

## **Drug Education Policy**

Paper copies of this policy are available free of charge on request from the school office.

Royal Cross Primary School is committed to the health and safety of its members and will take action to safeguard their well-being. We will actively discourage the use of illegal substances, alcohol or tobacco and the misuse of glue, solvents, prescribed and over-the-counter medicines. We acknowledge the importance of our pastoral role in the welfare of young people and through the general ethos of the school, will seek to enable pupils needing support to come forward.

- We believe 'Communication is key' to personal and social development and academic success.
- We provide an inclusive communication environment and 'child driven' approaches.
- We recognise the importance of peer group and role models in developing a positive self-identity.

### **Key roles and responsibilities**

Head teacher

PSHE Coordinator

### **Priorities**

- Developing language / communication skills (including ICT & personal online safety)
- Nurturing emotional well-being and self-esteem
- Ensuring all pupils make progress, achieve and enjoy learning.

### **Purpose of our school drug policy is to**

- Clarify legal responsibilities, entitlements and obligations of the school.
- Clarify the school's approach to drugs for all staff, pupils and governors, parents/carers, external agencies and the wider community.
- Reinforce and safeguard the health and safety of pupils and others who use the school.
- Give guidance on developing, implementing and monitoring the drug education programme.
- Enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved.
- Develop a whole school approach to drug education in the context of the school curriculum.
- Ensure that the response to incidents compliments the values and ethos of our school.

Our policy extends to include all members of the school community and any visits that take place during school hours, including residential and day trips.

### **Definition of Substances**

This policy will be reviewed annually

The definition of a drug given by the United Nations Office on Drugs and Crime is

*'A substance people take to change the way they think, feel or behave.'*

We define a drug as a substance that, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

In this policy, the term 'drug' refers to

- Legal substances such as alcohol, tobacco and solvents/volatile substances
- Medicines – prescription and 'over the counter'
- Illegal substances

It also recognises that **any drug** can be potentially dangerous.

### **Rationale/key principles**

It is our aim to help all pupils to be able to 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 status, their uses and effects.

### **Boundaries, including relevance of the policy to school trips and visits**

The legal definition of premises of the school includes everything within the property boundaries including buildings, outbuildings, playground, gardens, fields and also extends to include other settings such as vehicles (school minibus) or any venue managed by the school at the time of e.g. premises of a school trip or visit. The policy will also relate to pupils use of the premises and grounds beyond the school day or at a weekend event.

### **The School's Approach to Drugs, Health & Safety and the Needs of Pupils**

#### **Specific Drugs**

- Smoking - Royal Cross Primary School is a non-smoking school (including all Vapour Cigarettes). This extends to cover our grounds, vehicles (school minibus) and outbuildings.
- Alcohol – is not normally permitted on school grounds. The exception to this may be when alcohol is offered as a prize to those over 18 years of age.
- Medicines - Refer to Administration of Medicines Policy.
- Solvents – Staff are advised to follow good practice when using these products, in a well-ventilated area without children present.

Illegal substances are not permitted on school premises under any circumstances.

### **DRUG EDUCATION**

This policy will be reviewed annually

## **Context**

We will provide all pupils with drug education as an integral part of our Personal, Social and Health Education (PSHE) and Citizenship programme. Every effort will be made to ensure that the programme will be appropriate to the age and experience of our pupils. School will match the programme with pupil need and level of language understanding. The sign for 'drugs' involves demonstrating an injection or taking tablets so it is anticipated that children will reflect this in their work.

## **Ethos**

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practising decision-making skills. The programme we follow is based on national and local guidelines for good practice and is appropriate to the age and experience of our pupils.

## **Aims of Drug Education at Royal Cross School**

- To create a positive climate in which teaching and learning takes place where pupils feel comfortable to discuss their perceptions of drug use
- To help raise and maintain pupil self-esteem
- To develop knowledge and understanding of drugs and medicines and how they are used/misused
- To provide a variety of learning experiences encouraging the development of personal skills and the exploration of values and attitudes
- To develop decision-making and risk assessment skills
- To enable pupils to recognise positive and negative influences
- To encourage pupils to develop health lifestyles
- To use 'active' teaching and learning methods which are predominantly pupil centred.

## **Content**

It is felt that drug education should start at least two to three years before the likely age of experimentation. Drug issues will be reinforced throughout the child's education, matching their increasing understanding and maturity. At Royal Cross School attention will be given to the level of language understanding of Deaf pupils, balanced with the need to provide them with the necessary skills to make 'good' choices and to stay safe.

## **Key Stage 1**

Children should be introduced to ideas about how to keep healthy and the role of drugs as medicines. The correct sign/terminology should be introduced at an appropriate level.

## **Key Stage 2**

Children should be introduced to the fact that whilst all medicines are drugs, not all drugs are medicines. They should also begin to be aware of the harmful effects on health of abuse of

tobacco, alcohol and other drugs. The correct sign/terminology should be used/introduced at an appropriate level.

In line with these proposals drug education will be taught as part of the PSHE programme. This will be either within class topics or be specifically taught as and when appropriate.

The drug education programme will provide opportunities for pupils to:

- explore attitudes and values around drug misuse.
- develop the appropriate language (+ signs)
- practise 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.
- emphasise the benefits of a healthy lifestyle.

