



The Thames Bridge C of E Federation

Drug Education and Incident Policy - November 2016

The governing body of Clifton Hampden C of E Primary School and Culham Parochial C of E Primary School has agreed to adopt this policy as set out below.

Monitoring and evaluation

This policy will be monitored by the Governors and reviewed by the staff as part of the school's monitoring cycle.

Date of writing – November 2016

Date of review – November 2018

Date policy approved by Governors

Signed:

Headteacher:

Chair of Governors:

Aims

It is our aim to help all pupils take their place safely in a world where a wide range of drugs exists.

We recognise that some drugs have beneficial effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

It is part of our statutory duty to promote pupils' wellbeing, and therefore we have a role to play in preventing drug misuse as part of our pastoral responsibilities. The Government's Drug Strategy 2010 ensures that school staff have the information, advice and power to:

- Provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service;
- Tackle problem behaviour in schools, with wider powers of search and confiscation;
- Work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.

Specifically this policy aims to:

- Clarify the school's approach, legal requirements and responsibilities surrounding drugs in relation to pupils, staff, governors, parents/carers, external agencies and the wider community;
- Ensure drug education is taught through the PSHE (personal, social, health & economic education) and the Science curriculum;
- Maintain the safety and well-being of pupils, staff and visitors;
- Give appropriate attention to all drugs: legal drugs, medicines, solvents, socially disapproved and illegal substances;
- Enable staff to manage drugs on the school premises and any incidents that occur, with confidence and consistency, and in the best interest of those involved.

1. Introduction

Definition of a Drug

A drug is a substance people take to change the way they feel, think or behave. This definition includes illegal drugs and psychoactive substances and also legal substances such as, alcohol and tobacco, volatile substances, over the counter and prescription medicines.

External Guidance

We actively cooperate and seek support with other agencies such as Community Police, Social Services and OCC to deliver drug education and to deal with incidents of drug use and misuse.

In our planning and responses to drug issues we take careful account of local and national guidance, in particular to ***DfE and ACPO* drug advice for schools - Advice for local authorities, headteachers, school staff and governing bodies, September 2012*** and ***Drugs: Guidance for Schools*** DfES Ref: 0092 2004. Whilst this document is now 12 years old it offers detailed and comprehensive guidance to meet the School's aims.

*ACPO (association of chief police officers)

2. Role of the Headteacher

The headteacher takes overall responsibility for incident management and liaison with the governing body and outside agencies. The headteacher should therefore be notified immediately of any drug related incident.

3. Role of the PSHE co-ordinator

- To ensure drug education is covered within the PSHE curriculum; that there is continuity and progression that is relevant and appropriate to the needs of all pupils in The Bridge C of E Primary School at each key stage;
- To liaise with external agencies that help deliver the curriculum, ensuring contributors are fully aware of the school's values and approach to drug education, along with policies covering confidentiality, disclosure and safeguarding.
- To ensure drug awareness training takes place for all staff and relevant governors.
- To be able to signpost local services and organisations, and helpful national helplines/ websites.

4. Drug Education Programme

Drug education enables pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education is taught primarily through two areas of the curriculum. These are:

1. Science - Statutory requirements of the National Curriculum and Early Years Framework

In Early years children are helped to understand what keeps them healthy.

In KS1 pupils are taught about the role of drugs as medicines.

In KS2 pupils are taught that tobacco, alcohol and other drugs can have harmful effects.

Upper KS2 pupils are taught to recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function.

Additionally the PE curriculum teaches pupils to lead healthy, active lives.

2. PSHE –non-statutory framework for Personal, Social, Health & Economic Education

Advice states 'Schools should seek to use PSHE education to build, where appropriate, on the statutory content already outlined in the national curriculum, the basic school curriculum and in statutory guidance on: drug education, financial education, sex and relationship education (SRE) and the importance of physical activity and diet for a healthy lifestyle'.

Throughout both key stages, pupils are encouraged to consider how choices that they make affect themselves and those around them, and how to deal with difficult situations.

