

## **DRUG POLICY**

### Development Process, Dissemination, Monitoring and Review

This policy was developed and agreed in consultation with governors, teaching staff, non-teaching staff, parents, pupils and other relevant agents, *e.g. police, L.E.A., school nurse.*

The policy was agreed to ensure that all teaching is appropriate, progressive and spirals throughout the pupils' school career and that the school rules and protocols agreed for managing an incident are consistent.

The policy reflects national guidance and priorities as outlined in DCSF Drugs: Guidance for Schools (2004), the Updated Drug Strategy (2002), National Healthy School Standard, Q.C.A. Curriculum Guidance (2002) and OfSTED Report on Drugs Education 2002-2004. This policy relates to the school's P.S.H.E. and Citizenship policies, confidentiality policy, behaviour policy and health and safety policy.

A copy of this policy and guidance is made available for each member of staff and governing body. Reference copies are available from the head teacher for parents/carers and all other persons who come into contact with the pupils.

The policy will be reviewed every two years by the head teacher, Governors, all staff, pupils and outside agencies. This will include evaluation of teaching and learning activities, resources, staff training requirement and the use of visitors. Evaluation tools could include discussion groups and feedback from external inspection. The policy will also be revisited and reviewed at any time the school has to address a drug related incident.

Date: April 21<sup>st</sup> 2010

Review date: Summer 2015

Signatures:

Head teacher

Governor (Chair or named governor)

### Definition – What is a drug?

A drug is a substance that, when taken into the body, changes the way we feel, the way we see things and the way our body works. This policy covers a range of drugs including medicines, tobacco, alcohol, solvents and illegal drugs.

### The Purpose of the Policy

This policy describes the school's approach to drug education and to dealing with a drug related incident.

## RATIONALE

Current national and local research indicates that both legal and illegal drug use is rising amongst young people and as part of the school's care and welfare of the pupils we believe we have a duty to inform and educate them about drug use. As the school is committed to the health and safety of all pupils, we share the responsibility with parents and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy informed choices.

## TO WHOM DOES THE POLICY APPLY?

This policy applies to school pupils, all staff, parents and other visitors.

## WHERE DOES THE POLICY APPLY?

This policy applies at all times when staff is acting in loco parentis – this includes educational visits in line with the *Schools Educational Visits Policy/County Guidelines on visits off site*. The policy applies to pupils travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours. Organisers of any after-school events should be made aware of the policy and their responsibility to implement it.

## ROLES AND RESPONSIBILITIES

### Head Teacher

The head takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy. Pupils who are suspected of being at risk from drugs will be supported and monitored with assistance from outside agencies.

### Governors

As part of their general responsibilities for the management of the school, the governors play a role in the implementation of the school's policy for drug education and prevention (as in *Drugs: Guidance for Schools 2004*). They will continue their involvement through regular evaluation of the policy. The named governor with responsibility for this policy is Michelle Castles.

### All Staff

Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them. This includes lunchtime supervisors, caretaker and cleaning staff.

### Cleaner in charge

The Janitor regularly checks the school premises – any drugs or drug paraphernalia found will be recorded and reported to the head teacher and dealt with in accordance with this policy.

### Parents

Parents are encouraged to support the school's drug education programme and have access to this policy. They are responsible for ensuring that the guidelines relating to medicines in schools are followed. The school plays its part in ensuring that parents have up to date information regarding drugs. Parents have the right to be informed of any incident

that could result in harm to their child – this will be handled with care and consideration. The head teacher will consider if there are any special circumstances which may temper this right.

## DRUG EDUCATION

### Aim/Objectives

The main aims of our drug education are:

- To enable pupils to make healthy, informed choices by increasing knowledge, Exploring/challenging their own and other people's attitudes and developing and practising skills.
- To promote positive attitudes towards healthy lifestyles.
- To provide accurate information about substances.
- To increase understanding about the implications and possible consequences of drug use and misuse.
- To encourage a healthy respect for all substances taken into their body.
- To enable pupils to become accurately informed on the effects, good or bad, of drugs on health and make informed choices.
- To give children the opportunity to develop their abilities to communicate their concerns and take responsible decisions.
- To enable children to discuss moral questions and share their thoughts in a safe environment.
- To let children know what they should do if they come across drugs or are aware of other people using them.
- To ensure that all pupils are taught about drugs in a consistent manner, in line with the school ethos and the guidance provided to all staff teaching drug education.
- To help children respect their own bodies and, in so doing, reduce the likelihood that they will be persuaded to become involved with drugs.

## PROVISION

The school provides a planned drug education curriculum as part of P.S.H.E. and through the statutory science curriculum. The programme reflects knowledge and understanding, attitudes and personal and social skills. The programme is responsive to the needs of the pupils, relevant to their age, experience and maturity. This will involve a wide range of strategies.

