



# St Paul's Church of England Primary School Drugs Policy

**Adopted by: Children, Families and Communities**

**On: 8<sup>th</sup> June 2016**

**Review: June 2019**

## **SECTION 1 - INTRODUCTION**

### **1.1 Purpose**

The purpose of this policy is to:

- clarify the legal requirements and responsibilities of the school;
- outline the school's provision for drug, alcohol and tobacco education and assessment;
- reinforce and safeguard the health and safety of the pupils and others who use the school;
- clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community;
- enable staff to manage drugs on school premises and any incidents that occur, with confidence and consistency and in the best interests of those involved;
- ensure that the response to incidents involving drugs compliments the overall approach to drug education and the values and ethos of the school;
- respond to any individual within the school in need of support;
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and unauthorised drugs.

### **1.2 Scope of Policy**

This policy applies to all staff, pupils, parents/carers, governors, partner agencies, students, volunteers, contractors, leasers and other visitors to the school. It is relevant to any activity within the school's geographic boundary and to off-site school activities run by the school.

### **1.3 Local and National Guidance**

This policy has been written in light of the following guidance:

- DfE and ACPO drug advice for schools (September 2012)
- The national curriculum in England, Key stages 1 and 2 framework document (September 2013)
- The Health Act 2006
- The Misuse of Drugs Act 1971
- Searching, screening and confiscation Advice for headteachers, school staff and governing bodies (February 2014)
- Teachers Standards (July 2011)

#### **1.4 Relevant school policies and documents**

This policy has been developed to link with other school documents and policies, including:

- The Staff Handbook
- Behaviour policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Child Protection Policy

#### **1.5 Definitions and Terminology**

*What is a drug?*

The definition of a drug given by the United Nations Office on Drugs and Crime is:

**'a substance people take to change the way they feel, think or behave.'**

Throughout this policy, the term 'drugs' and 'drugs education' refer to:

- all over the counter and prescription medicines
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off gas or vapour which can be inhaled), ketamine, khat and akyl nitrites (poppers)
- New psychoactive substances
- all illegal drugs (controlled by the Misuse of Drugs Act 1971)

#### **1.6 The school's stance towards drugs, health and need of the pupils**

The possession or use of illegal and other unauthorised drugs are not acceptable within the boundaries of the school or whilst members of the school are engaged in off-site school activities. The misuse of drugs by any member of the school community is not condoned and will be dealt with consistently and fairly. The first concern is the health and safety of the school community and meeting the pastoral needs of pupils. In cases of medical emergency, the school will act promptly to ensure the safety and welfare of the pupil or adult and the school community.

The school has clear arrangements for the use, storage, disposal and record keeping in regard to authorised drugs. Further information on this can be found in the school's Health and Safety policy, the Supporting Pupils with Medical Conditions policy and the staff handbook.

As part of the school's care and welfare of its pupils, we believe we have a duty to inform and educate young people about drugs. Drugs are a reality in young people's lives and schools share responsibility with parents/carers and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy, informed choices.

Drug, alcohol and tobacco education is a major component of drug prevention. Drug prevention aims to minimise the number of young people engaged in drug

misuse, delay the onset of first use, reduce the harm caused by drugs and enable those who have concerns about drugs to find help.

### **1.7 Staff Training**

Details of the school's policy on drugs are shared with all staff through the Staff Handbook. This is shared with staff at induction and annually in the first September INSET day. This policy is held in a central policy folder, which is available on request.

Training on the content of the policy and procedures for managing drug-related incidents as well as the delivery of the education element of the policy is provided through the school's CPD programme. Key postholders may also participate in relevant training provided by external agencies.

