

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



Drug alcohol and tobacco education policy and Procedural guidelines for drug related incidents.

Creation date: 14 September 2005
Updated : October 2014

Previous publish date: May 2009
Review date: October 2015

Parents, pupils and all members of the school staff, including governors, have been consulted during the development of this policy.

DEFINITION OF DRUGS

For the purpose of this policy, the term 'drugs' refers to substances that change the way the body or mind work, including:

- Alcohol
- Tobacco
- Volatile substances
- Caffeine
- Over the counter prescribed drugs e.g. painkillers, antibiotics
- Illegal drugs e.g. ecstasy, cannabis, cocaine, crack and heroin
- Psychoactive substances ('legal highs')

'Drugs misuse' is defined as the non-medical use of drugs that are only intended for use in medical treatment, the use of drugs that have no accepted medical purpose (DfE circular 4/95).

RATIONALE:

Hitherfield School places the health, safety and security of the children and staff as its highest priority. This policy has been put in place to ensure that all pupils have access to clearly planned drug education, appropriate to their age and maturity, which will contribute to the children's safety. In addition, it should give them an understanding of drugs in order for them to make informed decisions about their lifestyle.

This document has been written to ensure best practice and procedures are carried out at Hitherfield Primary School.

LEGAL REQUIREMENTS:

The Science National Curriculum (September 2013):

- Pupils in Year 2 describe the importance for humans of exercise, eating the right amounts of different types of food, and hygiene.
- Pupils in Year recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function.

AIMS:

This policy outlines Hitherfield's substance misuse prevention and education policy as well as the school's policy on substance misuse by staff, parents and visitors to the school.

Hitherfield School aims to:

- Enable pupils to make informed healthy and safe choices by increasing their knowledge, challenging their understanding and developing their skills.
- Support children in developing their communication skills to help them to assert themselves, resist pressure and make responsible decisions.
- Provide accurate and comprehensive information about substances and understanding of rules and laws.
- Outline procedures for dealing with drug related incidents in school.

TEACHING METHODS:

Whilst the majority of the teaching will be undertaken as part of the PSHE curriculum, other national curriculum subjects will support the teaching of drug education e.g. science. Teaching will begin from a needs assessment (to identify children's current level of knowledge and understanding) and then use a range of varied approaches to ensure the programme is thoroughly taught including using methods that are interactive and facilitative; encouraging skill development (that can be applied to many areas of PSHE not just specifically drug education e.g. joining in discussions and listening carefully); encourage the children to challenge their own and others ideas and encourage the children to explore attitudes and values. In addition to this, teachers should create a classroom climate conducive to open discussion both as a class whole class and in small groups.

Drug education should begin early and continually be revisited as children progress through the school (as experience, needs and understanding changes).

Children will be taught by their class teachers however, outside agencies will, on occasion, be used to support the teaching of drug education e.g. advisers from the Health Education Link Service or other medical professionals.

MANAGING MEDICINES:

In most cases, parents/carers, not teachers, will administer medicines to their children themselves outside school hours. Where this is not possible:

- Parents/carers of children in need of medication must ensure that the school is accurately advised in writing about the medication, its usage and administration.
- Primary aged children may be able to administer their own medication, under supervision, but only with the written agreement of their parents/carers.
- The decision for staff to administer medicines will be made by the Head Teacher.

- All medicines will be stored securely with access only by senior staff, such as the Head Teacher or a qualified First-Aider.

CONFIDENTIALITY

The welfare of children will always be central to the school's policy and practice. All pupils need to feel able to talk in confidence to a member of staff about a drug-related problem. However, in line with Child Protection procedures, teachers will not be able to promise complete confidentiality and information about a child in relation to drugs will follow the same procedure as for other sensitive information.

WORKPLACE HEALTH

Members of staff need to be aware of procedures in relation to working and drug taking. Staff need to be clear about how they may access support, if required.

RESPONSIBILITIES OF STAFF AND GOVERNORS

- Overall responsibility for this Policy is with Elizabeth Cadwallader (the Named Governor for PSHE).

The governing body is responsible for:

- Authorising the Drug Alcohol and Tobacco Education Policy and any subsequent reviews of the Policy and ensuring that the terms and ethos of this policy are followed.

The Personal Social Health Education Co-ordinator is responsible for:

- Writing and updating the Drug Alcohol and Tobacco Education Policy and Scheme of Work in light of initiatives and change, and monitoring the development of the subject throughout the school.
- Guiding and supporting teachers in this subject, to include refresher training for Drug Alcohol and Tobacco Education.
- Co-ordinating external agency support for Drug Alcohol and Tobacco Education.
- Monitoring the effectiveness of the planned and delivered curriculum for Drug Alcohol and Tobacco Education.
- Co-ordinating classroom practices and guidelines across the curriculum and ensuring the development of subject skills.

