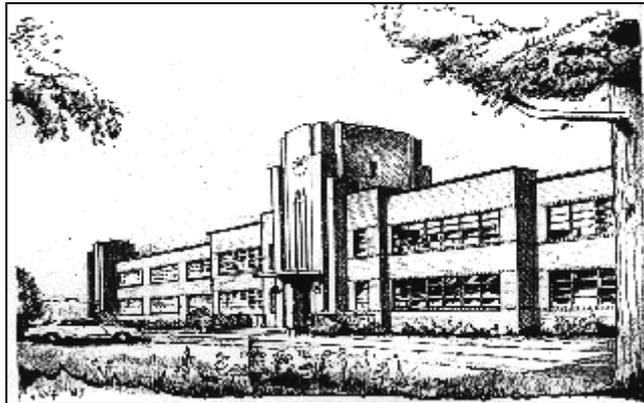


William Torbitt Primary School



Drugs Policy

January 2016

Review Spring 2019

INTRODUCTION

The PSHE Leader 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 the Deputy Headteacher for liaising with external agencies to support pupils vulnerable to drug misuse.

BACKGROUND INFORMATION ABOUT THE SCHOOL

William Torbitt Primary is a three form entry primary school. It has a culturally and socially diverse population including pupils with SEN and EAL. We are part of the Redbridge Healthy School scheme and have been focusing on gaining Healthy School Status (eg reviewing the PSHE curriculum).

LINKS TO OTHER POLICIES

This policy should be read in conjunction with the PSHE and Citizenship Policy and the following related policies: Health and Safety, Behaviour, Administering Medicines, 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. This refers to all drugs:

- Legal drugs, including alcohol, tobacco and poppers;
- 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, future health problems, or addiction;
- **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

At William Torbitt Primary School we aim to:

- Develop every child to the best possible standards through high expectations;
- Create a safe, happy, caring community;
- Nurture the qualities of understanding, racial harmony, respect and self-confidence;
- Enrich children's lives in a positive social atmosphere;

- Provide a broad, balanced, stimulating, enjoyable curriculum based on the National Curriculum and school policies;
- Plan work according to individual needs;
- Support children in their learning and their physical and emotional development;
- Use our financial resources for the maximum benefit of the children;
- Develop a strong partnership between home and school.
- Provide a secure foundation on which personal development and academic attainment can flourish;
- Give all staff the opportunities to develop their skills and confidence.

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, wellbeing 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 Leader along with a governor, following advice from a staff Inset which included all the teaching staff. This Drugs Policy will be included on the school's website for parents to access.

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 LEA 2004.

DRUGS 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 people's attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths, and exploring media and social influences.

What is taught

The drug education is included in the PSHE schemes of work from Year 1 to year 6. Drug education focuses on knowledge and understanding, skills and attitudes. The teaching programme ensures that there is progression from Year 1 and Year 6 with topics and issues being included which are appropriate to the age and maturity of pupils.

Key Stage 1 focuses on medicines and how to be safe, being ill and getting, being safe with household substances and risks.

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

The contents of the PSHE reflect:

- The statutory elements of the Science National Curriculum;
- Aspects of the non-statutory framework for PSHE and Citizenship;
- 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 Leader and based on pupil and teacher evaluations.

It is taught in the curriculum

Drug education is taught mainly through PSHE and Citizenship and through relevant topics in Science, eg My Body. Drug education is delivered through opportunities in Literacy.

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 people's 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 and sometimes involves the school nurse or, in Year 6, a local drugs agency or the police.

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

The PSHE Leader and teaching staff are responsible for monitoring and evaluation each term. A range of methods is 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.

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

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

TRAINING AND SUPPORT FOR STAFF

The teaching staff have the opportunity to participate in PSHE training to update their knowledge and develop their skills through a range of continuing professional development activities including Inset, during year team meetings, team teaching, observing other teachers, ongoing support from other teachers, and trialling new resources. We take advantage of the support, advice and training provided by outside agencies in the local authority.

There is an annual drug awareness training for all staff, including non-teaching staff, which covers all the prescribed medication for protocols and care plans that may be needed to be administered during the school day if necessary.

Information and teaching strategies gained from training are shared with staff through staff meetings and Inset.

The PSHE Leader has opportunities to develop their skills in planning and coordinating drug education through support from the LEA and involvement in LEA 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 authorised medication) 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 (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 authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

1 Prescribed medicines

Staff do not administer medicines to pupils. Details about administration of medicines can be found in the school's prospectus. The decision to allow pupils to self-administer medicines rests with the Headteacher. Parents requesting children to have medication during the school day need to make their request in writing to the Headteacher. The school, however, does arrange with the necessary agencies for protocols and care plans to be put in place if required. Staff requiring long-term prescribed medication during the school day should inform the Headteacher / Deputy Headteacher.

Those pupils who need inhalers during the school day

Each teacher has a copy of the signed form from parents in a plastic wallet in the classroom and any child needing their inhaler is aware of where it is kept. They inform staff if they need to take it. They are reminded to take their inhaler with them when they go to PE or any off-site trips. Parents are

responsible for making sure the inhalers are in date. The children are required to be able to administer their inhalers themselves.

Staff are made aware of any serious medical conditions which affect pupils in their class and are given copies of any protocols and care plans.

2 Non-prescribed medicines

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

3 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.

4 Alcohol

There are occasions when alcohol is authorised at school during parents' 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

This is a no smoking school, and smoking is not allowed anywhere on the premises. Staff who want to give up smoking have access to a local smoking cessation group.

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;
- Staff under the influence of alcohol;
- A parent / carer collecting their child whilst drunk;
- Pupils selling cigarettes to other pupils;
- Misusing another pupil's 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 newsagent's;
- The school caretaker finding used syringes in the playground;
- A member of the public phoning the school to say they have seen pupils smoking in the area.

School responses to drug-related incidents

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

- The Headteacher and Deputy Headteacher 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 / supporting responses;
- If at all possible, permanent exclusion will be the final result;
- 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 Headteacher, in consultation with key staff, will decide whether disciplinary and/or counselling action should take place;
- Incidents will be reported to the Chair of Governors.

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 would seek support from our Education Social Worker and, if appropriate, refer to a specialist agency.

Procedures for managing incidents

1 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 the police immediately of any incident involving a suspected illegal drug.

2 Recording the drug-related incident

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

In all drug related incidents the Headteacher, in consultation with key staff, will decide on the responses, including 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.

3 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 not 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.

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 person and substance taken to the Headteacher. The 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.

4 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.

5 Intoxicated parents / carers

Our school 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 and appears to be under the influence of drugs or alcohol they will be asked to leave. If they 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 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 Headteacher.

REVIEWING THE POLICY

This policy is reviewed every two years by a working group consisting of the PSHE and Citizenship Leader(s), school council representatives, parents, staff, the governor responsible for drugs issues, school nurse and Deputy Headteacher.

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 the annual review of PSHE and Citizenship.

DISSEMINATING THE POLICY

The full policy is available to parents / carers on request and/or is available on the school website.

All staff have access to the Drugs Policy.