

## WFF Drugs and Alcohol Policy

Staff responsible for drugs issues: The PSHE Lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with any external agencies to support the curriculum.

The Executive Head Teacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services. The Executive Head Teacher is responsible for developing, monitoring and reviewing the drugs policy.

There is also a governor with a lead on drugs issues who liaises with the school about curriculum and policy.

### **LINKS TO OTHER POLICIES**

This policy should be read in conjunction with the following policies; PSHE and Citizenship, Health and Safety, Behaviour, Safeguarding and Administration of Medicines

Policy Reviewed by SLT September 2019

Policy Reviewed by Governors: October 2019

Review due: June 2021

### **DEFINITION OF DRUGS**

This guidance describes drugs as “A substance people take that changes the way they feel, think or behave”. This refers to legal and illegal drugs:

- Drugs that are illegal\* (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, Novel Psychoactive Substances (NPS-formerly known as “legal highs”) GHB, anabolic steroids and khat.
- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, e-cigarettes, shisha and volatile substances (solvents)

Drugs that are legal to use such as poppers, caffeine drinks

- Over the counter and prescription medicines

\*Nitrous Oxide is not illegal under the Misuse of Drugs Act but is illegal to produce, supply, sell or import for human consumption under the Psychoactive Substances Act 2016

### **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 understand that drugs play a part in the lives of every one of us and recognize 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. The DfE advises all schools to have an up to date policy.

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.

### **APPROACH TO SAFEGUARDING PUPILS FROM DRUG AND ALCOHOL HARMS**

As part of being a healthy school we take a proactive and whole school approach through

- Teaching a planned drug education programme in PSHE and Citizenship and Science informed by the views of pupils and staff that equips pupils with the knowledge and skills they need.
- Considering carefully our responses to drug-related incidents
- Having clear school rules and sanctions related to drugs

- Providing access to specialist support and advice for pupils at risk of drug-related harm and those with drug or alcohol misuse in the family
- Providing training and support for staff so they feel confident to teach drug education and manage any drug-related incidents
- Raising pupils' academic achievement and sense of belonging in school

## **DRUG EDUCATION**

### *Aims of drug education*

To give pupils age-appropriate and accurate information about substances (including substances in the home and everyday life, alcohol, tobacco, medicines, volatile substances and illegal drugs) and help them develop the skills and attitudes to keep them safe and make healthy and responsible decisions

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

- gain knowledge and understanding about the effects and risks 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 keep safe and 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

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

Teaching about drugs, alcohol and tobacco is taught mainly through PSHE and Citizenship and in Science at Year 6 where it is required in the National Curriculum.

### *What is taught?*

We reflect the requirements and guidance

- in the Science national curriculum
- the non-statutory national framework for PSHE and Citizenship

### *Drug Education in Science*

Year 6 have to be taught to recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function.

### **Non-statutory guidance**

- Pupils should learn how to keep their bodies healthy and how their bodies might be damaged – including how some drugs and other substances can be harmful to the human body.
- Pupils might work scientifically by: exploring the work of scientists and scientific research about the relationship between diet, exercise, drugs, lifestyle and health

### *Drug Education in our PSHE and Citizenship curriculum (GHLL Pink Curriculum)*

Key Stage 1 focuses on what are safe and unsafe substances, what medicines are, why people take medicines and how to take medicines safely, being ill and getting better and what to do if someone persuades you to take something dangerous.

Key Stage 2 focuses on what a drug is (legal and illegal), the effects and risks of drugs; particularly tobacco (including shisha) and alcohol, managing peer influences and resisting pressure to take risks and be able to make safe decisions.

### Appendix 1

- outlines what is taught in each Year group. Objectives and key learning intentions are set for each lesson, and on medium term plans. Drug education focuses on knowledge and understanding, skills and attitudes and the teaching programme ensures that there is progression from reception to Year 6 with topics and issues which are appropriate to the age and maturity of pupils.

-In addition, in order to ensure that the drug education programme reflects the views of pupils and is appropriate and relevant to them, Key Stage 2 pupils take an active part in planning the programme through a range of ways such as:

- 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 Lead.

### How it is taught (including involving external organisations)

A wide range of participatory teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values about drugs, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation. 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, and 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.

### **Who teaches drug education?**

Drug education is taught by the class teacher. There are occasions that we might involve an external organisation or the school nurse for their expertise. When external organisations are used, the lessons are planned with them and the teacher is always present. We check the organisation and ensure they have the necessary experience and skills to deliver drug education to primary pupils.

### *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 drug education is monitored and evaluated**

Monitoring and evaluation help to plan future lessons and to review the teaching programme and improve the quality of teaching and learning.

The PSHE Lead is responsible for monitoring and evaluation. A range of methods are used including 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.

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

All staff who teach drug education participate in training through a range of activities including; staff INSET, team teaching and observing other teachers. We take advantage of the support, advice and training provided by GHLL.

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

The PSHE Lead has opportunities to develop their skills in planning drug education, through support from GHLL.