Through science drug education is covered from Key Stage One onwards in a bi-annual cycle. Through PSHE Key Stage Two discuss drugs at various points, e.g. making choices. The year 5 and 6 children receive a 2 hour session from the local community police officer yearly. In addition to that we provide a half day session for parents every other year through the healthy schools team.



## MANAGING A DRUG-RELATED INCIDENT

This section of the policy provides the framework of procedures for dealing with an incident. The primary concern of the school is the care and welfare of the pupils and as such will seek to balance the safety and security of the school with the needs of the pupils.

The member of staff responsible for co-ordinating the response to drug incidents is the head teacher.

## RULES

The school rules for the drugs named in this policy are:

Medicine: see school policy/guidelines on the administration of medicines

Tobacco: the school site is a no-smoking area in line with school policy

Alcohol: the possession or consumption of alcohol by pupils is banned.

Solvents: the school will ensure that potentially harmful substances, including aerosols, are stored safely and supervised carefully.

Illegal Substances: no illegal or illicit substances should be brought to school or used on the premises.

All staff are responsible for the safe-keeping of their own personal drugs/medicine.

## Management of Drugs in School

In the event of a drug related incident occurring on school premises, the school will follow the guidelines recommended by the Local Children's Services (see pages 13-19 in Cumbria Education Services, DRUGS: POLICIES, GUIDELINES AND SCHOOL INCIDENTS).

To ensure the safety of all young people and staff the school will take possession of any drugs and deal with them in the following manner:

1. Illegal drugs will be confiscated, packaged in a plastic bag, envelope or evidence bag, and all details of the incident recorded and stored with them. The drugs will then be stored in a secure location within the office and the police will be contacted to dispose of the substances. THE LAW DOES NOT REQUIRE THE SCHOOL TO DIVULGE THE NAMES OF ANY STUDENTS TO THE POLICE. WHERE THE SCHOOL CHOOSES TO PROVIDE THIS INFORMATION THE POLICE WILL BE REQUIRED TO FOLLOW SET INTERNAL PROCEDURES. This action should be witnessed by at least two members of staff. No one should attempt to identify the substance by tasting them and should not leave the school premises with any substances in their possession. Full details of the incident will be recorded on a school safeguarding incident form.
2. In the case of other drugs (alcohol, tobacco, volatile substances and medicines) the school will confiscate the substances, store them securely as above and will contact parents/guardians re the incident. Parents will be invited to school to discuss the

incident and any consequences of breaking school rules. At this visit the substances will be returned to the parents.

#### IN BOTH THESE SITUATIONS THE SCHOOL:

- (a) May choose not to inform parents/carers if the safety of the young person is jeopardised. At this point the school's child protection officer must be involved.
  - (b) Will not search personal property without a young person's consent. School property, e.g. desks or lockers, can be searched and this action will be witnessed. The pupil's consent will be sought but is not required if the school believes an offence has been committed.
  - (c) Has discussed the disposal of drug paraphernalia with the member of staff involved and every effort will be made to ensure the school grounds are kept free of any such materials. In the case of needles and syringes, they will be placed in a secure container, using gloves. The use of bottles or cans for the storage of needles is not appropriate. The school will then contact the local police or environmental health to discuss disposal of the paraphernalia.
3. The school will discuss the disposal of drug paraphernalia with the caretaker and every effort will be made to ensure the school grounds are kept free from any such materials. The school will contact the local police or environmental health to discuss disposal of paraphernalia.

WHEN A SCHOOL CHOOSES TO INVOLVE THE POLICE IN A DRUG RELATED INCIDENT THE SCHOOL SHOULD FOLLOW THE GUIDELINES PRODUCED BY CUMBRIA CONSTABULARY.

The school acknowledges that any response taken dealing with drug related issues must balance the needs of the individual with those of the wider school community. Information regarding young people's need in relation to drug use will come from a variety of sources, not just a response to an incident. All evidence will be examined before proceeding with any action and will take a wide range of responses into consideration.

#### PASTORAL SUPPORT

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of all pupils. To reinforce this, any actions taken will be in line with the school's behaviour policy. In all cases the pupil and their family will be offered help and support from the school or from partnership agencies.

#### LIMITS OF CONFIDENTIALITY

Pupils disclosing information about their own or others drug use should be reminded that a teacher cannot offer absolute confidentiality.

#### DEALING WITH THE MEDIA

As the issue of drug use is an emotive one and is likely to generate interest from the media, the school will take appropriate advice from Children's Services media team and legal department to ensure any reporting of incidents remains in the best interests of the young person, their families and the school.