Lessons enable pupils to:

- explore their own and other peoples' attitudes towards drugs, drug use and drug misuse, including challenging stereotypes
- practice decision making skills
- become aware of peer pressure
- develop assertiveness skills
- consider the consequences of risk taking
- learn how to access sources of help and information
- understand the benefits of a healthy lifestyle
- evaluate media messages on drug use.

It is recognised that some pupils with SEND (special educational needs and disabilities) may be more vulnerable to drugs misuse than others. They may also be taking medication and thus it becomes all the more important to stress the distinction between the use and misuse of drugs.

Key resources used to support Drug Education in school include:

1. SEAL (Social and Emotional Aspects of learning): these DfE resources support children to develop self-awareness, motivation, social skills and managing their feelings. These skills help our children to become better learners, get on better with other people and be responsible citizens.
2. The Healthy Schools toolkit: this is designed to help schools to 'plan, do and review' health and wellbeing improvements for children and to identify and select activities and interventions effectively. This approach ensures schools put in place the most appropriate services and meet the needs of children and young people.

Assessment

Assessment identifies:

- what knowledge and understanding pupils have gained and its relevance to them
- what skills they have developed and put into practice
- how feelings and attitudes have been influenced during the programme.

5. Drugs and other substances on School Premises

'School premises' includes buildings and grounds. The School Policy also applies to off-site activities, visits and school trips. The policy will also relate to pupils' use of the premises and grounds beyond the school day.

1. All illegal and unauthorised drugs and other substances are not acceptable within the school premises.
2. The school is a designated 'No Smoking' area for staff, parents and visitors, including e-cigarettes.
3. Alcohol may only be consumed on the school premises for events organised by staff, governors or BOBs, which take place after the end of the school day. The organisers are responsible for ensuring only those over 18 consume alcohol.

Hazardous substances

The school ensures that potentially hazardous substances are stored safely, reducing the risk of pupils having contact with them. Up-to-date COSHH forms highlight potentially hazardous substances. These relate to cleaning materials and some curriculum resources such as adhesives and fixative sprays.

Medicines (NB please see associated policies: Asthma and Supporting children with Medical needs – including Administering Medicines)

- Asthma inhalers are supervised by staff and kept according to school policy. In certain cases other prescribed medicines (e.g. for anaphylactic shock, diabetes) may be kept on the school premises. These will be kept in specifically allocated places and are only to be administered by named, trained staff.
- It is preferable that Children who require medicines e.g. as follow-up after absence, are administered by parents and carers. However, if this presents particular difficulties, staff trained in First Aid will administer prescribed medicines: this action will always require written consent. Non-prescribed medication will not be administered.
- Staff who are in need of medication should be mindful of the powerful role model they provide. The need for medication should never be discussed within earshot of pupils, nor medications self-administered within sight of pupils.

6. Drug related incidents

Guidance where substance misuse or supply is suspected

- **Pupil' safety will always be prioritised.**
- Staff should inform the Head who will then assess the legal requirements, the involvement of outside agencies and the proposed school response.
- The consequences of such incidents involving pupils will follow broadly the same procedures as laid down in the School Behaviour and Exclusion Policies. NB finding pupils in possession of drugs will NOT be an automatic exclusion.
- If a child/adult discloses that he/she is taking drugs, the designated member of staff for safeguarding should be informed immediately and safeguarding procedures followed.
- Should the Headteacher or other staff member be suspected of substance abuse, the Governor with responsibility for Staff Grievances/ disciplinary will be consulted and agreed procedures followed.

Finding substances and the involvement of Police

- Health and safety checks of the school environment will ensure that any drug paraphernalia found, particularly syringes and needles, are cleared away safely and legally. Any equipment associated with drug misuse should be handled with care, recorded, and in the case of such items as needles and syringes, they should be placed in a secure and rigid container for collection by an appropriate person.
- Schools have no legal obligation to report an incident involving drugs to the police. Nevertheless, not informing the police may prove to be counter-productive for the school and wider community. The police should, however, be involved in the disposal of suspected illegal drugs.
- The police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.
- Young people are becoming increasingly aware of, and in some cases using, new psychoactive substances (NPS). These are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Despite being labelled as legal these substances are not always safe to use and often contain controlled drugs making them illegal to possess. If there is uncertainty about what the substance is, it should be treated as a controlled drug.

