



## **DRUGS POLICY**

## Our Mission Statement

Holy Trinity and S. Silas School was founded by the Church in 1847 to serve the community and to provide an education for every child in the area.

We offer all our children an education of the highest quality taught through the arts and lived through the principles and practice of the Christian faith. We provide a place where all children and adults know their contribution is valued and where they can develop their own faith in God and in one another.

We aim to help every child develop to their full potential, to achieve highly, succeed, and grow in confidence and abilities. Our inspiring curriculum provides all the skills every child will need for life, it develops their self-confidence, awakens their imagination and encourages them to think independently.

We value the diversity of backgrounds and cultures which enrich our life and help our school become the unique place it is. The life of our school is integral to that of the Parish: we both contribute to our local community and benefit from it in our achievements.

It is with this unity that we fulfil our school motto

‘Fortis in Fide’



‘Strong in the Faith’

# DRUGS POLICY

## **Key contacts:**

The PSHE and citizenship Co-ordinator is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff, liaising with external agencies to support the curriculum and developing, monitoring and reviewing the drugs policy.

The Headteacher is responsible for managing drug-related incidents and for liaising with external agencies to support pupils vulnerable to drug misuse.

The governors committee responsible for Child Protection policy will also take a lead on drugs issues and will liaise with the school about curriculum and policy.

## **LINKS TO OTHER POLICIES**

This policy should be read in conjunction with the PSHE and Citizenship policy and the following related policies; Sex Relationship Education, Health and Safety, Behaviour, Child Protection and Equal Opportunities

## **DEFINITION OF DRUGS**

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave". This is also used by the DfES and Camden LA in its drugs guidance.

This refers to all drugs:

- Legal drugs, including alcohol and tobacco.
- Over the counter and prescription medicines
- Illegal drugs (those controlled by the Misuse of drugs Act 1971) including ecstasy, cannabis, crack/cocaine, heroin and LSD
- Other drugs such as anabolic steroids, volatile substances (solvents), Ketamine and Khat.

## **Definitions of other key words**

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

## **WHY A POLICY IS NEEDED**

We believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well being and academic achievement. We have a crucial role to play in drug prevention and education.

Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give information about what is taught, how it is taught
- Give guidance to teachers, support staff and visitors about drug education
- Give guidance on the administration of medicines

## HOW THE POLICY WAS DEVELOPED AND THE CONSULTATION PROCESS

This policy was drafted by the PSHE and Citizenship Coordinator, following advice from Camden LA. All staff have been consulted through a questionnaire. Parents are informed of the drugs policy and are free to read and discuss aspects of it with the Head or PSHE coordinator.

We have taken account of key national and local guidance including:

- Drugs: Guidance for schools DfES 2004
- Non-statutory framework for PSHE and citizenship National Curriculum 1999
- Guidance on Developing a drugs policy Camden LA 2004

## DRUG EDUCATION

### Aims of drug education

To give pupils information about drugs and help them develop the skills and attitudes to make healthy and safe decisions about drug use.

To achieve this, our drug education programme will help pupils:

- gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings
- develop skills to make informed decisions, including communication, self awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs
- develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others
- explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences

### What is taught

Drug education focuses on knowledge and understanding, skills and attitudes. The teaching programme ensures that there is progression from the Foundation Stage to Year 6 with topics and issues being included which are appropriate to the age and maturity of pupils.

**Foundation Stage and Key Stage1** focuses on medicines and how to be safe, being ill and getting better, being safe with household substances and risks.

**Key Stage 2** focuses on effects and risks of smoking, alcohol and drug use as well as resisting pressure to do wrong and making safe decisions.

The main topics of the teaching programme are attached.

The content reflects

- the statutory elements of the Science National curriculum
- aspects of the non-statutory framework for PSHE and Citizenship

In order to ensure that the drug education programme reflects the views of pupils and is appropriate and relevant to them, pupils take an active part in planning the programme through:

- consultations with pupils through the school council
- completing end of topic evaluations
- assessments at the beginning of teaching drug education to establish prior knowledge and understanding

The drug education curriculum is reviewed as part of the annual PSHE and Citizenship review led by the PSHE Co-ordinator and based on pupil and teacher evaluations.