## **SECTION 2 – DELIVERING DRUG EDUCATION**

### **2.1 Aims and objectives**

Our drug, alcohol and tobacco education programme aims to provide all pupils with knowledge, understanding, attitudes and skills about drugs so that they will make healthy, informed choices about drugs now and in the future. Pupils will:

- Be provided with accurate information which is both relevant to their age range and which will enable them to make informed decisions
- Know that some drugs can be used for medical purposes and to recognise the difference between appropriate and inappropriate use
- Recognise there is a difference between prescribed, legal and illegal drugs
- Develop the personal and social skills necessary to respond appropriately to drug related incidents
- Develop a positive self-image which will enhance their ability to resist related pressure
- Understand what to do if they come across drugs paraphernalia in the community who to tell and how to ensure that it is disposed of safely
- Understand that they are responsible for their own safety and behaviour but that the decisions which they make can affect the wider community
- Know where to go for support or advice from internal or external sources around drugs, their use and support in making healthy choices

To achieve these aims, we need to include the following three key elements:

- knowledge and understanding
- skills
- attitudes

### **These three elements permeate the whole curriculum**

In addition we aim to:

- Increase the awareness of each member of the school community about the issues relating to drug use and misuse

## **2.2 Content and Delivery**

We have a whole school approach to drug, alcohol and tobacco education eg through the Christian ethos of the school, cross-curricular links, and whole school events. Our taught programme is based on statutory requirements and guidance from the PSHE Association. It is delivered largely through PSHE and Science lessons by class teachers and is sensitive to the age and experience of our pupils.

## **2.3 Methodology**

A variety of interactive and participatory teaching methods are used to ensure that all pupils are fully involved including circle time led discussions, teacher led discussions, stories, books and interactive resources from appropriate 3<sup>rd</sup> party education resource providers. Resources used for teaching drug, alcohol and tobacco education can be viewed upon request.

## **2.4 Outside Agencies**

Drug education will be taught in the class by the class teacher. However, at times, the school may invite visitors to talk to the children e.g. school nurse, drama groups etc.

When negotiating for an outside visitor to come and work with the children, arrangements will include information about the values and ethos of the school.

The school will actively co-operate with outside agencies such as the Police, Children's Services, Education Welfare, the LA and health promotion agencies through the Health authority. These contacts may include advice when dealing with specific incidents, resources and materials, training and advice.

## **2.5 Assessment, monitoring and evaluation**

The elements of drug, alcohol and tobacco education that form part of the science curriculum are assessed in accordance with the requirements of the National Curriculum. Learning within PSHE is assessed using guidance from the PSHE Association. PSHE assessment activities include teacher assessment, pupil self-assessment and peer assessment.

Monitoring and evaluation are carried out through curriculum plans, lesson observations, sampling pupils' work and feedback from staff and pupils.

## **2.6 Parents/Carers**

We share the responsibility for the education of pupils with parents and carers. They will be kept informed and involved in any developments relating to drug, alcohol and tobacco education via the school newsletter, awareness-raising events, the school website and individual discussions where appropriate.

## **SECTION 3 – MANAGEMENT OF DRUGS RELATED INCIDENTS**

### **3.1 Staff with Key Responsibilities**

The headteacher is responsible for co-ordinating the management of drug-related incidents, offering sources of support for individuals and families and liaising with outside agencies.

### **3.2 Health and Safety**

Details for the procedures and routines for the receipt, storage and administration of medicines are outlined in the school's *Supporting Pupil's with Medical Conditions* policy.

The school has a non-smoking policy on all school property, both internal and external space. This policy applies to all members of the school community and visitors. It is underpinned by legislation in the Health Act 1971. All school staff who do smoke are expected to do so off-site and are encouraged to do so out of sight of pupils and parents. This ensures that smoking is not promoted amongst pupils.

No alcohol will be consumed during the course of a normal school day.

The school will ensure that volatile and other potentially harmful substances are stored safely and that pupils using such substances in the course of their work are carefully supervised. Cleaning and maintenance materials are stored in line with COSHH regulations and are kept in locked storage spaces when not in use by appropriate staff.

No illegal substances should be brought to school, promoted or used within the school boundaries.

## **SECTION 4 – DEALING WITH DRUG RELATED INCIDENTS**

### **4.1 Drug paraphernalia and suspected illegal and unauthorised drugs**

The premises staff have a responsibility to make a check of the school's playgrounds and external areas before the start of the school day. The headteacher will be informed of any evidence of drug taking or paraphernalia related to drug taking found in the school grounds before the start of the school day. Arrangements will be made to provide for safe containment and disposal of drugs paraphernalia, in coordination with the local authority's waste and recycling department. The Police will also be made aware of any evidence of drug taking, sale or promotion either on the school grounds or in the immediate vicinity of the school.

