

Drugs Policy

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| Version | 1.00 |
| Approved By | |
| Issue Date | |
| Review Date | 01.01.2019 |
| Notes | 01.01.2022 |



Brookside Primary School

Championing Children's Potential

Primary Drug Education Policy

1. Context:

This policy has been developed as part of a whole school ethos to develop healthy children with high self-esteem who are able to take responsibility for their own learning and actions.

This policy links with other written policies including: Confidentiality, Smoking, Visitors, Teaching and Learning.

The policy has been formed using the following documents for reference and guidance:

- DfE and ACPO Drug advice for schools, September 2012 Reference: DFE-00001-2012
- Drugs: Guidance for Schools DFES 2004
- Drug, alcohol and tobacco education -curriculum guidance for schools at key stages 1-4 (QCA 2003)
- Leicestershire Constabulary Guidance for School on involving the police around drugs
- Leicestershire Healthy Schools 'A Toolkit for Schools'
- 'School Drug Policy Review Process' Blueprint Programme 2004 (www.drugeducationforum.co.uk)

2. The purpose of the policy:

The purpose of the school drug policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health & safety of pupils and others who use the school
- Clarify the school's approach to drugs for staff, pupils, governors, parents/carers and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- 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 complements the overall approach to drug education and values and ethos of the school
- Reinforce the role of the school in contributing to local and national strategies

3. The Boundaries of the Policy

This policy will apply to any activities undertaken by, or organised by, or on behalf of, the school, whether on or off site. Staff will all be expected to work within the guidelines of the policy.

We accept that on our premises we act 'in loco parentis'. We will make clear to everyone the rules which apply to individual visits or group trips, including other areas where direct responsibility lies with the parent/carer (primarily, school/home transport and the close environment of the school). In these situations, we will work in partnership with parents/carers and, where appropriate, the wider community. Clear guidance will be given to staff regarding their supervision, responsibilities and their own drug use (e.g. of alcohol, tobacco and medicine).

4. Definition of 'Drugs': (See section 1.3 and Glossary DfES doc)

This policy uses the definition that a drug is:

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

(United Nations Office on Drugs and Crime)

The term 'Drugs' includes

- All illegal drugs
- All legal drugs including alcohol, tobacco and volatile substances, e.g. glues and aerosols, which can be inhaled
- **Over the counter drugs.** For example, aspirin or ibuprofen to treat general pain. These drugs can be bought without a doctor's prescription from a pharmacist or some shops. Misusing these drugs can have harmful side effects. The instructions on how and when to use these drugs must be followed.
- **Prescription drugs.** These drugs are controlled because they could be dangerous or addictive, so they must be used under professional guidance. "You need a prescription to buy them - if you don't these drugs are illegal. Only a pharmacist can sell them to you and only if you have a prescription from a doctor. If you take these drugs without a prescription your health could be in danger - some prescription drugs have caused death when taken without guidance."

5. Statement on Drugs: (See sections 4.1, 4.5, & 5.2 DfES doc)

The school will work closely with the Leicestershire Healthy Schools Programme, in order to develop and extend its work and provision.

At Brookside School we aim for excellence by continually providing a high-quality education for each child in a caring and safe environment. As a Healthy School, we aim to improve the health and happiness of our children, enabling them to do better in learning and in life.

As part of our work in meeting these aims, we consider the implementation of this policy as key. Our provision of Drug Education is assisted by our practice in other areas. Therefore, the followed policies are relevant to our work in Drug Education:

- PSHE and Citizenship, Bullying, Child Protection, Science, Behaviour, Staff Health and Wellbeing, Medicines, Health and Safety, School Visits.

Copies of this policy will be made available to staff in a staff meeting and also kept electronically on the school server. Copies will be made available to parents and community members on the school website. We will also store some paper copies available for parents at the school office.

6. Responsible staff member:

- Mrs D Mays (PSHE Co-ordinator) is responsible for drug education and dealing with drug related issues and their key roles and responsibilities.
- Staff will be assisted in their planning and delivery of drug education by the PSHE Co-ordinator.

7. Drug education: (See sections 2.1, 2.5, 3.1 and 3.7 DfES doc)

We understand the importance of ensuring that all children in our school and across the community gain similar information and experiences through Drug Education. We will ensure that the curriculum is accessible to all, according to their need and ability.

