



Drug Education and Management Policy

Date Passed to Governors:

January 2018

Approved by Governing Body:

February 2018

Date of Next Review:

September 2019

Drug Statement

The Latest DfE and Association of Police Chief Officers Guidance is

DfE and ACPO drug advice for schools: Advice for local authorities, Head Teachers, school staff and governing bodies (September 2012)

It can be accessed via this web link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf

It is an offence under Section 8 of the Misuse of Drugs Act 1971 for the management of establishments (this includes schools) to knowingly permit the supply or production of any illegal drugs on their premises. It is also an offence to allow premises to be used for the smoking of cannabis or other drugs.

This policy reflects local and national aims and priorities expressed within national and local guidelines and is completed in association with Darlington Borough Council, the PHSE association and multi-agency partners including Durham Police, SWITCH, NECA, DDAT, the NHS and Children's Services via the Children's Access Point.

Longfield Drug Education Policy

This policy was developed in consultation with governors, all teaching staff, pupils and the Drug Education Team. This policy has obvious links with the following school policies: PSHE and Health Education; Health and Safety; The First Aid and Administration of Medicines; Medical Conditions, Behaviour and attendance / inclusion; Confidentiality.

This policy sets out the school's approach to drug education and how the school will respond to drug related incidents within the responsibilities of the school.

To whom does the policy apply?

This policy applies to all of the following people when they are on the school premises: pupils, staff, parents/carers and visitors. Breaches of this policy by any of those mentioned will be dealt with by the Head teacher/Governing body. This policy also applies to pupils and staff when off-site when the staff act in loco parentis, this includes all educational visits, including those abroad.

Although the school is not responsible for pupils travelling to and from school we will work with parents and / or other agencies should any problems be identified. The school is responsible for pupils during break and lunchtimes (except when it has been agreed by parents/carers that pupils will travel home for lunch) and this policy applies during these times. 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.

Definition of a Drug

For the purpose of this policy the following definition of a drug will apply:

"a substance people take to change the way they feel, think or behave."

This broad definition allows for the inclusion of all medication (see schools First Aid and Administrations of Medicine Policy), legal/illegal drugs (including alcohol and tobacco) volatile substances (see also the school's Health and Safety Policy and COSHH Policy) and all over the counter and prescription medicines.

Alcohol is not permitted at any time on the school site or during school visits except on special occasions at the discretion of the Headteacher and when staff are not acting in loco-parentis.

Overall Aims of the Policy

- To provide a framework for effective drug education
- To provide systems for dealing with drug related incidents within the school environment
- To ensure that the school's drug education programme reflects the aims and values of the school and its governing body.

Roles and Responsibilities

Local Governing Body

As part of their general responsibilities for the management of the school, the governors have agreed this policy. They will continue their involvement through regular evaluation of it.

Head of School

The Headteacher takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation and for liaison with the Governing Body, parents / carers and appropriate outside agencies in the event of a drug-related incident. Pupils who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies such as Pupil Support Officers, Child Protection Officers and police.

Designated Safeguarding Lead

The above named people with the Head of School have a general responsibility for supporting other members of staff in the implementation of this policy. They will provide a lead in the dissemination of information relating to drug education. They are responsible for identifying and providing good quality resources and in service training.

As with any potential medical emergency – First Aid are the first point of contact. Any members of the Safeguarding team will also be contacted once a drug related incident has been established. These are identified in the Safeguarding Policy. A coordinated response from this will be undertaken.

It is important to note that any drug related incident must be considered as any other Child Protection or Safeguarding incident would be, against its wider potential criminal context. Likewise and as identified in the policies articulated at the start of this document, a wider approach to Personal development behaviour and welfare will be adopted, which will almost certainly involve multi-agency workings provided within the framework of the Continuum of Need indicators as laid down by the LSCB.

Assistant Head Teachers and Designated Safeguarding Lead

The assistant Head Teachers, Designated Safeguarding Lead and Head of School has a general responsibility for supporting other members of staff in the implementation of this policy. They will provide a lead in the dissemination of information relating to drug education. They are responsible for identifying and providing good quality resources and in service training.

The Head of School or in his/her absence a senior member of staff is the first point of contact for advice/support in dealing with a drug-related incident.

Parents and Carers

Parents and carers are encouraged to support the school's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed

Parents/carers have the right to be informed of any incident that could result in potential harm to their son / daughter. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Head of School will consider if there are any special circumstances, which may temper this right. The Children's Access Point or Multi-Agency Safeguarding Hub may be contacted in the first instance and advice sought (see Safeguarding Children policy/procedures).

