



Moorlands Primary School



“Anything is Possible!”

Drug and Substance Misuse Policy

(To be read in conjunction with the policies for Behaviour, Health, Safety and Welfare, Safeguarding and PSHE)

Introduction

Our school policy follows the guidance produced by the Department for Education (DfE) in 2012 DfE and ACPO drug advice for schools. It also accords with advice in the Healthy Schools Programme, guidance from the LA and guidance from the local Drug Action team.

This policy has been developed in consultation with parents, staff and pupils, as well as other specialist agencies and professionals. It draws on the views of a wide range of people, and we believe it reflects a consensus of opinions with regards to drug education. We also want to set out the roles and responsibilities of all members of our community, so our children receive consistent messages regarding drugs issues.

The term “drugs” is used throughout this policy to refer to all drugs including:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971 with amendments made in 2010);
- all legal drugs, including alcohol and tobacco, and also volatile substances (those giving off a gas or vapour which can be inhaled);
- all medicines, whether over-the-counter or on prescription.

We are well aware of pressures on young people growing up in our modern society and we want to ensure we equip our children with the knowledge and skills to deal with all drug related issues they encounter so that they are able to make the right choices to live a healthy life.

Aims and objectives

The aims of this policy are to:

- clarify the school's approach to drugs, for staff, pupils, governors, parents and carers, and to clarify the legal requirements and responsibilities;
- give guidance to staff on the school's drugs education programme;
- safeguard the health and safety of pupils and staff in our school;
- enable staff to manage drug-related incidents properly.

Our approach to drugs education will enable our children to develop their knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

It will:

- provide accurate information, and clear up misunderstandings;
- explore attitudes and values, and examine the risks and consequences of actions relating to drugs;
- develop pupils' interpersonal skills, their understanding of rules and laws, and their self-awareness and self-esteem;
- ensure that all children are taught about drugs in a consistent manner, following guidelines that have been agreed by parents and carers, governors and staff.

Position statement

Moorlands Primary School believes that the presence of illegal drugs in our school is not acceptable and will not be tolerated. We understand the dangers inherent in the use of illegal drugs and we want to ensure that our children are kept safe and free from harm. Consequently, we will consider any incident where illegal drugs are found on the school site with the utmost seriousness.

We want Moorlands Primary School to be a safe place for us all to work, and the presence of unauthorised drugs, including tobacco and alcohol represents a threat to our health and safety.

When prescription drugs are required for the good health of children they will be kept in a locked safe place and dispensed by an authorised adult.

Drugs education

We regard drugs education as a whole-school issue, and we believe that opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in science, PSHE and citizenship, RE and PE. There are also opportunities in circle time.

Teaching about drugs will begin in Key Stage 1, when pupils are taught about seeing the doctor, visiting the chemist, and the importance of medicines and their safe handling

In Key Stage 2, pupils will learn that alcohol is the most widely used drug, and that its dangers can be overlooked. We will ensure that our pupils are aware of the risks associated with drinking alcohol. We teach pupils that smoking is a minority habit, and encourage them to consider its effects and risks. We also teach pupils about the dangers of volatile-substance abuse, because of the high risk of accidental death, especially for first-time and occasional abusers.

Either in Years 5 or 6 pupils will receive a day's workshop from DECCA (Drugs Education, Counselling and Confidential Advice) to teach pupils about drug awareness.

We recognise that learning is most effective when it addresses the development of knowledge, attitudes and skills together and when teaching and learning are participative and active. We use a variety of teaching styles that are characterised by active learning. We find out what the children know already, we pose dilemmas, and we get the children to discuss choices. Wherever possible, the information we give is visually reinforced. We use drama, role-play and ICT to demonstrate various strategies and scenarios. In short, we seek to engage our pupils. We give them the opportunity to talk to groups or to the whole class. We encourage them to listen to the views of others, and we ask them to explore why drugs are such a problem for society. We recognise that pupils with special educational needs may be more vulnerable, that different communities have different attitudes towards drug abuse, and that some pupils may have drug-abusing parents or carers.