- Auditing and monitoring resources throughout the school to ensure that there are sufficient age-appropriate and ability-appropriate resources for effective teaching and learning.

The Head Teacher is responsible for:

- Ensuring that the terms and ethos of this policy are followed.

Other members of the staff team are responsible for:

- Following the terms and ethos of this policy.

This policy is a working document and will be reviewed every two years.

Last reviewed: October 2014

PROCEDURAL GUIDELINES FOR DRUG RELATED INCIDENTS:

Health and safety of the child should always be the principal concern when responding to all incidents.

School Boundaries

- The school boundary is the school perimeter fence.
- The school day is from **8:55am** to **3:30pm**.
- If a drug related incident takes place in the immediate vicinity of the school, near the start or end of the school day, at an after school club or at an evening school event, it will be dealt with at the discretion of the Head Teacher or other designated member of the senior management team.
- Drug related incidents occurring during school day trips or residential trips will be dealt with as if it had occurred within the school's boundaries.

Key Procedural Issues

1. Always inform the Head Teacher.
2. For Child Protection issues, refer to school's Child Protection Policy and/or Area Child Protection Committee procedural guidelines.
3. Record ALL drug related incidents. Recording sheets can be found in 'Drugs: Guidance for Schools (2004) at www.education.gov.uk
4. Disposal of illegal substances must be witnessed.
5. Police can dispose of drugs for you.

School Policy

What to do if...	Legal Considerations	Pastoral Considerations
<p>1. Drugs/alcohol/volatile substance discovered on school premises.</p>	<p>1. If drugs/alcohol are found on school premises, take possession and store securely.</p> <p>2. What is the substance? Seek police advice for analysis/disposal.</p> <p>3. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</p> <p>4. Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, with or without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item(see notes below).</p>	<p>1. Ensure Head Teacher is informed.</p> <p>2. Discuss with individual(s) or class/school as a whole.</p> <p>3. Monitor the situation.</p> <p>4. Record all incidents and action taken.</p> <p>5. Head Teacher to decide whether to inform parents/carers</p>
<p>2. A pupil is found in possession of drugs/alcohol/volatile substance.</p>	<p>1. Confiscate drug/substance found and store securely.</p> <p>2. What is the substance? Seek police advice for analysis/disposal.</p> <p>3. Check whether the pupil is legally entitled to be in possession of this drug/substance.</p> <p>4. Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, with or without consent, where they have reasonable grounds for suspecting that</p>	<p>1. Ensure the Head Teacher is informed and decide:</p> <ul style="list-style-type: none"> • If, when and how parents/carers are to be informed. • What sanctions, if any, will be imposed on the pupil? • Is assessment needed to determine whether this was a one off or if there are underlying problems/issues? • Are there pupil/family welfare or child protection issues? • If Education Welfare need to be consulted. <p>2. Record all incidents and action taken.</p>

	the pupil may have a prohibited item (see notes below).	
3. A teacher suspects a pupil of being under the influence of drugs/alcohol/volatile substance.	<p>1. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p> <p>2. Are their child protection concerns? Is the child at risk of 'significant harm'? If so, Head Teacher to contact Social Services (and/or Education Welfare) for advice and/or referral.</p>	<p>1. Seek medical advice.</p> <p>2. Inform Head Teacher and decide if, when and how parents/carers are informed.</p> <p>3. Record all incidents and action taken.</p>
4. A pupil discloses they are using drugs/alcohol/volatile substance.	<p>1. Are there child protection concerns? (See above)</p> <p>2. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p>	<p>1. Head Teacher needs to decide:</p> <ul style="list-style-type: none"> • Whether to inform parents/carers. • Are there pupil/family welfare or child protection issues? (see above) • If there is a need for support from external agencies?
5. A pupil discloses a parent/carer/relative is misusing/selling drugs/alcohol/volatile substance.	<p>1. Are there child protection concerns? (See above)</p> <p>2. There are no legal obligations to inform the police but informal advice may be useful.</p>	<p>1. Inform the Head Teacher.</p> <p>2. Are there pupil/family welfare or child protection issues? (See above)</p> <p>3. Who should be informed? (Confidentiality and trust are key issues)</p> <p>4. How will the pupil be supported? School? External agency?</p>
6. A parent/carer arrives intoxicated on school premises.	<p>1. Safety and well being of pupil is paramount.</p> <p>2. There are no legal obligations to contact police unless child protection concerns are raised and/or a violent incident takes place.</p> <p>3. Record all incidents and action taken.</p>	<p>1. Attempt to maintain a calm atmosphere.</p> <p>2. Are there concerns about discharging the pupil into the care of the parent/carer (e.g. they intending to drive child home)? If so, alternative arrangements may need to be made.</p> <p>3. Are there child protection concerns? (See above)</p> <p>4. Is the parent/carer aggressive/violent?</p>