### **Use of visitors and outside speakers**

Outside agencies may be involved in the planning and teaching of the drug education programme and will be asked to adhere to our school policy. Care is needed to integrate their input into a **teacher led** programme to take into account the specific language/sign requirements of pupils at Royal Cross School. The class teacher will always be present when visitors work with our pupils and additional input is best delivered in partnership.

### **MANAGING DRUG RELATED INCIDENTS**

Pupils, staff and visitors to the premises are made aware of the school's drug policy.

#### **Routine arrangements**

- **Medicines.** The school has a procedure for the administration of medicines that must be followed for everyone's safety.
- **Alcohol.** No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises except by the permission of the Headteacher. Any adult under the effects of alcohol will be asked to leave the premises for the safety of the whole school.
- **Tobacco.** The school and its grounds and vehicles (school minibus) are no smoking areas at all times (including Vapour Cigarettes). Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they

will be confiscated.

- **Solvents.** The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of products such as solvents and aerosols. The only exception permitted is aerosol Ventolin. Any other approved medicines administered in the presence of an adult and stored in a locked medicine cupboard.
- **Illegal drugs.** No illegal drugs are allowed to be brought on to, or used on school premises. To protect the health and safety of the school community regular checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

## Incidents

### Guiding principles

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to them. The School's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole.

The Headteacher will normally be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of its pupils. Parents will be encouraged to become involved as much as possible in order to achieve a successful drugs education programme.

At Royal Cross the definition of a drug related incident may include any of the following:

- Finding drugs, or related items on school premises
- Pupil demonstrating, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- A pupil/parent/carer or staff member thought to be under the influence of drugs
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A pupil discloses that they or a family member/friend are misusing drugs
- Individuals disclosing information about their drug use
- Rumours or reports of drug possession supply or drug use

## PROCEDURES

- **Medical emergencies**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

- **Hearsay/Rumour**

Drug use is often discovered by hearsay. This should be passed on to the Headteacher and PSHE co-ordinator who should record the matter as hearsay evidence, thus enabling a record of teacher's concerns to be compiled. Where the hearsay evidence is not supported through further reports or incidents for one school year the evidence will be removed from the records.

- **Suspicious Behaviour**

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

- **Finding substances**

If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be informed. If a substance is found on a pupil the above procedure should be followed and the incident recorded including:

- the date and time of the find or retrieval
- the size and appearance of the substance
- the names of those concerned
- the action taken

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 the appropriate person. If these are found on a pupil, the pupil's parents should be informed.

- **Searching**

Storage areas within the school grounds are the property of the school, and the Headteacher, or her representative may authorise a search of these if there is reasonable suspicion. This must be carried out in the presence of a witness and the named pupil if this applies.

Staff should not search a pupil's property or person but should try to persuade the pupil to voluntarily produce the substance by asking to turn out pockets, or bags. If it is absolutely necessary to search a pupil a police officer will be required, and parents informed as soon as possible. The police officer will only be able to carry out a search if there are reasonable grounds to suspect the pupil is in possession of an illegal substance.

- **Finding Drugs**

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.

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.
- inform parents.

- **Supply of illegal substances**

It is an offence to produce or supply any controlled drug on school premises. The police will be involved in such circumstances.

- **Returning articles which have been confiscated**

Articles confiscated and not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation given as to why it is inappropriate to return the article to the child. It will be made clear that there is a time limit of one week for the items to be recovered or they will be disposed of by the school.

- **Recording**

All incidents will be recorded within 24 hours.

- **Confidentiality**

Complete secrecy can never be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else. If a pupil chooses to disclose that they are using a drug without medical authorisation, particularly when seeking support, this information will not be used against them notwithstanding any illegal / controlled substances. However, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their information may implicate others.

## **STAFF TRAINING AND SUPPORT**

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The Headteacher, or other appropriate member of staff, will try to organise training related to the identified needs of staff as required.

All staff need to understand and support the rationale and aims of drug education and be aware of the legal implications and their responsibilities.

## **Health & Safety**

The school addresses the welfare and pastoral needs of the pupils in our care

- through the active supervision of pupils sometimes on a 1:1 basis

- procedures for the storage of potentially hazardous materials outlined in our Health & safety Policy
- daily checking of school grounds for discarded syringes etc.
- provision of first aiders and equipment

### Headteacher and Governing Body

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, LEA, parents and agencies. The Governing Body has been involved in the development of this policy and is actively involved in responses to this issue.

### Parents

The school considers the support of parents essential and will endeavour to ensure that parents are informed of developments in our programme.

### Key Documents

- DfE and ACPO drug advice for schools. Advice for local authorities, Headteachers, school staff and governing bodies. September 2012
- Drugs: Guidance for Schools. DfE
- Searching, Screening & Confiscation. Advice for Headteachers, school staff and governing bodies. February 2014

### Useful Contacts

Young Addaction Lancashire – Central. Mount Street Preston PR1 8BQ United Kingdom 0808 164 0074 (freephone)
<a href="http://www.lancashire.gov.uk/youthzone/need-to-know/drink-and-drugs.aspx">http://www.lancashire.gov.uk/youthzone/need-to-know/drink-and-drugs.aspx</a>
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