and relevant authorities.

➤ 4.2 CPE / Head of Care & Support

The CPE / Head of Care & Support coordinates the implementation of this policy.

Responsibilities include:

- coordinating prevention and case management procedures;
- leading awareness and prevention activities;
- coordinating the different professionals involved;
- ensuring appropriate follow-up of situations.

➤ 4.3 School Psychologist

The School Psychologist contributes to:

- the initial assessment of situations;
- individual student support;
- working with families when necessary;
- the implementation and monitoring of individual support plans.

➤ 4.4 Medical Service / School Doctor

The Medical Service contributes to:

- identifying concerning situations;
- providing initial medical support when necessary;
- preparing confidential medical reports when required;
- coordinating with the relevant professionals.

➤ 4.5 HSO / Student Life Team

The HSO / Student Life Team contributes to the daily implementation of this policy through:

- observation and early identification of concerning situations;
- reporting situations to the relevant professionals;
- participation in prevention measures;
- contribution to the school's prevention plan.

➤ 4.6 Training / HR Coordinator

The Training / HR Coordinator is responsible for monitoring mandatory training and keeping the relevant documentation up to date.

All staff members concerned by this policy are required to sign a commitment charter relating to vigilance and confidentiality.

➤ 5. Staff Training and Awareness

All relevant staff members must receive annual certified training on the prevention of addictive behaviours.

Training should cover:

- the early identification of signs that may indicate substance use;
- the school's reporting procedure;
- appropriate professional responses;
- an educational and supportive approach;
- confidentiality requirements.

The training register must include:

- the staff member's name;
- their position;
- the training date;
- the training module;
- the training organisation;
- the trainer;
- the signature.

Individual certificates and attendance records must be kept in the dedicated "KHDA Compliance – Drugs Prevention" file.

These documents constitute evidence of the school's compliance.

6 – Prevention and Awareness Programme

LFIGP implements an annual prevention and awareness programme approved at the beginning of each academic year.

This programme is based in particular on collaboration with relevant partners, such as Dubai Police, the Ministry of Interior (MOI) and the SIRAJ Programme.

All prevention activities must be appropriately documented, including through photographs, reports, schedules and annual reviews.

Form tutors, AEDs, the Medical Service and the School Psychologist are encouraged to actively participate in prevention and awareness activities.

➤ 6.1 Student Awareness – Middle School

For students from Grade 6 to Grade 9, awareness activities focus in particular on:

- understanding the dangers associated with substances and addictive behaviours;
- developing the ability to say no when faced with risky situations;
- developing individual responsibility.

Activities may include:

- interactive workshops;
- forum theatre;
- videos and discussions.

➤ 6.2 Student Awareness – High School

For students from Grade 10 to Grade 12, awareness activities focus in particular on:

- the effects of substances;
- the applicable legal framework;
- the potential consequences of substance use and addictive behaviours.

Activities may include:

- testimonials;
- mock trials;
- conferences with law enforcement representatives or experts.

➤ 6.3 Whole-School Awareness

Activities may also be organised for all year groups to strengthen individual responsibility and promote healthy behaviours.

These activities may include thematic days focusing on:

- mental health;
- wellbeing and balance.

7 – Parent Awareness and Communication

Parents and families are key partners in the prevention of addictive behaviours.

The school organises an annual awareness meeting dedicated to addiction prevention, with a minimum frequency of one meeting per academic year.

The school may also:

- distribute the SIRAJ Parent's Guide;
- organise online webinars;
- regularly share information through Pronote;

Documentation demonstrating family participation and communication must be retained, including invitations, meeting minutes, photographs and participation records.

8– Identification, reporting and case management

Any suspected or confirmed situation must be managed according to a clear and consistent procedure.

When a member of staff observes behaviour that may be related to an addictive behaviour or substance use, they must promptly report their concern to the appropriate professional within the Care & Support team.

The management process includes the following steps:

1. Observation of concerning behaviour
2. Information provided to the CPE / School Psychologist
3. Initial assessment of the situation
4. Information and referral to the School Leadership Team
5. Implementation of an individual follow-up plan
6. Monitoring of the situation and, where necessary, support for the student's reintegration into school

The response must be adapted to the individual circumstances of the student and the seriousness of the situation.

The relevant professionals work together to ensure appropriate support while maintaining the required level of confidentiality.

9 – Confidentiality and Data Management

Confidentiality is a fundamental principle of this policy.

Information relating to suspected or confirmed situations must only be shared with professionals who have a legitimate need to know and who are directly involved in managing or supporting the situation.

Relevant records must be stored securely in the dedicated “Safeguarding – Addictions” register/platform.

Access is restricted to authorised members of the following teams:

- School Leadership Team;
- CPE / Care & Support;
- School Psychologist;
- Medical Service.

Appropriate documentation must be retained, including signed forms, individual follow-up plans and, where relevant, anonymised reports.

10 – KHDA Compliance Requirements

LFIGP monitors the implementation of this policy through a range of documented compliance indicators.

These indicators include:

- distribution of the prevention guide with acknowledgement of receipt by staff;
- certified training and maintenance of a complete training register;
- retention of individual training certificates;
- implementation of an annual awareness programme and documented reviews;
- communication with parents and retention of supporting documentation;
- archiving of meeting minutes and communications;
- maintenance of a confidential case register and evidence of follow-up;
- visible “Drug-Free Campus” signage within the school environment.

These documents provide evidence of the school’s commitment to meeting the applicable KHDA requirements.

11 – Monitoring, Evaluation and Continuous Improvement

The implementation of this policy is subject to regular monitoring and evaluation.

The Care & Support Steering Committee conducts an annual review of the prevention and awareness activities implemented.

A compliance report for the KHDA is prepared at the end of each academic year.

This policy is reviewed every September in order to incorporate observations, feedback, lessons learned and any changes to the applicable requirements.

12 – Key Contacts

For any incident or question relating to this policy, the key contacts are:

School Leadership :	Mme Durand-Assouly
CPE / Head of Care & Support :	Mme Elbey
School Psychologist / Medical Service:	Mme Carlier / Dr Nisma

Relevant Authorities

KHDA – Drug Prevention Unit

Dubai Police / Ministry of Interior (MOI)

SIRAJ Programme

The relevant professionals should be contacted according to the nature and seriousness of the situation.

