

# Drugs and Alcohol Policy

School: St Annes Roman Catholic Primary School

Date of approval and adoption: \_\_\_\_\_

Date for next review: \_\_\_\_\_

(it is recommended that this policy is reviewed no more than two years from the date completed.

A new date for review needs to be set at each review).

Drug Incidents Coordinator:

(signature): \_\_\_\_\_

Drugs Education Coordinator:

(signature): \_\_\_\_\_

School Governor with lead responsibility for Drug Related Issues:

(signature): \_\_\_\_\_

Pupil representative (if appropriate)

(signature): \_\_\_\_\_

Parent representative (if appropriate)

(signature): \_\_\_\_\_

## **Important Phone Numbers**

- Healthy Schools - Drugs and Alcohol: 0161 946 9403
- Eclipse: 0161 273 6686

## **Policy Development Process**

This policy was developed in consultation with Healthy Schools, Greater Manchester Police, school staff, pupils and governors.

The policy is available on the school system/office??

## **School Drugs Policy/Appendices**

This guidance has been produced in consultation with Healthy Schools and is in line with DfE and ACPO Drug Advice for Schools, DfES Drugs: Guidance for Schools 0092/2004 and The Education Act, 2011.

### **1. Purpose of the Policy**

We are aware of the increasing problem of drug misuse throughout the country and see it as our responsibility, in partnership with parents/carers, to ensure that the children of St Anne's RC Primary School are equipped with the knowledge, understanding and skills to make the correct choices to live a healthy lifestyle. We teach children about the dangers to health posed by drug taking and aim to equip them with the social skills to make informed moral and social decisions in relation to drugs in society. We are committed to the health, safety and general well-being of all the members of our school community.

### **2. Context**

The school operates within the statutory, legislative and local policy framework in relation to the use and/or misuse of all drugs. The policy applies to all staff, pupils, parents/carers, governors and partner agencies on the school premises during the school day, including breakfast club, after school clubs and activities, also during the evening. It also applies to school day trips and residential visits.

The school considers that illegal and other unauthorised drugs are not acceptable within these boundaries.

### **3. Definitions and Terminology**

#### **Definition of a Drug**

We define a drug as a substance people take to change the way they feel, think or behave. This term encompasses all prescribed and over-the-counter medicines, all legal drugs such as alcohol, tobacco, volatile (sniffable) substances e.g. solvents, drugs known as New Psychoactive Substances (NPS) (formerly known as "Legal Highs") and all illegal drugs covered by the Misuse of Drugs Act (1971).

#### **A Drug Incident**

A drug incident is the suspicion or evidence of any situation or specific event involving a drug. This could relate to a pupil, parent/carer or member of staff.

#### **4. The school's stance towards drugs, health and the needs of pupils**

We are committed to the health and safety of our school community and will take action to safeguard their wellbeing. Therefore, a life skills approach to drug prevention is essential and within the programme, pupils are taught about raising self-esteem, self-confidence and assertiveness to prepare them for making informed decisions about drug use, the main focus being on knowledge, social skills, attitudes and values. This will encourage them to appreciate the benefits of a healthy lifestyle and relate this to their own actions, both now and in their future lives.

#### **5. Drug Education - Aims and Objectives**

##### **Aims:**

- Our drugs education programme aims 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.
- Through drugs education we aim to: minimise the number of young people engaging in drug use; delay the onset of first use; reduce the harm caused by drugs; and enable those who have concerns about drugs to seek help.

##### **Objectives:**

- Increase pupils' knowledge and understanding and clarify misconceptions about
  - the short and long term effects and risks of drugs
  - the rules and laws relating to drugs
  - the impact of drugs on individuals, families and communities
  - the prevalence and acceptability of drug use among peers
  - the complex moral, social, emotional and political issues surrounding drugs
- Develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
  - assessing, avoiding and managing risk
  - communicating effectively
  - resisting pressures
  - finding information, help and advice
  - devising problem-solving and coping strategies
  - developing self-awareness and self-esteem
- Enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

## **6. Implementation**

School staff are best placed to decide on the most appropriate response to tackling drugs within their school. This is most effective when:

- it is supported by the whole school community;
- drug education is part of a well-planned programme of PSHE education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary;
- staff have access to high quality training and support.

PSHE and citizenship provide an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

## **7. Methodology and Resources**

We have adopted the Manchester Healthy Schools PRIDE 123 scheme to support the teaching of drug education from years 1 – 6. Information about their resources can be found at <https://www.pride123.co.uk/>. The overview can also be found in Appendix 1. Teaching staff have received training from the Healthy School team to support them in planning and using the resources.