The scheme of work summarises the key aspects taught in each year group.

### **Where it is taught in the curriculum**

Drug education is taught mainly through PSHE and Citizenship and through relevant topics in science e.g. My Body. Drug education is also delivered through opportunities in English and science.

### **How it is taught (including involving outside contributors)**

A wide range of active teaching methods are used that enable pupils to learn skills, discuss their views, explore their own and other peoples' attitudes and values as well as learn knowledge, practise skills to cope with drug-related situations and engage actively in their own learning. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.

All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

Drug education is taught by the class teacher (or the learning mentor ) and sometimes involves the school nurse, Camden Young Citizens Programme or the Police.

A list of key resources used is attached.

### **How pupils' learning is assessed**

Pupils' progress in drug education is assessed as part of PSHE and Citizenship assessment and Science assessment. Pupils' knowledge, attitudes and skills are assessed through a range of methods including end of topic self assessment and teacher assessment.

### **How it is monitored and evaluated**

Monitoring and evaluation helps to inform planning for future lessons this is done by reviewing the programme and improving the quality of teaching and learning.

The PSHE Co-ordinator is responsible for monitoring and evaluation. A range of methods are used including monitoring of planning, lesson observations and looking at pupils' work. Teachers use the scheme of work to monitor what they are covering and record whether they make changes.

Pupils and teachers evaluate the drug education programme through completing end of topic evaluations and specific evaluations of outside contributors e.g. Police, theatre groups.

There is an annual PSHE and citizenship review that involves school council representatives, and takes account of the drug education evaluations. This review is fed back to staff and pupils and the drug education programme updated as a result of the evaluations.

### **TRAINING AND SUPPORT FOR STAFF**

All staff who teach drug education participate in PSHE and Citizenship training and have opportunities to update their knowledge and develop their skills through a range of continuing professional development activities including; INSET, team meetings, team teaching, observing other teachers, on-going support from other teachers, trialling new resources and carrying out action research. We take advantage of the support, advice and training provided by Camden LA and other local organisations.

Information and teaching strategies gained from training are shared with other staff through staff meetings and INSET

The PSHE and Citizenship Co-ordinator has opportunities to develop their skills in planning and co-ordinating drug education, through support from the LA and involvement in LA projects.

## **MANAGEMENT OF DRUGS IN SCHOOL**

### **School's view about the use of drugs**

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorized legal drug), which takes place within the school boundaries. This covers; on or near on the school premises, within the school day and during term time, on school visits (supervised or not), school journeys and at school social events.

These rules apply equally to staff, pupils, parents, governors and those working and visiting the school.

### **Management of authorised drugs**

We believe that there are circumstances, when some legal drugs are authorized for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

#### ***(i) Prescribed Medicines (see medicines policy)***

Only with written parental consent can staff administer medicines to pupils.

Those pupils in Years 3 to 6 that need inhalers are responsible for their administration and should carry them with them, for easy access, and parents give written permission. There should always be a spare inhaler in the school office. Asthma inhalers for pupils in other years are kept in the office or nursery for safe and easy access.

Staff are aware of any serious medical conditions which affect pupils in their class and will receive appropriate training to administer emergency medicine such as EpiPen in the case of anaphalaxis.

#### ***(ii) Non-prescribed medicines***

Staff do not give any non-prescribed medicines to pupils and they are not allowed to be brought to school.

#### ***(iii) Hazardous chemicals and volatile substances (solvents)***

Arrangements for the secure and safe storage of chemicals eg for cleaning are set out in the Health and Safety Policy

#### ***(iv) Alcohol***

There are occasions when alcohol is authorised at school during parent's events eg (Summer Fair) and staff social events. Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.

## **SMOKING POLICY**

This school does not allow smoking anywhere on the school premises. Staff who want to smoke are required to smoke off the premises outside of their working hours or in their breaks.

## **MANAGEMENT OF DRUG-RELATED INCIDENTS**

### **Definition of a drug-related incident**

In this school, a drug-related incident includes any incidents involving a drug that is unauthorized and therefore not permitted within the school boundaries.

