



Berwick  
St Mary's  
CE First School

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Achievement - Creativity - Endeavour

## **Drug Policy**

## **Development Process, Dissemination, Monitoring and Review**

This policy was developed and agreed in consultation with governors, senior management team, teaching staff, non teaching staff, parents, students and other relevant agencies, for example: police, LA, SORTED, school nurse.

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

This policy reflects national guidance and priorities as outlined in DfES Drugs: Guidance for Schools (2004), DfE and ACPO drug advice for schools (2012), the Updated Drug Strategy (2010): Drugs; Protecting Families and Communities 2008-2018 strategy, QCA Guidance for schools: Citizenship and PSHE: working with external contributors, Screening, searching and confiscation – Advice for head teachers, staff and governing bodies DfE (2012). This policy relates to the school's safeguarding policy, confidentiality policy, behaviour policy, health and safety policy, educational visits policy, visitor guidelines.

A copy of this policy is provided for each member of staff (teaching and non teaching) and each member of the governing body. Reference copies are available from the head teacher for parents/carers and all other persons who come into contact with the students. The policy is available on the school website.

### **Date of implementation**

The policy will be reviewed every two years by the Head Teacher, Governors, all Staff, Students and outside agencies. This will include evaluation of teaching and learning activities, resources, staff training requirements and the use of outside visitors. Evaluation tools could include discussion groups, feedback from external inspection.

The policy will also be revisited and reviewed at any time the school has to address an incident involving illegal or illicit drug use.

### **Review Date: Autumn 2017**

### **Definition – What is a drug?**

A drug is any substance that affects the way in which the body functions physically, emotionally or mentally. Where this document refers to drugs, this includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances ("legal highs") and volatile substances, unless otherwise specified.

### **The Purpose of the Policy**

The aim of this policy is to clarify the school's role in drug education and prevention and to provide information about procedures in response to any drug related incident for all staff, students, parents/carers and visitors on to the school site.

### **Rationale**

"As part of the statutory duty on schools to promote pupils' wellbeing, we recognise that we have a clear role to play in preventing drug misuse as part of our pastoral responsibilities." – DfE and ACPO drug advice for schools 2012

This school is committed to the health and safety of all students and will work together with parents and the local community to enable students to make healthy informed choices and discourage the

misuse of drugs by providing a balanced drug education programme, containing accurate and up to date information alongside the development of life-skills.

### **To Whom Does the Policy Apply?**

This policy applies to school students, all staff, parents and all visitors on site.

### **Where Does the Policy Apply?**

This policy applies at all times when staff are 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 students 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**

- Headteacher – the head teacher takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation and for liaison with the Governing body, parents, LA, media and appropriate outside agencies in the event of a drug related incident. Students who are suspected of being at risk from drugs will be supported with assistance from relevant agencies.
- Governors – as part of their general responsibilities for the management of the school the governors play a key role in the implementation of the school's policy for drug education and prevention (as referenced in DfE and ACPO drug advice for schools - 2012). They will continue their involvement through regular evaluation of the policy.  
The named lead Governor with responsibility for this policy is **Jan Casson**.
- 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 have to deal with a drug related incident. This includes lunchtime supervisors, caretaker and cleaning staff. If they have any queries or training requirements these should be made known to the **Head teacher/PSHE coordinator**.
- Caretaker – The caretaker regularly checks the school premises - any drugs or drug paraphernalia found will be recorded and reported to the Headteacher 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 medication 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 potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The head teacher will consider if there are any special circumstances, which may temper this right.
- Others within school – e.g. volunteers, parent helpers etc. - Drug prevention is a whole school issue. Visitors working on the school site should be aware of the policy and how it relates to them

### **Drug Education**

## **Aims and Objectives**

The main aims of our drug education are:

- To promote positive attitudes towards healthy lifestyles
  - 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 children are taught about drugs in a consistent manner, in line with the school ethos and within the guidance provided to all staff teaching drug education
  - To enable each pupil to develop confidence and self esteem
  - To provide children with knowledge and information about drugs and the harmful effects they can have on people's lives
  - To enable children to discuss moral questions related to drug taking, and so provide a safe environment for young people to share their thoughts and ideas
  - To help children become more self confident so that they are able to make sensible and informed decisions about their lives
  - To let children know what they should do if they come across drugs, or are aware of other people misusing drugs
  - To help children respect their own bodies and, in so doing, reduce the likelihood that they will be persuaded to become involved in drug misuse.
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- The school provides a planned drug education curriculum as part of PSHE 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 students and relevant to their age, experience and maturity. The programme will involve a wide variety of strategies.
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- We believe that drug education is a whole school issue and as such will be addressed throughout the curriculum when issues of living a healthy lifestyle arise. Particular reference will be made in science or in PSHE but teachers may also use routine circle time to address issues that are important to the young people.

