



## **WEST TYNE FEDERATION OF SCHOOLS**

### **Drugs Policy**

Our Vision..... Inspire, Support, Believe, Achieve

Our Mission.....

Our values-based schools nurture curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is paramount. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

The Federation is committed to the personal development of all involved and aim to provide life- long learning.

We aim to provide extended facilities in both our schools in order to support each child on their learning journey.

#### **Introduction**

The Executive Headteacher is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with external agencies to support the curriculum.

The Executive Headteacher has overall responsibility for drugs issues, including managing drug – related incidents, liaising with the Police and other external agencies, including support services.

The Governor Curriculum Committee liaises with the schools 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 and Medical Conditions (which includes the administration of medicines).

## **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 refers to all drugs whether:

- Illegal drugs (those controlled by the Misuse of Drugs Act 1971) such as ecstasy, cannabis, crack/cocaine. Heroin and LSD, ketamine, 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, shisha and volatile substances (solvents)
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines
- And other drugs such as legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes that currently have no restrictions (although laws about selling to under 18s and use in public places are to be put in place)

## **Definitions of other key words**

Drug use describes any drug taking. Any drug 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 intoxicification, regular excessive consumption and/or dependence.

## **Why a policy is needed**

West Tyne Church Schools places a great deal of emphasis on the health and well-being of all of the pupils and staff within both schools.

Although it is highly unlikely that illegal drugs will be in our Primary Schools, we believe that drugs play a part in the lives of every one of us and recognise that drug use can have a serious effect on health, well - being and academic achievement. We therefore 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 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 schools.
- Give information about what is taught and how it is taught.
- Give guidance to teachers, support staff and visitors about drugs education.

### **Approach to tackling drugs**

As part of being healthy schools we take a whole Federation approach to drugs through:

- A planned drug education programme through PSHE and citizenship informed by pupils, staff and parent's views, as well as Science.
- Carefully considered responses to drug – related incidents informed and supported by the views of the whole school community.
- Clear rules and sanctions related to drugs.
- Access to specialist support and advice, if needed.
- Providing training and support for staff.

### **Drug Education**

#### **Aims of drug education**

To give pupils information about drugs and help them develop skills and attitudes to make healthy decisions about drugs, alcohol, tobacco and medicines.

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 situation 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 through PSHE and citizenship and in Science where it is required in the National Curriculum.

## **What is taught?**

We reflect the requirements and guidance in the Science national curriculum and the non – statutory framework for PSHE and citizenship.

**Key Stage 1** focuses on what are safe and unsafe substances, what medicines are, why people take them and how to take them 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, the effects and risks of drug taking including tobacco and alcohol, managing peer influences and resisting pressure to take risks and be able to make safe decisions.

Our curriculum ensures that we are covering both the statutory requirement in science to teach our Year 6 to recognise the impact of drugs on the way their bodies function and the non- statutory science guidance to teach Year 6 how some drugs and other substances can be harmful to the human body and the relationship between diet, exercise, drugs, lifestyle and health.

The Federation Schemes of Work show 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 included which are appropriate to the age and maturity of the pupils.

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

A wide range of active teaching methods are used to 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, 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 and sometimes includes the school nurse or other professionals.

## **Training and Support for Staff**

We take advantage of the support and training provided by Northumberland County Council, the Diocese and other local organisations.

## **Management of Drugs in the Schools**

### **Federations view about the use of drugs**

The Federation does not permit the possession, use or supply of any illegal or legal (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**

The Federation has agreed that there are 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 and only with parental written consent. Details about managing medicines can be found in our policy on supporting pupils with medical needs. The decision to allow pupils to self-administer medicine rests with the Executive Headteacher.

Asthma inhalers, held in school with written parental consent, are kept safe and easy access for school staff authorised to administer. Children's personal inhalers are taken on all off-site visits and held by the accompanying school staff.

Staff are aware of any serious medical conditions which affect children 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 e.g. for cleaning are set out in the Health and Safety Policy.

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

### **(iii) Alcohol**

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

## **Smoking Policy**

**It is illegal to smoke in Northumberland County Council Properties and within the boundaries of the schools.**

Greenhead Church of England School and Henshaw Church of England School are smoke free schools and staff, parents and visitors are not permitted to smoke anywhere on school premises or in sight of the schools.

*E – cigarettes (sometimes known as nicotine vaporisers)*

Although e-cigarettes are not covered by smoking legislation we do not permit the use of e-cigarettes by pupils, staff, parents, contractors or visitors on the schools premises and strongly discourage parents using them when collecting their children from school.

## **Management of Drug – Related Incidents**

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

In the Federation, 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 a 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, finding used

syringes within the school grounds, a member of the public phoning the school to say they've seen pupils smoking.

### *School responses to drug related incidents*

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

- The Executive Headteacher and Head of School will be informed
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst 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 will be in line with the Federations 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 Executive 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 has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we seek support from a Social Worker and if appropriate refer to a specialist agency

#### *(ii) Sanctions*

Where a Federation 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 Headteacher 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 Executive Headteacher.

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

### *Recording the drug – related incident*

All drug related incidents are recorded using a drugs incident form. The form is given to the Executive Headteacher and kept confidential in the Executive Headteacher's office.

In all drug – related incidents the Executive 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**

Staff with First Aid qualifications should be called immediately but the pupil(s) involved should not be left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

## **Intoxification, 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 the Executive Headteacher 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 (pupil or staff) 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 (e.g. a safe or lockable container) with access limited to the Executive Headteacher and Head of School



- The pupil will be taken to the school office and the Executive Headteacher or Head of School called and the pupil(s) questioned
- The police will be notified directly 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 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 substance 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 Executive Headteacher who may decide to carry out a search in the presence of another staff member. The Executive Headteacher is the only person authorised to carry out a search, unless they are not the same sex as the pupil and then the Executive Headteacher will authorise a senior member of staff. In the event of a member of staff of the same sex as the pupil being available, the pupil will remain in the presence of a member of staff until a parent/carer arrives to carry out the search in the presence of the Executive Headteacher. 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.

Teacher's can search pupil's bags/trays 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 Executive Headteacher.

### *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 Executive Headteacher or Head of School 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 the decision is made to question the pupil(s) involved.

### **Intoxicated parents/carers**

Our school rules for drugs apply to all people who are on school premises and we expect that parents/carers will adhere to these rules. If a parent/carer 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, 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 Child Protection procedures.

### **Needs of pupils**

We are sensitive to the needs of the pupils whose parents/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, the family.

## **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 Executive Headteacher.

## **Working with Parents/Carers**

The schools welcome parents/carers who wish to share with us their concerns about drugs. We signpost 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/carers may put the child at risk and, in these cases, the schools will exercise some caution. The decision will be taken by the Executive Headteacher with the child's welfare a priority.

## **Involving the Police**

In most cases a drug – related incident will be a school, rather than a police matter. However, the school will contact their local police officer 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 will be reviewed every two years unless an incident should occur, in which case, the policy will be reviewed in light of the incident.

## **Disseminating the Policy**

The policy is on both schools websites and a copy can be requested from the office at both Greenhead Church of England Primary School and Henshaw Church of England Primary School.

Any outside contributors involved in drug education, receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education.

Signed: .....

Date: September 2017

Review Date: September 2019