### **MANAGEMENT OF DRUGS IN SCHOOL**

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

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

#### Management of authorised legal drugs

This school has agreed that there are some circumstances, when some legal drugs are authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

#### **(i) Medicines**

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in the policy on "Supporting pupils with medical conditions". The decision to allow pupils to self-administer medicines rests with the Executive Head Teacher.

Those pupils in Years 3 to 6 that need inhalers, are responsible for their administration and carry them for easy access, and parents complete a permission form. Asthma inhalers for pupils in other years, are kept with the teacher for safe and easy access.

Asthma inhalers and Epi-pens for pupils in Key Stages 1 and 2 are kept in the classrooms for easy access at all points throughout the day.

Asthma inhalers and Epi-pens for pupils in EYFS are kept in the unit for safe and easy access. Where possible all inhalers are self-administered and only under adult supervision.

Staff are aware of any serious medical conditions which affect pupils in their class.

The School Nurse will be informed of any children attending the school with medical conditions.

Advice will be sought on ensuring they have an appropriate care plan and that school staff are trained to administer any medication required for the day to day management of their condition in school or during a medical emergency.

#### **(ii) 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.

In the event of a child or adult who is required to use medical sharps to address the management of their health condition (e.g. insulin or gluco blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site.

#### **(ii) Alcohol**

During school hours (between 8.45am and 3.10pm) no alcohol is permitted to be consumed anywhere in the school buildings and grounds. Events organised by the PTA out of school hours may serve alcoholic drinks to those aged eighteen or over at PTA events for which they take responsibility. The PTA will ensure that no alcohol brought onto the school site for PTA events is accessible to children during school hours and that no alcohol remains on the school site after the event. Staff and parents accompanying pupils on residential visits are not permitted to drink when responsible for pupils.

#### **SMOKING POLICY**

We are a smoke free school and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises or in sight of the school.

#### *E-cigarettes/Vaping (sometimes known as nicotine vaporisers)*

Although e-cigarettes are not covered by smoking legislation we are not allowing the use of e-cigarettes by pupils, staff, parents, contractors or visitors on the school premises and in the school.

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

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

In this school, a drug-related incident includes any incidents involving any drug that is unauthorised 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 shop, the school keeper finding used syringes in the playground, a member of the public phoning the school to say they have seen pupils smoking.

##### *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 pupil(s) 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.
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort
- Any action taken will be in line with the school's 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 Head Teacher, 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 has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we will seek support from Early Help 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 Executive Head Teacher and consistent with the 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 Head Teacher.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately 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 on CPOMS.

In all drug-related incidents the Executive Head Teacher, 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*

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

*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 Head Teacher 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.

If the substance is suspected to be illegal, staff can take temporary possession of it

- it will be confiscated, in the presence of a second member of staff as witness
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited to the Head Teacher and Deputy Head
- the pupil will be taken to the school office and the Head Teacher or Deputy Safeguarding Lead called and the pupils questioned
- the police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- we will record details of the incident, including the police incident reference number
- we will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so
- identify any safeguarding concerns and develop a support and sanctions response including internal exclusion whilst investigations are carried out.

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

### *Searches*

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.

If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the member of staff will discuss with the Head Teacher who may decide to carry out a search in the presence of another member of staff. The Head Teacher is the only person authorised to carry out a search, unless they are not the same sex as the pupil and then the Head Teacher will authorise a senior member of staff. The search will take place in school or where staff have lawful control of pupils.

We will keep a record of the search and inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

Teachers can search pupils' lockers and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a senior member of staff present. If consent is refused the decision to search will be taken by the Head Teacher.

### **Dealing with drug-taking materials**

School site staff make regular checks of the school grounds and know 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. The Head Teacher or Deputy Designated Safeguarding Lead should be informed as soon as possible so that appropriate support can be found.

#### *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 parents/carers**

Our schools rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school drinking alcohol or appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, 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.

#### **Needs of pupils**

We are sensitive to the needs of pupils whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

#### *Other adults*

As with parents and carers the same applies to other adults.

#### **Staff**

Staff will face disciplinary procedures as applicable for Misconduct or Gross Misconduct under the guidance published within the '[Grievance and Discipline 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 (Designated Lead for Safeguarding) or Deputy Safeguarding Leads.

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

The school welcomes parents/carers who wish to share with us, their concerns about drugs.

Parents/carers will be informed immediately if their child has been involved in a drug-related incidents. However there may be some exceptional situations where involving the parents may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Head Teacher 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 101 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.

#### **REVIEWING THE POLICY**

This policy is reviewed every two years by a working group consisting of; the Executive Head Teacher, the PSHE Lead, staff, Parent Forum, Governor responsible for Safeguarding, Gloucestershire's Healthy Living and Learning Team.

If an incident should occur, the policy is reviewed in the light of that incident. The review will include feedback from the evaluations of drug education, included in a review of PSHE and Citizenship.

#### **DISSEMINATING THE POLICY**

Parents/carers are made aware of the policy through the newsletter and at meetings when new to the school. The policy is on the school's website.

External organisations involved in drug education, receive a copy prior to teaching.