The school recognises that all students are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The school will strive to use students existing knowledge, beliefs, experiences and their views on what should be included in their drug education as a baseline for the development of the programme. Inclusion of this information ensures that the content is credible and relevant and it provides the baseline against which the programme can be evaluated. Existing knowledge and understanding will be identified through draw and write activities, circle time, and through discussion in school or class councils.

The school acknowledges that special consideration must be given to particular groups of young people, including students with special educational needs, students whose parents/carers or relatives use drugs, students who have missed substantial amounts of schooling, students vulnerable to drug misuse. The school will ensure an appropriate focus is placed on drug education for these groups and where appropriate will provide targeted interventions that may involve the use of external agencies to enhance delivery.

## **Methodology and Resources**

Drug education within the school shares the features expected in any other subject area delivered within the school, it will be taught within a safe, secure and supportive learning environment and will be delivered using a variety of interactive and participatory teaching methods and a range of opportunities for learning will be provided.

The main resources used will be those applicable in science and PHSE.

Class teachers will always maintain responsibility for the overall drug education programme and external contributors will be used to enhance lesson not as a substitute teacher. When using external contributors the school will ensure that the sessions are pre planned and that the school will adhere to their visitor guidelines. A teacher will be present at all times when external contributors are delivering sessions.

### **Staff Support and Training**

It is essential that all school staff (teaching and non teaching) have a general drug awareness and a good understanding of the policy, including an understanding of how to manage drug incidents. New staff to the school will also be able to access training as part of their induction.

Drug education is more effective when taught by teachers who have the necessary subject knowledge and the school will strive to provide or access appropriate training for all staff (including NQTs, new staff). The school's senior management team will support access to CPD and any member of staff wishing to attend training should **contact the head teacher**.

### **Assessment, Monitoring, Evaluation and Review**

The elements of drug education delivered as part of the science curriculum will be assessed in accordance with National Curriculum requirements. The learning from other elements of drug education will be assessed as part of overall PSHE provision. The school will use a variety of methods to assess drug education including pupil evaluation of lessons, and will not concentrate solely on the knowledge gained.

The quality, relevance and effectiveness of the schools drug education programme will be reviewed regularly by the **designated member of staff** and this process will be integral to the planning and development of the PSHE programme.

### **Managing a Drug Incident in School**

This section of the policy provides the framework of procedures for dealing with an incident, in line with the DfE and ACPO drug advice for schools (2012). The primary concern of the school is the care and welfare of the students and, as such will seek to balance the safety and security of the school with the needs of students.

The member of staff responsible for coordinating the schools response to drug incidents is  
Head teacher or Assistant Head Teacher

Searching and Confiscation – Advice on searching and confiscations can be found in Screening, searching and confiscation; advice for head teachers, staff and governing bodies. **Appendix 1** of this document

Following a search, whether or not anything is found, the school is advised to make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

General power to confiscate – Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or "legal highs". If staff are unable to identify the legal status or a drug, it should be treated as a controlled drug.

Involving parents and dealing with complaints – Schools are not required to inform parents before a search takes place or to seek their consent to search their child. We would normally inform the individual student's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal school complaints procedure.

Legal drugs – The police will not normally need to be involved in incidents involving legal drugs, but we may choose to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol, volatile substances or new psychoactive substances (NPS/legal highs) to students in the local area.

Young people are becoming increasingly aware of new psychoactive substances (NPS). These will be treated as unauthorised substances.

Controlled drugs – In taking temporary possession and disposing of suspected controlled drugs we aim to

- Ensure that a second adult witness is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols – see section entitled A Positive Approach: Northumberland protocols for managing drug related incidents. **The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken.**
- Record full details of the incident
- Inform parents/carers, **unless this is deemed not to be in the best interests of the pupil;**
- Identify any safeguarding concerns and develop a support and disciplinary response.

**The school rules for the drugs named in this policy are:** (these rules also apply to all school visits)

Medicines – see **school policy/guidelines** on the administration of medicines

Tobacco – the school and all its grounds are smoke free. Smoking will not be tolerated anywhere on the school site in line with school's **Smoke Free Policy**.

Alcohol – the possession or consumption of alcohol is banned on school premises during the course of a normal school day. Alcohol may be present in relation to fund raising events as prizes, however the consumption of alcohol is prohibited.

Solvents – the school will ensure that potentially harmful substances, including aerosols, are stored safely and students supervised carefully in the event of them being used in the course of the school day.

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

Unauthorised Substances – such as new psychoactive substances (NPS) or e-cigarettes or vaporisers, should not be brought to school or used on school premises.

Teachers are responsible for the safe keeping of any drugs/prescription medicines they have in their possession, failure to do so will be dealt with through the school's 'Code of conduct'.

## A Positive Approach – Northumberland Protocol for managing drug, alcohol, volatile substance related incidents in schools.