- The objectives of drug education will mainly be delivered in designated PSHE lessons, Circle Time, focused health topics and specialist teams such as the Life Education Centre or School Nurse.
- Some aspects of Drug Education will be delivered in other subjects, such as Science, SEAL and RE.
- Some objectives of Drug Education will also be met in enrichment activities and our work as a Health Promoting School.
- We will refer to national guidance when planning our Drug Education activities. For example, 'Drugs: Guidance for Schools' DfES Feb 2004, QCA guidance and materials from National Healthy Schools.
- Long term planning will show where drug education fits into the planning cycle, mid-term plans will give further detail.

8. Methodology and Resources: (See sections 3.2-3.6 DfES doc)

Staff will use a variety of teaching methods, including active learning, to meet the needs of the children. These methods may include:

- Role-play
- Discussions
- Drama
- Debates
- Creative writing
- Questionnaires
- Structured games
- Circle time and Jigsaw
- Resources are kept in Teacher Resources Section in the ICT suite.

9. Monitoring and Evaluation:

We are committed to the development of Drug Education in our school. We will use the following indicators to monitor and evaluate our progress:

- A co-ordinated and consistent approach to curriculum delivery has been adopted.
- Clear and consistent procedures for dealing with drug-related situations and incidents are in place.
- A flexible approach to delivering the 'Entitlement Curriculum' that responds to children's needs (identified through consultation, research or observation) is in place.
- There are clearly identified learning outcomes for all Drug Education activities.
- Opportunities for cross-curricular approaches will be used where appropriate.
- The impact of training for staff and governors on practice will be evaluated.
- Policy and practice are regularly revised and involves staff, governors and, where appropriate, children.

10. Staff Support and Training:

Courses for staff training are organised when needed related to Drug Education. A list of all training attended can be found in office. Training is also provided through staff meetings, shadowing, team teaching and study time. (See Appendix One)

11. Assessment and Monitoring:

The teaching of drug education will be monitored and assessed by the PSHE Coordinator. The teaching of drug education will be evaluated by the teachers and pupils. Assessment will take place formatively in the classroom and summatively through End of Key Stage statements when appropriate.

12. Management of drugs at school:

The first concern in managing drugs or drugs incident is the health and safety of the school community and meeting the pastoral needs of the pupils.

As this is a primary school it is highly unlikely that we will have to deal with a drug-related incident, however there needs to be procedures in place just in case a drug related incident occurs.

Drugs (legal or illegal) related incidents can generally be placed into one of five categories

- Rumours of use or dealing on or off the premises
- Suspect drugs found on the school premises
- A pupil suspected of being in possession of drugs
- A pupil or adult suspected of being under the influence of drugs

- Disclosures of own or others use from a child or parent and requests for help and support

Responses to situations or incidents involving any drug should seek to balance the interests and safety of the individual and others for whom it has an impact. We will record each drug-related incident and records will be kept in the Head's office.

It is also highly unlikely that the police will need to become involved, however if in the unlikely event that the police are contacted this will be handled in line with the Leicestershire Constabulary Guidance for Schools doc. (See appendix Two).

When an incident occurs the member of staff involved should:

- Make the situation safe
- Send for support
- Administer first aid if necessary
- If an illegal drug is found it should be secured in a safe place until dealt with by the police
- Report the incident

The incident will be reported to the Head Teacher or designated senior member of staff e.g Deputy or Assistant Head immediately, who will contact the police. The parents will also be contacted and made aware of the situation. The incident will be recorded by the teacher involved and by the designated teacher.

All staff are made aware of the procedures and where necessary emergency procedures will be followed. If a search needs to be made the Head Teacher will conduct this with an appropriate witness.

Following a drug-related incident or situation, procedures and provision will be reviewed and evaluated.

Medicines- All medicines brought into school are kept in the office or staff fridge and are administered by office staff, the Headteacher or Deputy Headteacher. A record book is kept to record all administrations and witnessed by another adult and signed.

Tobacco- The school has a 'no smoking' policy in place. The policy states that no smoking can take place in the school or in its premises.

Alcohol- Alcohol is not authorised at school. It is an offence under the Licensing Act 1964 to sell alcohol without a licence. However, no licence is needed by the school to offer alcohol at school events as no sale takes place. Children are only allowed to bring water and fruit drinks into school.

Any alcohol found in pupil's possession should be confiscated immediately and returned to parents.