The responsibility for the provision of drug education is held by the Head Teacher, Deputy Head Teacher and the governors. Visiting speakers, such as police officers and health professionals, give further depth to any drug education programme and details of how to contact relevant cost-free agencies are available in the drug packs. We may also choose to use other educational materials, but these will need to be reviewed regularly to ensure they remain relevant. The school will ensure progression and continuity in all aspects of drug education through careful monitoring and assessment.

Staff Training

Drug education needs to be a constant theme. This will only be possible if teachers are properly trained. Those involved in teaching drug education need opportunities to develop skills, knowledge and confidence through a programme of continuing professional development.

All staff, including support staff, need access to professional development and support that relates to the drug education curriculum and its style of delivery. A range of provision will be identified that meets staff needs across a range of roles and responsibilities. The Sandwell DECCA (Drug Education, Counselling and Confidential Advice) Education Team (formally the Drug Education Team) provide training for all staff. Drug Concern, a partner agency of the Education Team will deliver awareness sessions to parents/carers. They are specialists in working with those affected by another's drug use, this often being parents and family members.

Managing Drug related incidents – Procedures

- If you hear/are told that a young person is using/in possession of drugs you need to act immediately.
- Inform the school Drug Co-ordinator and/or the Head Teacher or another senior member of staff.
- We ensure that two staff are always present. This can be important if any future allegations are made.
- Talk to the young person. Are they acting out of character? Do they appear in any way intoxicated? Are they acting suspiciously?
- Point out the school policy on drugs and ask them to hand over any drug(s). If they refuse and you believe they have drugs on their person, point out that the police and/or parent(s)/carer(s) will then need to be contacted.
- Teachers can ask a pupil/pupils to turn out their pockets and search bags or lockers but should never try to do any type of physical search. This can be classed as assault. If doing any type of agreed search, we make sure there are two staff present.
- You cannot force a young person to do anything, no matter what they are suspected of.
- Record everything on a Sandwell Drug Related Incident Monitoring Form.

School staff will take temporary possession of any drug suspected of being a controlled drug for the purpose of protecting our pupils from harm or committing the offence of possession. It will be placed in a sealed container and the police informed so they can collect it as soon as possible for disposal.

If we suspect that a pupil is concealing illegal drugs, we will encourage the pupil to voluntarily surrender the drug.

We will keep a written record of the action taken when responding to incidents of this nature, irrespective of the seriousness of the case.

Confidentiality

Incidents reported are on a need to know basis. This information is not readily shared with staff, apart from those named in this policy. If contact has to be made with parent(s)/carer(s) and/or the Police a member of the Senior Leadership Team will be the only people designated to do this.

Informing Parents

- It is always advisable to contact parents/carers. There may be legitimate grounds not to contact parents immediately if it is clear that, they may seriously over react and cause harm to the young person or the parents are believed to be directly involved in the situation causing concern.
- The decision not to contact should only be made by the Head Teacher/Teacher in Charge or designated member of the Senior Management Team
- For children who are Looked After Children (LACE) the appropriate contact individual must be informed and fully involved in any action taken by the school.
- When contacting parents, it needs to be done in such a way that distress is kept to a minimum. A telephone call indicating an incident at school without giving specific details would be most appropriate.
- The young person should be involved as much as possible in the process of contacting any outside organisations and if possible, they should take the lead in admitting their drug use to parents.
- Involve the parents as much as possible in the implementing of appropriate sanction(s) for their child.
- The offer of support to parent(s)/career(s) may need to be made.

Involving Police

If the Police are contacted regarding a pupil that has been found in possession or suspected possession of an illegal substance the Police would respond in the following way:

- The local Police Officer would visit the school. Following liaison with the Head Teacher, or in their absence the Deputy or School Drug Co-ordinator, the Officers may arrest the pupil or alternatively make an appointment to interview that person in the presence of an appropriate adult at a Police station.
- In all cases the West Midlands response to drug related incidents in school would be followed. The outcome of the enquiry would result in one of the following:
 1. No further Action.
 2. Reprimand.
 3. Final warning.
 4. Charged and bailed to attend Youth Court.
- If we are unable to contact the relevant officer for the school, we will contact the Drug Teams Coordinator.