In the event of a drug related incident occurring on school premises the school will follow the guidelines recommended by Northumberland LA; A Positive Approach – A Protocol for Managing Drug, Alcohol, and Volatile Substance related Incidents in School. These protocols are displayed in the school staffroom.

Student suspected of involvement in drug incident on school premises (including school grounds): If required telephone appropriate agency to seek advice: Drug Education Co-ordinator 01670 622738, Sorted 01670 500150. Complete Drug Incident Report and return it to the Drug Education Co-ordinator. Co-ordinate any in-school follow up, if required, by telephoning appropriate agency to seek further advice, see details above.

Students (identified/not identified) suspected/reported of involvement in drugs incidents off school premises but during the school day: If required telephone appropriate agency to seek advice. Drug Education Co-ordinator, Sorted (see details above.) Complete Drug Incident Report and return to Drug Education Co-ordinator. Co-ordinate any in-school follow up, if required, by telephoning appropriate agency to seek further advice.

Student presenting intoxicated on school premises – alcohol/volatile substance/medicines: Seek medical advice where necessary. Contact parent/carer to remove student on health and safety grounds. If student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report incident. Complete Drug Incident Report and return to Drug Education Co-ordinator. If the young person is interviewed, follow **Northumberland County Council Interview Guidelines**. Take action to offer relevant support e.g. Sorted 01670 500150

Student presenting intoxicated on school premises – drugs classified in the Misuse of Drugs Act 1971: Seek medical advice where necessary. Contact parent/carer to remove student on health and safety grounds. If student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report incident. Complete Drug Incident Report and return to Drug Education Co-ordinator. If the young person is interviewed, follow **Northumberland County Council Interview Guidelines**. Take action to offer relevant support e.g. Sorted 01670 500150

Child found in possession and/or supplying drugs on school premises: Students should be encouraged to hand over substances in their possession. Where at all possible take possession of the drugs involved and store securely in a drug evidence bag. (See drug incident report book for guidelines on safe storage). **Police action required due to potential criminal offence.** Contact police on 03456 043043 to report incident. Seek co-operation from student to remain on school premises. If they refuse, update police on 03456 043043 using incident number or call 999 in an emergency. Police will attend incident at school and remove drug evidence bag from premises. School must include an automatic referral to Sorted 01670 500150. Any further in-school follow up can be discussed by calling the Drug Education Co-ordinator 01670 622738

Staff member or visitor suspected of involvement in drug incident on school premises: Drug legislation and school policy applies to all school staff and visitors, including parents/carers. In relation to school staff involved in a drug related incident, apply **Northumberland County Council Alcohol and Drugs Policy and Guidelines** add as an appendix, these guidelines are available on the County Council intranet. If a visitor presents safeguarding issues, disorder or violent behaviour contact police immediately.

Dealing with parents/carers under the influence of drugs on the school premises: When staff are at all concerned they should maintain a calm atmosphere whilst attempting to continue discussion with the parent/carer. If they are there to take the young person home staff will discuss alternative arrangements to ensure the young person will remain safe. The safety of the young person should be the key focus at all times. Any such incidents must be recorded and if they occur repeatedly or if the parent becomes abusive or violent the school will invoke safeguarding children procedures and may inform the police.

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

If a decision is made to exclude a young person, all actions must be in line with the DfE Guidance **Exclusion from Maintained schools, academies and pupil referral units in England** Ref:DfE – 57501-2012

### **Pastoral Support**

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well being of students. To reinforce this any actions taken will be in line with the **schools behaviour policy**

Where appropriate the school will consider the use of a **Early Help Assessment (EHA)** to assess the needs of the young person and to access multi-agency support where required.

### **Limits of Confidentiality**

Where a member of staff is questioning a student, no guarantee of confidentiality can be given. This should be made clear to the student at the outset of conversation. Information regarding a student's involvement in a drug related incident might be pertinent to other agencies involved in the student's care e.g. Youth Offending Service, Looked After Children Team. Information should be shared in line with existing information sharing protocols

Any disclosures will be dealt with in line with the schools **Confidentiality Policy**.

### **Dealing with the Media**

This policy is made available to the wider school community – parents/carers, students, governors and staff. It is recommended that a statement outlining relevant drug information should be included in the school prospectus, newsletter or website. Any requests by the media for information regarding drug related incidents should be directed via the Head Teacher to the Service Manager: Communications and Online – 01670 622416

### **Reviewing the Policy**

The record of incidents will be maintained and the Drug Education Co-ordinator will be sent copies of completed forms. This policy will be reviewed when required – as the result of an incident and also as part of the normal 2 year cycle of review. All groups involved in the initial development and those having an impact on its implementation will be involved in the review process.

### **Date of Review Autumn 2017**

### **Signatures**

Headteacher \_\_\_\_\_ **Gary Hilton**

Governor (Chair or Named Governor) \_\_\_\_\_ **Joyce Guthrie**