Finding drug misuse and information sharing

- If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over-the-counter medicines, parents will be informed and appropriate steps taken. If there is a child protection issue then the relevant support agencies will be contacted.
- In an emergency arising from an incident involving abuse, the well-being of the pupil is paramount. In all instances:
 - separate the child involved from the rest of the group
 - decide and implement the next best step in terms of the child's welfare
 - follow guidance found within *Drugs: Guidance for Schools* Ref:DfES 0092 2004.

NB. If at any time a child/adult appears to be losing consciousness, possibly due to a drug overdose, misuse or admitted overdose without visible symptoms then:

- Summon a first aider – do not leave the person alone;
- Check airways are not blocked and place person in recovery position;
- Phone 999 for an ambulance;
- Keep person warm to prevent shock;
- Ring family immediately.

Intoxicated Parents/Carers

Quoting DCSF:

“When dealing with parents/carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a pupil into the care of a parent/carer. In such instances, schools might wish to discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home. The focus for staff will always be the maintenance of the child’s welfare, as opposed to the moderation of the parent’s/carer’s behaviour. Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police”.

7. Partnership with Parents and Carers

1. Parents/carers are encouraged to become involved as much as possible in order to achieve a successful drug education programme. We recognise that parents/carers may want advice on how to talk to their child about drugs and what to do if they have concerns.

Parents/carers will be:

- given information about their child’s drug education and have opportunities to become involved in planning and developing the drug policy and education programme.
- encouraged to support their child’s learning at home, for example through shared-learning activities. It is recognised these have most impact when used as preparation for a forthcoming topic at school.
- able to access information about drugs and local and national sources of help.

Schools can order multiple copies of the leaflet *A Parent’s Guide to Drugs and Alcohol* for distribution to parents/carers by calling the NHS Response line. Materials specifically for parents/carers are also available from the FRANK helpline/website. The LEA and their Healthy Schools Programme along with the DAT will be able to advise on information for parents/carers produced locally.

2. In most cases we would fully expect to involve parents/carers 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.

3. Pupils whose parents/carers or relatives use or misuse drugs
Many pupils will have parents/carers or relatives who take medicines, smoke or drink alcohol. Some may have parents/carers or family members who use illegal drugs. At St Blaise we are sensitive to the very real possibility that the parents/carers or relatives of some pupils may be problem drug users. Care is taken to ensure that the drug education programme takes potential drug use of parents/carers or family members into account, for example in the issues portrayed and the language used, so that drug education does not stigmatise or heighten pupils’ anxieties about their parent’s/family member’s welfare. Determining and addressing the additional educational needs of children of problem drug users will be a high priority.

8. Monitoring and Review

This policy is a working document. Therefore, it is open to change and restructure as and when appropriate to improve the quality, relevance and effectiveness of learning, teaching and curriculum provision.

In the first instance the PSHE coordinator will monitor the effectiveness of the policy; liaising with the designated Safeguarding teacher, the head teacher and Lead Governor.

9. The role of the Governing Body

- As with all policies the governors, through the work of the Lead Governor for Learning and Teaching, monitor and evaluate the implementation and success of the policy.
- The Governing Body ensure that the school complies with its statutory duties with regard to safeguarding and child protection, and to the National Curriculum and associated guidance.

10. Relevant policies and documentation

This policy should be read in conjunction with these documents:

- Asthma Policy
- Support for Children with Medical Need including and Administering Medicines Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Confidentiality Policy
- Learning and Teaching Policy
- Special Educational Needs and Disabilities Policy
- Behaviour and Exclusion Policies
- PSHE Policy and Scheme of Work
- ***DfE and ACPO drug advice for schools - Advice for local authorities, headteachers, school staff and governing bodies September 2012***
- ***Drugs: Guidance for Schools Reference: DfES 0092 2004*** This has comprehensive guidance covering every aspect of drug education and drug management of substances (168pp) 'Drugs incident file' (Annex 11 from the Guidance)

List of useful organisations

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

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

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: www.drugeducationforum.com/ 14

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.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

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: https://www.gov.uk/youth-offending-team_15