Drug related incidents in a primary school rarely involve illegal substances but can involve: Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a

family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local newsagents, the school keeper finding used syringes in the playground, a member of the public phoning the school to say they have seen pupils smoking in Camden.

### *School responses to drug-related incidents*

In all drug-related incidents the following principles will apply:

- the head teacher will be informed immediately
- all situations will be carefully considered before deciding on the response
- the needs of the student will always come first, whilst also taking account of the needs of the school as a whole
- parents/carers will be involved at an early stage and throughout any investigation
- support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- a range of responses will be considered including disciplinary and counselling/supportive responses.
- if at all possible, permanent exclusion will be the final resort
- any action taken will be in line with the school's Positive Behaviour Policy.
- decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.
- incidents will be reported to the Chair of Governors

Possible responses might be:

#### *(i) Support and counselling*

If a pupil had a concern about drugs or was involved in a drug related incident or was themselves at risk of drug misuse, we will seek support from our Education Social Worker and if appropriate refer to a specialist agency

#### *(ii) Sanctions*

Where a school rule related to drug use, is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the Positive Behaviour Policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed

## **Procedures for managing incidents**

### *Reporting a drug-related incident*

All drug-related incidents are reported to the Headteacher

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately of any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.

### *Recording the drug-related incident*

All drug-related incidents are recorded in the school incident book which is kept in the school office.

In all drug-related incidents the Headteacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

It is very rare for primary-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.

**Medical emergencies when a pupil is unconscious as a result of drug use (see first aid policy)**

Staff with first aid qualifications should be called immediately but the pupils not be left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed and called to the school.

**Intoxication, when a pupil is under the influence of a drug**

The pupil will be removed to a quiet room and not left alone. The first aider and Headteacher will be called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

**Discovery/observation** when a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

The Substance will be confiscated and the pupil and substance taken to the Headteacher. Parent/carer will be informed and called to the school.

If the substance is legal (but unauthorised in school) it will be handed to the parent/carer.

If the substance is illegal (or suspected to be illegal) it will be stored securely and the Police called immediately to dispose of the substance. The parent/carer will be informed and called to the school. The pupil(s) involved will be internally excluded whilst investigations are carried out.

If a member of staff suspects that a pupil is carrying drugs on them or in their personal property, they cannot carry out personal searches but will ask pupils to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the school will consider involving the police, Parents/carers will be informed if this happens.

*Dealing with drug-taking materials*

The school SSO makes weekly checks of the school grounds and knows how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

**Disclosure** - *when a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.*

In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality and will be informed who else the teacher needs to discuss the disclosure with. The Headteacher or Inclusion Manager should be informed as soon as possible so that appropriate support can be found. (see also child protection policy)

**Suspicion/rumour.** Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

**Intoxicated members of the school community**

Our schools rules for drugs apply to all people, who are on the school premises and we expect that all adults will adhere to these rules. If a adult or young person comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child or sibling, we will sensitively offer to phone for someone else to come and collect the

child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

### **CONFIDENTIALITY**

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and Citizenship programme. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Head teacher the designated Child Protection.

### **WORKING WITH PARENTS/CARERS**

The school welcomes parents/carers who wish to share with us, their concerns about drugs. We involve parents/carers when reviewing the drugs policy as well as give up to date information about drugs and where they can get further information, help and advice.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents may put the young person at risk of abuse and in these exceptional cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the designated child protection officer with the child's welfare a priority.

### **INVOLVING POLICE**

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact the Police immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.

We have strong links with the local police and involve them in the drug education curriculum and are consulted about policy.

### **REVIEWING THE POLICY**

This policy is reviewed regularly by a group consisting of; the PSHE and Citizenship subject leader, head teacher, school council representatives, staff, governors committee responsible for the drugs policy and school nurse. If an incident should occur, the policy is reviewed in the light of that incident.

**Date of policy:** June 2009

**Approved by governors :**November 2009

**Review date:** September 2016

**Approved by governors:** September 2016

**Review date:** September 2017

**Approved by governors:** September 2017