

Whitby Heath Primary School

Excellence in a Caring Community



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| <p>Drug Education and Management of Drug Related Incidents Policy</p> |
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| Policy Written | Jan 2013 | Signed |
| Reviewed & Agreed by Governors | Mar 2016 | |
| Next Review | Mar 2019 | |

Amendments in red for 2016 review

This policy is presented in two sections:

1. Drug Education
2. Management of Drug Related Incidents

Throughout this policy the term 'drugs' is used in a broad sense and will include the use and misuse of medicine, alcohol and illegal substances.

Part 1: Drug Education

Aims and Objectives of Drug Education:

- To provide access to reliable, up to date, objectives and balanced information about drugs, that is relevant to the pupils' level of knowledge and understanding.
- To give opportunities to pupils to explore a range of attitudes to drugs and to drug users, including their own and each others.
- To emphasise the school's focus upon personal safety and personal health.
- To increase understanding about the implications and possible consequences of use and misuse of everyday substances.

What is Drug Education?

The staff and governors of Whitby Heath Primary School believe that drug education in school is a vital part of the way we can help young people make healthy and informed choices.

'Teaching about drugs is best provided as part of an integrated programme of Health Education spanning all four key stages...However a programme of drug education is organised the essential aims should be to give pupils the facts, emphasise the benefits of a healthy life style and give young people the knowledge and skills to make informed and responsible choices now and later in life.'

(Circular 4/95 Drug Prevention and Schools)

Why Teach Drug Education?

- We live in a drug taking society. Young people need the knowledge, skills and attitudes to equip them to make informed choices about their own drug taking behaviour.
- TV, films and advertising often convey a sophisticated, exciting image of drug use.
- Drug Education is a vehicle for addressing myths and misconceptions concerning drugs and drug taking.
- Alcohol and nicotine are still the most widely available and misused drugs causing much physical and social harm. They are also the drugs with which young people are most likely to experiment.
- As the illegal drug trade continues to grow and access ability increases, the misuse of drugs has become a serious problem for some communities.

Schemes of Work

In our school we deliver drug education through an annual programme delivered by a contracted agency 'Healthbox' to deliver a bespoke drug education programme which is age appropriate to the year group. At Whitby Heath the annual programme is undertaken in Y2, Y4 and Y6.

Outline of the Programme

- Y2 focuses on safety in the home, to understand that **'all medicines are drugs but not all drugs are medicines'**.
- Y4 will recap the Y2 work and introduce the dangers surrounding smoking and alcohol.

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- Y6 will build on these two programmes exploring issues around smoking. E- Cigarettes, drugs, alcohol and unknown substances. The focus will be about the children making 'HEALTHY and INFORMED CHOICES'

The delivery of Drug Education will also be supported **when appropriate** through a range of outside visitors:

- Community Police
- **School Health**

* All visitors will have made a pre-visit to discuss the appropriateness of the content of their session.

Specific Issue Statements

- Visitors and outside agencies, who assist teachers with the delivery of the drugs education curriculum, will have access to schools' protocol guidelines.
- The Drug education programme may be cross linked with a number of other school policies, including Management of Medicines, Science and PSHE and Well Being.
- While there is no legal duty to pass on confidential information to other agencies, where there is probability that a pupil is 'at risk of significant harm,' there is a moral duty to pass on this information. The boundaries of confidentiality should be made clear to young people before they begin to disclose and the schools protocols on raising a 'Cause for Concern' be followed – refer to The Safeguarding Policy or the '**Safeguarding our Community**' board in the staff room
- All pupils regardless of sex, race, social origins and special educational needs will have equal access to all areas of the drug education programme. However, consideration will be given to children from different cultural and religious backgrounds.

Procedures for Monitoring and Evaluating

- The SLT to monitor the delivery of the drug education scheme of work.
- **Class Teachers will always attend the delivery of the programme and when appropriate the Learning Mentor.**

Part 2: Management of Drug Related Incidents

Definition of a Drug Related Incident

- Whitby Heath Primary School recognises that a drug related incident may be identified through the discovery of a substance and/or someone found to be in possession. Having to respond to incidences of suspicion and/or rumour. An incident may also arise, from the discovery of drug related paraphernalia (syringes, smoking equipment, cans etc)
- We are aware of the possible risk from drug paraphernalia being discarded on school premises and will take appropriate action to ensure the overall safety of the site. Any equipment found should be disposed of in line with school health and safety procedures.
- We will acknowledge that each drug related incident will be treated individually and recognise that a variety of responses may be necessary to deal with the incident.
- We are committed to the health and wellbeing of all pupils and will endeavour to help any individual work through his/her difficulties. In keeping with this, permanent exclusion is seen as a last resort.

Responses to a Drug Related Incident

Agreed responses to drug related incidents all incidents will be reported immediately to the Head Teacher. **If deemed necessary the HT will inform the necessary agencies e.g. police, I ART. The Chair of Governors will be informed of the incident and kept updated as appropriate.**

Should a pupil or member of staff from school be involved in the use of a drug (legal or illegal) outside school and this be brought to the school's attention, we will deal with the situation in the appropriate manner.