Children across the school were consulted to determine what they wanted to learn about drugs and the support they believed they needed. Drug education will be taught across the school during an annual 'Drugs Safety Week'. Prior to the week parents will be consulted as to what their children will be covering in school and ideas are given as to how they can support our messages at home.

## **8. Staff Support and Training**

### **Healthy Schools Training**

PRIDE for primary schools

Basic Drugs Awareness for primary and secondary Schools

### **Manchester Safeguarding Children's Board**

MSCB Level 2 Working with families affected by substance misuse ??

## **9. Assessment, monitoring, evaluation and reviewing**

To assess the learning and success of the week the PRIDE 123 evaluation tool will be used. Children's knowledge of the areas being covered will be assessed at the beginning and end of the week, in all classes. This data will be assessed by the Healthy Schools Coordinator who will form an action plan for the following year. After the Drugs Safety Week, children from across the school will also be consulted

as to what they gained from the week, enjoyed and would like to address further. In addition, the Healthy School Coordinator will carry out various learning walks throughout the week to observe lessons and the learning taking place.

## **10. Managing Drug Related Incidents**

If any drug related incident should occur, the safety and well-being of the child will always be the overriding concern. Each incident will be considered taking into account the circumstances of the individual and the family. Police and other appropriate agencies will be informed according to the needs of the individual concerned. There may be interest in drug related incidents by the media. Confidentiality of pupils will be a priority. The Headteacher will respond to media questions.

## **11. Informing Parents/Carers**

In cases of substance-related incidents, the school will inform parents or appropriate responsible adult about the incident. In instances involving substance misuse or supply on the premises parents will be informed at the earliest opportunity. The school and the parents/carers can then work together to support the child involved. Parents are encouraged to approach the school if they are concerned about any issue related to drugs and their child. However, the following points will be taken into consideration:

The Headteacher in consultation with the school's child protection co-ordinator will decide whether to inform parents or not, if a child is on child protection procedures or is deemed to be at risk. Young people involved will be consulted and informed about the home-school contact.

Guidance will be available, on how to access appropriate external support e.g. Eclipse (specialist drugs service for young people in Manchester). Parents/carers will be encouraged to maintain contact with the school after an incident, to ensure that all parties are working together to support the young person.

## **12. Managing Specific Drug Incidents**

A drugs incident can involve suspicions, observations, disclosures or discoveries of situations involving illegal or other unauthorised drugs.

The school treats all drug related incidents very seriously. They will be dealt with on an individual basis which is in line with our pastoral support system and behavioural policy. Guidance on dealing with specific incidents is given in the flow chart at the end of this document. The Head teacher will make final decisions about what actions are taken, to allow the policy to be adapted to specific situations.

The following guidance is based upon DfES Drugs: Guidance for Schools 0092/2004 and local best practice. These complement the school's health and safety policy.

### **Safety within school and school premises**

- Caretaker to check the grounds regularly.

- All staff to be vigilant for evidence of drug use.

#### If someone reports finding a syringe or needle

- Ask informer to show where or give exact location.
- Ensure that students do not have access to the location until the area has been cleared.
- Inform appropriate person who has the correct equipment for removing dangerous items.
- If there are more than isolated incidents, seek advice from the Public Health Development Advisor(s) at Healthy Schools.

#### If a teacher/parent/carer suspects that a child has been in contact with a syringe

- Seek immediate medical advice.
- Reassure parent/carer to keep calm and prevent fear in the child.

#### If substances are found on the premises

- If a suspicious substance is found and you think that it may be illegal, then it should be treated as such.
- Inform the Drug Incident Co-ordinator and the Headteacher to begin further investigation.
- The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.
- Make a record of actions taken with description, location and date (e.g. one white tablet found in cloakroom).
- If there are particular concerns contact the Healthy Schools (Drugs and Alcohol) Specialist for advice and guidance and/or the police Safer Schools Partnership team/Integrated Neighbourhood Policing Team.

#### Drugs at school

- Where children have medical needs, parents and carers must give us details of the child's condition and medication. Parents and carers will bring the medication to school in a secure, labelled container. Records will be kept of all medication received and given. Emergency medication is stored securely in the School Office.
- Members of staff who smoke must keep their tobacco and matches or lighters secure. Smoking is not permitted anywhere in the school premises or grounds.
- The sale or supply of alcohol to parents is prohibited at all social events held on the school grounds. We are aware of the school's role in promoting health and well-being as well as the value of showing that social events can be attended and enjoyed without alcohol. The school is aware of the way in which children draw their understanding of social norms from observing adult behaviour from a young age and that events on school grounds need to be consistent and with the messages given in alcohol education. Should alcohol

brought onto the school grounds by staff, it is to be stored in a locked cupboard out of sight from children, with the permission of the Headteacher.