The school will follow guidance on taking possession and disposing of suspected controlled drugs on page 6 of *DfE and ACPO drug advice for schools (September 2012)*

### **4.2 Searching pupils**

Where pupils are suspected of concealing illegal or illicit substances on their person, every effort should be made to secure the voluntary production of substances. Staff should not make any physical searches of pupils or their property without the consent of the pupil.

The headteacher or designated member of staff may make a search without consent under certain exceptional circumstances. These are set out on pages 7 & 8 of Searching, screening and confiscation *Advice for headteachers, school staff and governing bodies (February 2014)*. This duty exists under exceptional circumstances. Where the school has a strong suspicion that a child is concealing illegal or illicit substances and the child is refusing to agree to a search, the Police will ordinarily be contacted.

#### **4.3 Incidents involving pupils**

In any circumstances where a pupil is suspected of taking a dangerous substance, including drugs or alcohol, the school will immediately seek medical advice and contact the pupil's parents/carers (except in circumstances where the incident may trigger safeguarding concerns where a non-consent referral to Children's Services may be appropriate). All incidents will be reported to the headteacher and recorded on a school incident sheet.

#### **4.4 Incidents involving adults**

Members of staff should always seek help from a colleague when dealing with incidents involving adults and should inform the headteacher (or designated member of staff) as soon as possible. When an adult is suspected of being under the influences of drugs, including alcohol, they will be asked to leave the school premises.

Children will not be released at the end of day to an adult who appears to be under the influence of drugs, including alcohol, as the adult may be unable to discharge their duty of care. Arrangements will be made for an alternative adult to collect or advice will be sought either from the Police or Children's Services.

#### **4.5 Police Involvement**

The school will decide if and when to inform the police, in line with legal obligations and in accordance with LA guidance. Where there is any threat of or actual violence, staff will contact the police immediately. The headteacher (or designated adult) will liaise with the police.

#### **4.6 Reporting Incidents**

All drug-related incidents will be recorded on the school's *Incident Reporting* sheet. The information is shared with partner agencies as appropriate.

#### **4.7 Confidentiality**

Pupils and staff should be aware that there can be no guarantee of confidentiality. The professional understanding of staff will determine whether

it is necessary to disclose information internally or externally, with careful attention to pupils' rights and needs and the school's Child Protection Policy.

## **SECTION 5 – ROLES**

### **5.1 The Governing Body**

- To assist in drafting and ratification of the school's drug policy
- To endorse the school's drug policy and to support the headteacher and staff if it is questioned in any way
- To support staff in the implementation of the drug education policy
- To support the school on any drug related incidents which may occur
- To keep themselves informed about current legislation and practice

### **5.2 The Headteacher**

- Ensure that a named person is responsible for the implementation of the drug education programme
- Liaison between governors, parents, the LA, the PSHE coordinator and outside agencies, including other schools
- Respond appropriately to drug related incidents
- Provide relevant support for staff dealing to implement the policy

### **5.3 The PSHE Subject Leader (Curriculum Team)**

- Be responsible for the final draft of the policy, monitoring its implementation and progress
- Consult with staff, identifying and organising in-service training
- Providing and coordinating resources
- Being aware of current legislation and development and informing staff members
- Liaising with outside agencies – education provision

### **5.4 Staff Conduct and Drugs**

The Teachers Standards (2011) set out the professional standards expected of all teachers. The Staff Handbook makes clear the expectations on all staff employed by the school.

The use of illegal drugs, the mis-use of legal drugs, including alcohol, is not acceptable when staff are responsible for children. This includes school activities that occur outside of normal school hours.

APPENDIX 1 – DfE and ACPO drug advice for schools (September 2012)

APPENDIX 2 - *Advice for headteachers, school staff and governing bodies (February 2014).*