Solvents- The school ensures that potentially harmful substances are stored safely and pupils are supervised carefully in the event of them having to be used in the course of their work. The use of correction fluid and aerosol sprays by children is prohibited. Caretaker's materials are well labelled and locked in a secure cupboard.

Illegal Substances- The possession, use or supply of illegal and other unauthorised drugs within school boundaries is clearly unacceptable and in dealing with drug related incidents the schools primary concern will be with the health and safety of those involved and of the school community as a whole.

13. Severity of Incidents

Each incident should be treated individually and responses will vary depending on the severity of the incident.

We will endeavour to make a fair judgement about the motivation and intent of a child involved in a drug-related incident or situation.

See Drugs: Guidance for Schools (sections 4.5, 4.7- 4.10, and 5.3 - 5.5) for detailed guidance.

14. Confidentiality:

School will follow procedures outlined in the confidentiality policy and pay due regard to the rights and needs of pupils and their families.

15. Involvement of parents/carers:

In most cases at Brookside Primary School we would fully expect to involve parents at the earliest opportunity with regard to the unauthorised use of drugs and this will be made clear to pupils. However, there may be occasions where a request for confidentiality should be honoured unless this is not possible in relation to

- Child protection
- Co-operating with a police investigation
- Referring to an external agency

An agreement to keep information confidential will always include the Headteacher as well as the member of staff concerned

A copy of the policy will be made available through the school website for parents/carers to look at. Reviews of the policy will involve a parent governor.

16. The role of the Governors:

The governors will be involved and informed in regards to the drug policy and its implementation through monitoring in the curriculum sub-committee and through governor visits.

The Headteacher will inform governors of any drug related incidents in the termly report.

17. Liaison with other schools:

The local drug situation, the content of drug education, the management of incidents, training opportunities and transitions between schools will feature in Development Group Liaison meetings between schools.

Notes

1. Key documents which have informed this policy outline:

- DfE and ACPO Drug advice for schools, September 2012 Reference: DFE-00001-2012
- Drugs: Guidance for Schools, DfES/0092/2004 www.dfes.gov.uk/drugsguidance
- School Drug Policy Review Process - Blueprint 2004 www.drugeducationforum.co.uk
- www.devon.gov.uk/dcs/perseduc/index.html

2. Additional useful websites

- www.teachernet.gov.uk/pshe
- www.qca.org.uk
- http://safe.met.police.uk/drugs_and_alcohol/get_the_facts.html

3. Support for pupils and families

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com

NHS website.

Location and dissemination:

A copy will be available on the school website and in the shared drive, and may be reviewed on request.

Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation.

Appendix One

Leicestershire Healthy Schools Programme:

External contributors to drug education in schools briefing paper.

The purpose of this paper is to give schools a quick checklist for external contributors' input to drug education in schools.

'Teachers should always maintain responsibility for the overall drug education programme. External contributors should not be used as substitute teachers, nor should they constitute the entirety of a schools drug education programme. When working directly with pupils they should add a dimension to the drug education programme that the teacher alone cannot deliver'. (DfES Drugs Guidance for Schools Document p 38).

External contributor's role:

'Used appropriately external visitors have a valuable role to play in supporting schools and working alongside teachers'. (DfES Drugs Guidance for schools document page 39). **Contributions could include**

- Supporting schools and work alongside teachers
- Assisting in programme planning
- Supporting staff through training or team teaching
- Providing support for both parents and carers
- Providing classroom input
- Supporting pupils of the school who may need support, guidance or specialist help

Used appropriately visitors will enhance the drug, alcohol and tobacco education already being delivered within the establishment by adding a dimension that the teacher, facilitator alone could not deliver. A visit also enhances and addresses some of the PSHE and Citizenship learning opportunities whereby pupils' reflect and evaluate what they have learnt from the outside visitors.

Appendix Two

Guidance for schools: Drugs – Involving the Police

The misuse of drugs in Leicester, Leicestershire and Rutland is a growing issue for all areas, from the larger urban centres to the most rural communities. Misuse of drugs is often associated with levels of poverty, deprivation and crime. While there is some correlation, the growth in drug misuse is such that it affects all our communities irrespective of social disadvantage or privilege and new ways of tackling substance misuse issues have to be found.

Whilst schools should have an effective education programme and policy and procedures for dealing internally with drugs related incidents, there are occasions when circumstances arise which cause schools to involve the police.