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 should they be called upon to deal with a drug-related incident. If they have any queries or training requirements these should be made known to the Head of School. The caretakers regularly checks the school premises – any substances or drug paraphernalia found will be recorded and reported to the the Headteacher and dealt with in accordance with this policy.

If they have any queries or training requirements these should be made known to the Assistant Head Teacher (CPD).

Any concerns raised will be done in the same way as any immediate First Aid or Child Protection concern as articulated in the applicable policies.

Confidentiality

See Confidentiality policy.

Equal Opportunities Statement

Drug education will be provided to all pupils with consideration of any particular needs (see Single Equality Scheme).

SECTION ONE – DRUG EDUCATION

Aims and objectives of drug / health education

This forms a crucial part of the schools commitment to PHSE and we follow the guidelines of the programme of study of the PSHE Association – Drug, alcohol and Tobacco Education (2016)

You can reach this via this link:

<https://www.pshe-association.org.uk/curriculum-and-resources/resources/pshe-association-programme-study-pshe-education?ResourceId=495>

“The aim of drug education is to provide opportunities for 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”. DfES 2004 p18 Drugs: Guidance for Schools.

The main aims of our drug education programme are to:

- Enable each pupil to develop confidence and self-esteem
- Raise pupils’ awareness of the world of drugs so that they can respond to drug related situations with the knowledge, confidence and skills to promote their emotional, social and physical well-being
- Encourage a healthy respect for all substances taken into the body
- To reach out to and support those young people who are in situations involving drug abuse themselves or others close to them.

A base line evaluation of pupil’s knowledge and understanding around drugs will be undertaken to ensure the programme reflects and meets the needs of the pupils within the school. Where possible liaison has taken place between the school and its feeder secondary schools to ensure a spiraling curriculum is in place and consistency in managing drug-related incidents.

The Education Act 2002

The Education Act 2002 places a statutory responsibility upon schools to provide a broad and balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school.
- Prepares pupils for the opportunities, responsibilities and experiences of adult life.

Teaching programme, strategies and resources

Drug Education is delivered through the PSHE programme by class teachers in whole class or group situations using a broad variety of teaching and learning strategies. It is also taught via one-off events such as SMSC Days and via the Science National Curriculum.

Kieran Thompson will review the drug education provision on an annual basis through discussion with the teachers involved with the delivery of the programme and the School council.

Where the teaching and learning includes issues which may be sensitive, staff and pupils will work within clearly understood and applied ground-rules set by the teacher or member of staff delivering the session.

Drug Education will be assessed in a number of ways including:-

- Pupil self assessment and the opportunity for reflection
- Discussion and peer group reflection
- Teacher assessment of pupil attainment by observation and review of student written work

Monitoring and evaluation of the drug education programme

Kieran Thompson has responsibility for the overall monitoring of drug education. This can include: -

- reviewing samples of pupils' work
- updating schemes of work in compliance with PSHE association.
- feedback from teachers involved in the delivery of the programme
- including PSHE and Citizenship as a regular agenda item at team planning meetings and tutor team meetings

The views of pupils and teachers are essential for evaluation of the drug education programme. Feedback will be gained through discussions and written responses when necessary. Changes, if needed, will be made to the planning and teaching of the programme in light of the evaluation and evidence of best practice.

The National Curriculum

The National Curriculum Science Order states that pupils should be taught:

At Key Stage 3

- The role of lung structure in gas exchange, including the effects of smoking
- That the abuse of alcohol, solvents and other drugs affects health
- How the growth and reproduction of bacteria and the replication of viruses can affect health, and how the body's natural defences may be enhanced by immunization medicines

At Key Stage 4

- the effects of solvents, alcohol, tobacco and other drugs on body functions

PSHE

Key Stage 3

The National curriculum and PSHE

From The PSHE Association

H24. the positive (for example the treatment or eradication of disease) and negative (for example dependency) roles played by drugs in society (including alcohol)

H25. factual information about legal and illegal substances, including alcohol (including current government recommendations for consumption), volatile substances, new psychoactive substances, tobacco, e-cigarettes, shisha, e-shisha and cannabis

H26. the law relating to the supply, use and misuse of legal and illegal substances

H27. to recognise and strategies to manage different influences (including peer influence) on their decisions about the use of substances, (including clarifying and challenging their own perceptions, values and beliefs)

H28. the personal and social risks and consequences of substance use and misuse, including the benefits of not drinking alcohol (or delaying the age at which to start) and the benefits of not smoking including not harming others with second-hand smoke.