If it comes to the Head Teacher's or Governors attention that a member of staff is involved in illegal use of drugs **the LSCB Designated Lead for Safeguarding and the Local Authority HR will be contacted and their advice followed.**

If there is a concern that a staff member's ability to perform is impaired due to the use or misuse of drugs they will be requested to leave the premises and advice will be sought from the Local Authority Human Resources and in most circumstances a referral to Occupation Health will take place.

Recording and Reporting

All drug related incidents will be **recorded on CPOMS if a child (and when not placing the child at high risk and following advice from IART (Integrated Access and Referral Team) or the police the child's parents will be informed).**

If a member of staff is involved in a drug related incident then this will be recorded within their individual staff file. The appropriate agencies will be contacted.

Confidentiality: At all times refer to schools Confidentiality Policy

- It is important that any action taken is the best interests of the pupils' concern, the whole school and the wider community.
- There may be occasions, although not legally obliged to; the school will feel it appropriate to inform parents and/or police.
- The school has a statutory responsibility to breach confidentiality: (refer to Safeguarding Policy)
 - Where there is a child protection issue
 - Where the life of a person is at risk

Health and Safety

Where the health and safety of pupils are at immediate risk through intoxication or collapse, the school should act in accordance with the First Aid Policy and Practice.

Any substance found in the vicinity of the incident and any information offered by friends or peers regarding the incident should be given to paramedics on their arrival.

Pastoral Care and Support for Pupils at Risk

- We will seek to provide all pupils with support and guidance through the pastoral system. Where pupils are identified as being at risk, every effort should be made to ensure that they receive the appropriate balance of support and guidance, to enable them and their families/carers to overcome difficulties.
- There are ranges of specialist agencies, which can provide support for both individuals and their families.
- A list of these agencies, with contact addresses and telephone numbers are included in the school prospectus ensuring easy access for all parents/carers.

Involvement of Parents/Carers

We acknowledge the importance of working in partnership and sharing the responsibility of education with parents/carers. This is achieved by keeping them informed and involved at all times. We believe that communication with parents/carers is essential to the successful implementation of this policy.

Pastoral Care and Support for Staff at Risk

We acknowledge that staff who may have involvement in a drug related incident with a child / family in their care may need additional pastoral support which will be offered through Occupational Health.

If a member of staff has been identified as personally and directly involved in a drug related incident a referral will be made to Occupational Health and appropriate support offered linked to advice received from the Local Authority Human Resources Team. Staff involved in would be strongly advised to seek support from their Union.

Police Involvement

- We reserve the right, where appropriate, to contact the police in relation to any incident involving drugs.
- There is no legal obligation on the school to inform the police of the incident, although it should be recognised that they might be able to provide relevant support and advice.
- We will inform parents/carers of a child if it is felt necessary to involve the police.

Dealing with Rumour and Hearsay

We will deal responsibly with any information through rumour and hearsay. The head teacher will ensure the rumour/hearsay is substantiated before any action is taken. A record will be kept of the incident and the action taken in the appropriate files.

Searches

If it is considered there may be drugs or illegal substances in personal belongings e.g. in a bag, coat or other personal places such as trays, or desk it is at the head teachers discretion to search these. Any search will be undertaken with a witness present. As far as possible, and if appropriate the individual concerned will be requested to empty these personal belongings or be present whilst the search takes place. **A record of this event will be made.**

Dealing with the Media

The Head Teacher in consultation with the Local Authority Media Relations Dept. will be the point of contact in dealing with the media. A statement will be made that includes the following facts:

- The school does not condone any type of drug misuse.
- The school has appropriate drug policies and educational programmes in place to support this.

Please refer to the Confidentiality Policy.

Possession and Disposal

Where a substance is found or confiscated on the premises the Head Teacher should be informed immediately and prompt action taken to ensure the disposal. Disposal is achieved by:

- A substance found by staff or anyone other than a parent **MUST be handed over to the police** or the police be informed and requested to collect the substance. A record of this action must be made. **The substance must not be handed to parents to dispose of.** If a parent of the child finds the substance then they have the right to dispose of the substance and then have the legal right not inform the police.
- If it is not possible for the Police to attend then a member of staff will take the substance to the police station in a sealed bag or container preferably with a witness.
- The school will record the specific action taken.
- No entry of the incident will be made on the pupils' record until the police confirm the exact nature of the suspected substance.
- When a substance has been confirmed as an illegal drug, it is the responsibility of the Head Teacher to notify parents/carers concerned and to initiate any further investigation/action, including notifying the Chair of Governors.

Discipline and Sanctions

The boundaries of acceptable behaviour are clearly defined in the school's Behaviour Policy.

Discipline for drug related incidents **Consideration will be given to the circumstances, context and possible consequences on a case-by-case basis** and within the existing discipline framework of the school, and may include a 'fixed term' exclusion, if deemed appropriate. The DfE strongly recommend that permanent exclusion should not be the automatic response to a drug related issue.

Please read this policy in conjunction with the
Administration of Medicines and managing children with medical conditions Policy
Behaviour Policy
Equal Equality Policies
First Aid Policy
Health and Safety Policy
Safeguarding Policy
Whistleblowing Policy