Police drug operations within schools are an emotive subject that requires careful planning and clarity of search powers. Recent publicity about the use of "sniffer" dogs has caused further questions as to the legality of certain actions.

It has been decided therefore to provide head teachers with this specific advice and guidance on what to expect if the decision is taken to contact the Leicestershire Constabulary.

DfES "Drugs: Guidance for schools" (February 2004 - Ref: DfES/0092/2004)

All schools should refer to the document "Drugs: Guidance for schools" published by the DfES in February 2004. This is a comprehensive document which outlines how to deal with substance misuse incidents, what should be included in a schools drug policy, and who should be involved in the consultation, dissemination and evaluation of the policy. Appendix 3 provides a summary of the relevant laws.

Police Involvement

Schools have no legal obligation to report an incident involving illegal drugs to the police. Nevertheless, not informing the police may prove to be counter-productive for the school and wider community.

The law permits school staff to take temporary possession of substances suspected of being illegal drugs for the purposes of preventing an offence from being committed or continued - provided that all reasonable steps are taken to destroy the substance or deliver it to a person lawfully entitled to take custody of it (see DfES guidance para 4.7 for further advice).

Cannabis has been re-classified as a Class C drug. As such it remains an illegal substance. Small quantities of this substance coming into the possession of staff may be disposed of independently but with a second member of staff present and the incident being recorded.

The following are the most common Class A & B drugs and substances suspected of being any of these should be retained for disposal by the police: heroin; ecstasy; LSD; cocaine; crack cocaine and amphetamines.

When suspected illegal substances are handed over to the police, there is no obligation to identify the person from whom they were taken. However, the police will expect to be given any information that may assist in identifying those dealing in drugs.

Schools should be aware that once a police officer (as opposed to a member of school staff) finds illegal drugs on a pupil, the school's discretion as to what action to take no longer exists.

Urgent action required

Where a school has recovered drugs from a pupil, or suspects that a particular pupil is in possession of an illegal substance the police may be asked to attend. Where the pupil is suspected of having possession but has refused to hand it over to a member of the teaching staff, only a police officer has powers available to search under the Misuse of Drugs Act 1971. The police officer attending will seek to obtain the reasonable grounds required for searching from information given by school staff.

Non-urgent action required

Schools may have cause to suspect that illegal drugs are in wider circulation in or around the school. If the decision is taken to involve the police in seeking a resolution, initial contact must be with the Local Policing Unit (LPU) Inspector. This can be done by calling 0116 2222222 and asking for the LPU Commander for your area.

Joint discussions about the perceived problem need to take place before a decision is made as to whether/what type of police action is required. From a police perspective, any operation will only be based upon recent and credible intelligence.

Head teachers are not empowered to authorise the police to conduct general searches of pupils or their personal property. Under normal circumstances the police will not use passive¹ or proactive² dogs to search pupils and their property unless there has been sufficient evidence to obtain a search warrant under the Misuse of Drugs Act from a magistrate. (See DfES guidance para 4.10.2 and appendix 10). There are serious implications for schools when "sniffer" dogs are used. These are outlined in appendix 10 of the DfES guidance and need to be considered carefully.

Because of limited resources, demonstrations of drugs searches by police dogs are not available on request but are sometimes arranged as part of a wider response to suspected drug use. Where such a demonstration is arranged it will not be used surreptitiously as a detection exercise and participating volunteers will be sought from staff and not pupils.

If Police are invited to become involved in dealing with suspected illegal drug possession, the school should have procedures in place of how to deal with the aftermath of such operations. Involvement of the police should be covered in the schools drug policy or as a separate set of procedures (see DfES guidance, appendix 10 to ensure that all eventualities have been covered).

These guidelines must be read in conjunction with the Drugs: Guidance for schools document, which outlines police involvement (section 4.6).

Options other than police action

- 1) Existing Drugs Education Programme that is being delivered in the school
- 2) Heightened awareness via assemblies
- 3) Further support via Healthy Schools Advisors who provide training, guidance and support on drugs policies and best practise for drugs education to Local Education Authority (LEA) primary and secondary schools:

Tel: 01572 758484 (Rutland)

Tel: 01530 278125 (County)

Tel: 0116 2222624 (City)

¹ Dogs will be led by Police Employee and will indicate possible presence of an illegal substance by sitting.

² Dogs will search property and retrieve any potential substances.