Key Stage 4

- about the risks of alcohol, tobacco and other drugs use, early sexual activity and pregnancy, and drugs and the links with HIV/AIDS.

H15. the short and long-term consequences of substance use and misuse for the health and mental and emotional wellbeing of individuals, families and communities,

including the health risks related to second-hand smoke

H16. understand the terms ‘habit’, ‘dependence’ and ‘addiction’ in relation to substance use and where and how to access support if they have concerns

H17. the wider risks and consequences of legal and illegal substance use, including on their personal safety, future career, relationships and future lifestyle

Special Educational Needs

Children registered as having Special Educational Needs have the same right to good drug education as any other pupil and will be taught alongside all other pupils. However, teachers must be aware of and respond to their needs in drug education lessons just as in any others, taking account of targets set in the pupils’ Individual Education Plans. This is coordinated by the SENCo, in compliance with the SEND Code of practise.

Children vulnerable to substance misuse

Those children who may be viewed as vulnerable to substance misuse are provided with targeted drug education through the schools pastoral support team. This is coordinated through the Pastoral RAG system. Staff are able to gain additional support and guidance from the Children’s Access Point.

Healthy Life Styles Survey

All pupils in Key Stage 3 and 4 take part in a Healthy Life Style survey which will highlight the knowledge and prevalence of drugs and alcohol use within the school and inform the teaching and delivery of substance misuse education.

The aim of the Healthy Life Styles survey is to challenge the unhealthy perception held by young people in school and assist in the changing of their beliefs and behaviour. Feedback from the Healthy Life Styles survey work promotes the fact that these issues are not as common as young people think they are.

We will teach pupils that most young people in this school do not misuse drugs and alcohol and that they do not believe that their use is a good idea.

This Healthy Life Styles survey data will be used to help in the assessment and delivery of coordinated community activity delivered by positive messages and communication throughout the school.

This forms a key part of work towards Personal Safety Week activities and our British Values and collective worship programmes

Use of Visitors and outside agencies

Visiting facilitators can enhance the delivery of drugs education and some pupils do respond better if they perceive the deliverer to be an ‘expert’ rather than their ‘normal’ teacher. However, visitors will only be used in the programme if they can offer an expertise, approach or pupil response which cannot be achieved by the teachers. Where visitors and outside agencies are involved, their contribution must have been planned as part of an overall programme of Drug Education. This follows the existing guidance for Visitors into School contained within the Safeguarding Policy and Strategy.

Teaching programme, strategies and resources

Drug Education is delivered by class and form teachers in whole class or group situations using a broad variety of teaching and learning strategies, including assemblies. It is also taught via one-off events such as “Healthy Lifestyle Day” ‘No Smoking Day’ and via the Science National Curriculum (as outlined above) and RE lessons. The school also uses Theatre companies who provide engaging and challenging presentations to stimulate pupils’ views. The PSHE coordinator will review the drug education provision on an annual basis through discussion with pupils, the teachers involved with the delivery of the programme and Year Leaders.

Where the teaching and learning includes issues which may be sensitive, staff and pupils will work within clearly understood and applied ground-rules in line QCA Guidance. (See also section relating to confidentiality.)

Teaching programmes reflects the pupils’ knowledge and understanding of drugs and drug issues by implementing a baseline evaluation technique.

Drug Education will be assessed in a number of ways including: -

- Pupil self assessment and the opportunity for reflection
- Discussion and peer group reflection
- Teacher assessment of pupil attainment by observation and review of student written work

Progress and achievement in drug education should form part of the PSHE section of the annual report to parents and carers.

Assistant Head Teacher in Charge of PSHE

The Teaching and Learning Consultant for SMSC is responsible for the overall monitoring of drug education. This will include: -

- reviewing samples of pupils’ work
- teachers making comments on the scheme of work and lesson plans
- feedback from teachers involved in the delivery of the programme
- feedback from pupils
- including PSHE as a regular agenda item at team planning meetings

The views of pupils and teachers are essential for evaluation of the drug education programme. Feedback will be gained through discussions and written responses when necessary. Changes, if needed, will be made to the planning and teaching of the programme in light of the evaluation and evidence of best practice. The school has taken part in the confidential Social Norms Survey provided by the LA which will further inform planning.