If the Police are contacted regarding a pupil who has been found supplying or is suspected of supplying an illegal substance the Police would respond in the following way:

- The local Sector Police Officer, promptly (certainly that school day) and discuss with the Head Teacher or Deputy/School Drug Co-ordinator the appropriate action to be taken. Police may arrest but may make arrangements for the young person to be interviewed at the police station in the presence of an appropriate adult. The outcome would be as previously stated for possession.
- If we are unable to contact the relevant officer for the school, we will contact the Drug Teams Coordinator.
- We will make Police aware if we suspect drug dealing to be occurring on or near school premises. This can be done anonymously.
- Legally, school does not have to contact the Police and an incident can be dealt with in-house.
- Placing a young person on a "drug free in school time" contract has proved successful in schools.
- It is advisable to develop a good relationship with local Police, as they may prove invaluable. Meeting with your School Liaison Officer or Sector Officer before they are needed would be advisable.

Legal Standing and Implications

- You must consult the School Drug Co-ordinator before you take any action.
- The school does not legally have to act if we are told that a young person is using or has used an illicit drug outside of school time or has been in possession of an illicit drug outside of school time. The final decision rests with the Senior Management Team.
- Using means someone who is using or taking the drug(s) themselves. It does not mean that they are a drug dealer and each case should be looked at individually.
- Money does not have to change hands for a young person to be dealing. Dealing can be defined as passing on, selling, giving away and any action that involves any type of hand over of drugs from one young person to another.
- We have no legal obligation to contact the Police but we do readily consult them for advice.
- If Police come in to school and wish to interview a young person, the parent(s)/carer(s) must be contacted. The Head Teacher can give permission for an interview to take place if all possible efforts have been made to contact a parent(s)/carer(s). This should only happen in exceptional circumstances as it could lead to disciplinary action. It is unlikely that any interview would take place in school.
- Parent(s)/carer(s) can refuse permission for their child to be interviewed. This would change if the child were placed under arrest.
- An appropriate adult must be present if a child is interviewed. If this is anyone other than the person who has parental responsibility, they should have undertaken training on how to fulfil this role. Without training it would not be advisable to undertake this responsibility.

For guidance on the use of sniffer dogs and drug testing in school, please refer LA policy.

A criminal conviction can be far more damaging than any drug. A young person can be affected for life by a criminal record. Each case must be treated individually.

Pupil Discipline and Support

The Head Teacher will be responsible for deciding how to respond to particular incidents and all factors influencing the incident will be taken into account. (E.g. the age of the pupil concerned, whether the incident involved one pupil or a group of pupils and whether there is evidence of particular peer group pressure.)

Exclusion may be appropriate in certain serious cases. A number of factors should be taken in to account when deciding on an appropriate response:

- Does the pupil admit or deny allegations?
- Is this a first or subsequent offence?
- What was the quantity of drug involved?
- What was the pupil's motivation? (Was there malicious intent?)
- Does the pupil have a parent/carer or family member who is using drugs?
- Does the pupil know and understand the school policy and school rules?
- If illegal supply is suspected, how much was supplied and was the pupil coerced in to the supply role or the one 'who's turn it was' to buy for others, or is there evidence of organised or habitual supply?

If a young person is using or dealing, appropriate sanctions can be placed on a pupil. A range of responses can be employed.

Some examples are:

- Early intervention
- Referral to an outside organisation
- Counselling
- A Behavioural contract. A contract to stay drug free whilst engaged in any type of school related activity or on school premises (see Appendix 2 for an example contract) has been proven to act as an effective deterrent.
- Fixed period exclusion
- Pastoral support programme
- A managed move
- Permanent Exclusion

In any such case, the school will ensure that the excluded pupil has access to professional support and advice from health and counselling services.

Dealing with drug related litter on or near school premises

The Site Manager is responsible for checking the school site daily. Any drug related litter will be carefully removed using the advice in the Body Fluids and Needlestick Injuries Guidance ref LA Policy HSW/CORP/GUID/004. The Head Teacher will be notified immediately.

Procedures for 'sharps' and drug related paraphernalia.