### Reporting concerns about illegal sales/supply

The school has the right to inform the licensing unit, police or trading standards if they have witnessed or have heard reports of illegitimate sale/supply of age restricted products (e.g. alcohol, tobacco or solvents) in the school vicinity. They have also the right to inform the licensing unit or police if they have sufficient evidence or have witnessed crime and disorder (including illicit drug activity), noise nuisance, threats to public safety and threats to the protection of children from harm as a result of the operations of a licensed venue in the school's vicinity. This may include concerns around alcohol promotions that are attractive to children as well as street drinking in the area.

### If a parent/carer is under the influence of drugs on school premises

- Assess whether there is a medical or safety issue for the individual or others.
- Consider calling for medical help or the police if appropriate.
- Stay calm and try to reassure the parent/carer and the child.
- Discuss alternative arrangements if there are concerns about discharging the pupil into the care of the adult e.g. another parent/carer could take the pupil home.
- If appropriate follow school procedures in relation to child protection.
- The focus for staff will always be the maintenance of the child's welfare.
- Inform the Drug Incident Co-ordinator and Headteacher to begin further investigation.
- Consider offering parents/carers appropriate support e.g. preventative health promotion advice/ awareness sessions or responsive treatment advice offering referral to appropriate agencies e.g. Eclipse.

### If a member of staff is under the influence of drugs on school premises or on a school trip

- Assess whether there is a medical or safety issue for the individual or others.
- The school has clear expectations for staff conduct. All staff are made aware of these expectations which should refer to issues such as alcohol on site, being at work under the influence of alcohol and alcohol consumption on trips. Staff are made aware of the school's No Smoking policy/Substance Misuse Policy for staff.
- The school has a staff disciplinary procedure which may be used if staff are not seen to be fulfilling their duty of care to pupils entrusted to the school (including when on trips).
- Consider offering staff appropriate support e.g. preventative health promotion advice/awareness sessions in staff areas or responsive treatment advice offering referral to appropriate agencies.

### If the police are involved in dealing with a drug incident

- The police work in partnership with the school, in relation to specific input into the curriculum and in dealing with incidents. Local police do not wish to criminalise children and young people.

- Legal Drugs: Police do not need to be involved. The school may inform the police about inappropriate sale or supply of tobacco, alcohol or volatile substances.
- Illegal Drugs: The school has no legal obligation to report drug related incidents to the police. Nevertheless, not informing the police may prove to be counter-productive for the school and the wider community. The Headteacher may inform the police if they consider it appropriate, bearing in mind: the quantities involved, the vulnerability of those concerned and the possible impact on the school and the community or where local intelligence may be of help.
- The school supports local protocols agreed by Healthy Schools and the police. Once the police are formally involved in dealing with a drug related incident it may lead to a criminal investigation and prosecutions.
- The police should be involved in the disposal of suspected illegal drugs.
- For supply (or suspected supply) of illegal substances by pupils or adults the school will inform the police directly.

#### If a substance has been confiscated or found

DfE: Guidance for Schools 0092/2004 states that schools may temporarily store illegal substances in a secure designated place e.g. school safe. This storage should be recorded with an adult witness present, but this storage *must* be short term. To dispose of an illegal substance the school may notify the police who will arrange for collection or disposal. If the police are involved the law does not require the school to divulge the name of the pupil from whom the drugs were taken. The DfE guidance also states that locally agreed protocols may be followed for disposal of illegal substances. In Manchester, the police have agreed that schools may dispose of substances safely e.g. flush down the toilet, as soon as possible after initial investigations in the presence of an adult witness. Any disposal should be recorded as a drug incident.

#### If a drug incident occurs it needs recording

Staff will record drug related incidents and these will be monitored by the Drug Incidents Co-ordinator for the school. Staff should record facts, not opinions e.g. time, date, place and people present and what was said. Storage of sensitive information is secure and accords with the Data Protection Act 1998. The school is aware that records may be used in subsequent court proceedings.

### **13.Date and Review of Policy**

The governors agreed this policy on ..... and it will be reviewed in partnership with staff, parents/carers and students again in ..... unless there are changes to National or Local Guidance.