Resources

All resources for drug education are regularly reviewed and updated in line with the education aims of this policy and reflecting Drugs: Guidance for Schools and guidance from the PSHE association 2014.

SECTION 2 - DEALING WITH DRUG-RELATED INCIDENTS

This section provides a framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. The school does not condone the use of drugs but will endeavor to support any pupil with a drug problem in line with its pastoral responsibilities.

Parents / carers have the right to be informed of any drug-related incident that affects their child. An exception to this is when the child is deemed 'at risk' and the CAP has been contacted. In this case, it is up to the CPS to decide the course of action.

Staff should be aware that if they a) fail to take action in a drug-related incident or b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence a) enables criminal offences to be committed, or b) results in serious harm to the pupil's health and welfare, criminal proceedings could ensue.

Staff should be aware that if they (a) fail to take action in a drug-related incident or (b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence (a) enables criminal offences to be committed, or (b) results in serious harm to the pupil's health and welfare, criminal proceedings could ensue. This would also be a breach of Child Protection legislation as outlined in relevant policies.

If a pupil is, or appears to be, under the influence of a drug (including misuse of medicines - Seek First Aid) or a pupil discloses their own drug use or a parent/carer is concerned about their child's drug use, the SWITCH Audit Screening Tool) can be carried out with the pupil involved to determine the pathway to follow. The person's who can deliver this screening is:

- SWITCH team
- Any member of the Child Protection and Safeguarding team

The Designated Lead officer for Safeguarding and Child Protection will oversee and coordinate the drug issues and the key roles and responsibilities as per the drug incident flow chart. If the screening tool directs a referral, this should be made to:

SWITCH and the CAP.

It is mandatory to ring this concern to the Children's Access Point – from this they may request a written referral following usual Child Protection guidelines as set out in the Safeguarding Policy and Strategy.

Following any incident the designated member of staff should complete the Responding to Drug Related Incidents form. Copies of these are located in the School Manager's office and are available on request.

For incidents involving pupil alcohol use, the SWITCH Alcohol Use Screening Tool should be completed with consideration being given to referral of the young person.

Early Help Assessment

Early Help interventions comprise of drug-related information and advice and screening, assessment and referral to SWITCH who can provide structured drug treatment, brief psychosocial interventions and a harm reduction interventions service.

An EHA may be a consequence of an incident – this will take place as articulated in Safeguarding Policy and Strategy.

All of the above is coordinated through the Children's Access Point.

Unauthorised Substances

No substances are to be brought onto the school premises unless authorised by the Head of School or through the agreed protocol for the use of medicines on the school premises. This includes alcohol, tobacco, volatile substances and medicines (This list is not exhaustive, other substances may be included at the discretion of the Head of School). This applies to anybody using the building regardless of age or whether they are staff or pupils of the school.

Pupils found in contravention of this section of the school policy, on school premises, will be dealt with in the following way:

- Parents will be contacted by the relevant member of staff. Parents' support will be sought in stressing to the pupil how the use of unauthorised substances in school is a serious breach of school rules. Pupils may not wish parents to be informed and this will be dealt with sensitively.
- A suitable sanction will be considered. The severity of the sanction will depend upon various factors such as the age of the pupil, the circumstances of the incident, whether it is a pupil's first offence and whether it affected other pupils.
- The substance and associated paraphernalia such as matches or lighters found in a pupil's possession in school will be confiscated. They will be placed in a labeled envelope and kept securely until parents are able to collect them or the school will destroy such items as necessary. If required, the school will pass any confiscated material to the police.

What to do in the event of finding a drug / unauthorised substance or suspected illegal substance

1. Take possession of the drug/substance and inform the Head Teacher, or if not available a senior member of staff.
2. **In the presence of a witness** the article should be packed securely and labeled with the date, time and place of discovery.
3. The package should be signed by the person who discovered it and stored in a secure place.
4. Police should be contacted immediately and arrangements should be made to hand the package over to them. Staff should not attempt to analyse or taste any found substance.

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

EXTREME CARE SHOULD BE TAKEN

1. Do **NOT** attempt to pick up the needle.
2. Cover the needle with a bucket or other container.
3. If possible, cordon off the area to make it safe.
4. Inform the Headteacher or senior member of staff.
5. Contact Environmental Health.