		Consider contacting police.
7. A pupil discloses friends are misusing/selling drugs/alcohol/volatile substance.	<ol style="list-style-type: none"> 1. Are there child protection concerns? (See above) 2. There is no legal obligation to inform the police but informal advice might be useful. 	<ol style="list-style-type: none"> 1. Inform Head Teacher. 2. Verify information. 3. Are there pupil/family welfare or child protection concerns? 4. How is the issue to be approached sensitively?
8. Head Teacher becomes aware of the availability/sale of drugs/alcohol/volatile substance in the school vicinity.	<ol style="list-style-type: none"> 1. There is no legal obligation to do so, but Head Teacher may wish to seek police advice. 2. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances. 3. It is illegal to sell alcohol to persons under the age of 18. It is illegal to sell cigarettes to anyone under the age of 18. It is illegal for shopkeepers to sell solvents and volatile substances to anyone under the age of 18 if they believe that the substances are going to be misused. 	See pastoral response to no. 3.
9. A discarded syringe/needle is found in the school vicinity.	There is no legal obligation.	<ol style="list-style-type: none"> 1. See pastoral response to no. 1 2. Contact Lambeth's Sex, Drugs & Paraphernalia Department for a free clean-up service: Tel: 020 7926 8888.

The above points are for quick reference only.

Key contact for drugs within the School:

Chris Ashley-Jones

First Aiders in school:

<u>Nursery/CC</u>	<u>Renewal Date</u>	<u>Office/P.O's</u>	<u>Renewal Date</u>	<u>Junior Building</u>	<u>Renewal Date</u>	<u>Infant Buildings</u>	<u>Renewal Date</u>
Ashley Flood (PFA 1 day)	Oct 2015	Michelle Petrou (FAW 3 days)	Nov 2014	Jean Martin (FAW 3 days)	4 th Nov 2017	Azir Haxhia (FAW 3 days)	Sep 2015
Lorna Tandy (PFA 1 day)	17 th March 2017			Abby Whitten (FAW 3 days)	10 th March 2017	Phoebe Zady (PFA 1 day)	April 2015
Sonia Simon (PFA 1 day)	April 2015			Tracey Stagles (PFA 1 day)	17 th March 2017	Julie Halley (PFA 1 day)	March 2015
Simret Zekarias (PFA 1 day)	5 th June 2017			Jo-Ann Woodward (FAW 3 days)	May 2015	Sharon Chambers (3days EFAW)	April 2015
Pearl Pancrace (EFAW 1 day)	April 2015			Lucy Flood (FAW 3 days)	26 th June 2017		
Doreen Simms (EFAW 1 day)	April 2015			Julie Langston (FAW 3 days)	26 th April 2016		
Christine Lamey Golding (PFA 1 day)	Feb 2015			Astrid Umtoniwabo (FAW 3 days)	6 th Dec 2016		
Jane Barry (PFA 1 day)	March 2015			Patsy Mason (EFAW 1 day)	June 2015		
				Pascale Shepherd (PFA 1 day)	Sep 2015		
		Lionel Best (EFAW 1 day)	8 th Oct 2017	Anna Kruk (FAW 3 days)	Nov 2014		
				Maureen Shand (FAW 3 days)	April 2015		
				Lizzie Broadbent (PFA 1 day)	28 th Jan 2017		
				Andy Blizzard (EFAW 1 day)	1 st July 2017		
				Bhavna Vijapura (FAW 3 days)	25 th April 2016		
				Debbie Ramcharran (FAW 3 days)	27 th Nov 2016		
				Shereen Onemokpe (FAW 3 days)	8 th May 2016		
				Cassie Sithanen (FAW 3 days)	10 th Dec 2016		
				Derek Tejan-Sie (PFA 1 day)	31 st March 2017		

Notes re: Searching pupils (Sections 1.4 and 2.4)

Head Teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:
 - i. to commit an offence
 - ii. to cause personal injury to, or damage to the property of, any person (including the pupil)

SERVICES FOR YOUNG PEOPLE

Child and Adolescent Mental Health Services (CAMHS)

020 3228 7370

Education Welfare

020 7926 9611

Lambeth Children & Young People's Service Referral and Assessment Team (9.00 a.m. - 5.00 p.m. Monday - Friday)

020 7926 6508

Lambeth Children & Young People's Service Emergency Service Controller
(Out of office hours)

020 7926 1000

HELPLINES

Drinkline

0800 828282

FRANK (National Drugs Helpline)

0800 77 66 00

Family Lives

0808 800 2222

Re-Solv (Solvents/Volatile substances)

01785 817885