- Barrier methods should be used when handling anything.
- If there are residues on such things as tin foil, treat these as substance "finds" and deal with them in the same way.
- Sharps should be stored in the sharps container (with the exception of needles/syringes - follow guidance below). Any employee discovering one or more syringes must not try to collect and dispose of them. A report should be made to the Sandwell Contact Centre who will arrange for the syringe(s) to be collected. Action will be taken to prevent others getting access to syringes before Environment Direct remove them. E.g. cordoning off the area, placing a box over the needles(s), making others aware of the danger etc.

Procedures Substances

- If school finds a substance that they believe to be illegal we will endeavour to establish where it has come from.
- Any person finding a suspicious substance should find witness to anything they do, if at all possible.
- If it is decided that the drug is to be stored, the following must happen: It must be kept in a secure place (such as the safe). It must be separately packed with the time, date and place of finding/handing in. This should be done with a witness.
- School will contact Police to collect suspected illegal substances. An Officer would call as soon as practically possible. Remember that no questions have to be answered about any of the pupils in school.
- Inform the school Drug Co-ordinator and record all you do on a Drug Related Incident Monitoring Form.

Medical emergencies

Our aim is to ensure that some our staff team are trained in first aid and our first aid procedures are clearly displayed for all staff to follow. Below is the guidance that will be followed:

- If a person is unconscious always call for medical help. Remove any immediate danger away from the person. If a hypodermic needle is still in a part of the body, it is advisable to remove it due to the risk of further injury and place the person in the recovery position. Barrier methods should be used.
- Do not attempt to induce vomiting.
- If possible, get them to stand or sit. This would only differ if it were thought the person had fallen and there was a chance of spinal injury.
- Give them nothing by mouth.
- Do not leave the person unattended, shout for help. Do not leave the person with a pupil.
- Save any substance samples and vomit as they may be needed for analysis.
- Whilst your first priority is for the pupil(s) at immediate risk, you must ensure the safety of other staff and pupils. If at all possible, keep the area clear. This removes the element of risk and lessens the chance of gossip.
 - If the person is conscious ask them what they have taken and how. Keep them under observation in a quiet place. Do not try to induce vomiting. If you know what drug has been used it may be necessary to give the person fluid to re-hydrate them.
 - Ensure that two staff are there to witness and record. It makes recording more accurate, reduces stress levels and may be important in future if allegations are made.
- Any attending professional has to make a record of what has been done and witnessed.
- It is vital that any information, substance samples and vomit are passed on to attending professionals. It may help to save a life.

Smoking Policy

This school is bound by Sandwell Council policy and smoking/ vaping is not permitted anywhere on the school site. Any disregard for school restrictions on smoking will be treated as any other breach of school discipline (see Smoking Policy).

The Role of Governors

The Governing body at Moorlands Primary School are informed of any drug issues as they affect the school. They are consulted on policy development, PSHE curriculum developments and any drug related incidents and possible disciplinary procedures that follow.

Involvement of Parents / Carers

The school is well aware that the primary role in children's drug education lies with parents. We wish to build a positive and supportive relationship with the parents of children at our school through mutual understanding, trust and co-operation.

In promoting this objective we will:

- Inform parents about the school drugs education policy and practice;
- Answer any questions parents may have about the drugs education their child receives in school;
- Take seriously any issue which parents raise with teachers or governors about this policy or the arrangements for drugs education in school;
- Encourage parents to be involved in reviewing the school policy and making modifications to it as necessary;
- Inform parents of any drug incident or situation involving their pupil, unless it is a child protection issue.
- Inform parents about the best practice known with regard to drugs education so that the parents can support the key messages being given to children at school.

Links to other agencies

DECCA Education Team- Support can be given for any type of drug related issue or incident. Work can also be carried out with any young person caught using drugs.

Sandwell Drug Teams Co-ordinator

DECCA Treatment Team

- Material gathered from DECCA
- Drugs in Schools Resource Pack Primary Edition DECCA team Website
<http://www.trustdecca.com>
- Sandwell MBC – Health and Safety DFEE- Circular 4/95
- Drug Prevention and Schools/Protecting young people, 11/98.
- Children and Young People Misuse Services Drugs: Guidance for Schools,
- 02/04 QCA – Drug, Alcohol and Tobacco Education Curriculum Guidance for Schools at Key Stages 1–4, 179/2003