If it is considered impractical to leave the needle where it is found, a trained member of staff, using the appropriate personal protective equipment, may remove the needle from the area.

What to do in the event of finding or suspecting a pupil is in possession of a drug

1. Request that the pupil hand over the article(s). Staff can ask pupils to turn out pockets or bags
2. Having taken possession of the substance/paraphernalia, the procedure should be followed as above.
3. Pupils should be placed in isolation until the matter has been investigated.
4. Parents should be contacted as quickly as possible.

If a pupil refuses to hand over articles a search may be required – it should be noted that:

- Teachers can search school property, i.e. cupboards and trays without permission.
- The Headteacher may authorize for a pupil to be searched, following statutory guidance.

Procedures for dealing with a pupil suspected to be under the influence of a drug or substance

Refer to schools first aid policy – following suggestion given for guidance only.

Stay calm, place the pupil in a quiet area. Do not leave them unsupervised; seek medical advice from a First Aider. If the pupil is drowsy or unconscious place them in the recovery position, loosen tight clothing and attempt to establish what he / she has taken. Any suspected substances should travel with pupil if removed for treatment.

Procedures for dealing with Parents/carers under the influence of drugs on the school premises.

Staff should attempt to maintain a calm atmosphere. If staff have concern regarding discharging a pupil in to the care of a parent / carer attempts should be made to discuss alternative arrangements with the parent/carer, for example requesting another family member escort the pupil home. The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's behaviour.

Where the behaviour of the parent / carer immediately places the pupil at risk of significant harm or repeated behaviour places the pupil 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.

Complete a Drug Related Incident Form recording the nature of the incident and the subsequent action taken by the school.

When to contact the police

Contacting the police is at the Headteacher's discretion. However, the school has established close liaisons with our local police and any information about illegal sales of drugs including alcohol and tobacco will be reported to them. In the event of a drug-related incident in the school, the school would cooperate with the police should they wish to search premises. A member of staff will accompany any search and any damage will be noted.

In the event of a serious incident the police may request to interview pupil(s). Parent(s)/carer(s) must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case the police will make arrangements. Parents/carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

Procedures for dealing with Parents/Carers under the influence of drugs on the school premises

Staff should attempt to maintain a calm atmosphere. If staff have concerns regarding discharging a pupil in to the care of a Parent/Carer attempts should be made to discuss alternative arrangements with the Parent/Carer, for example requesting another family member escort the child home. The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's behaviour.

Where the behaviour of the Parent/Carer immediately places the child at risk of significant harm or repeated behaviour places the 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.

When to contact the police

There is no legal obligation for the school to contact the police when a drug incident or offence has been discovered. Contacting the police is at the Head Teacher's discretion, although in most instances this will almost certainly take place. The school has established close liaisons with local police and any information about illegal sales of drugs including alcohol and tobacco will be reported to them. In the event of a drug-related incident in the school, the school would cooperate with the police should they wish to search premises. A member of staff will accompany any search and any damage will be noted.

Any incident involving a child will be discussed with the Children's Access Point.

In the event of a serious incident the police may request to interview pupil(s). Parent(s)/Carer(s) must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case the police will make arrangements. Parents/Carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

Dealing with the Media

If there has been a drug-related incident, the Head Teacher will be informed and he will deal with any enquiries from the media in order to protect the interests of the child and the school.

Discipline

In normal circumstances parents / carers will be contacted. If the Head of School assesses that the situation is a child protection issue then CAP will be contacted in the first instance.

This school does not condone drug misuse. However, in deciding an appropriate sanction must consider the interests of the child balanced against the best interests of the whole school community. Whilst exclusion is a possible sanction (fixed or permanent) it would only be used considered as a last resort. A range of responses may also be considered that may include:

- A target pastoral support programme
- Referral to an appropriate agency such as the DAAT team.
- Home-School contract
- ABC Contract
- Fixed term exclusion
- Permanent exclusion

Consideration should be given to:

- the age of the pupil
- whether one pupil or a group of pupils is involved.
- whether there is evidence of particular peer pressure
- whether it is the pupil's first offence

A free drug counselling service for adults, if deemed appropriate, is available.

Monitoring and evaluating the policy

This policy will be reviewed every two years by the lead Governor, Head of School, PSHE and Health Education Coordinator, pupils and other relevant outside agencies e.g. The Drug Education Team and the police. This will include evaluation of teaching and learning activities, current resources and staff training and the use of outside visitors.