



To enrich life through Learning

Policy Statement on Drugs ***February 2005***

1. Audience and Purpose

This policy was developed in conjunction with DfES and LEA guidelines. It has been prepared in consultation with staff and has been approved by the Governing Body.

This policy stands alongside other school policies, such as the PSHCE policy and information found in the school's Prospectus. Reference should also be made to the Staff Handbook, Equal Opportunities, Health and Safety, Behaviour, Child Protection and Educational Visits Policies.

A copy of this policy is given to all relevant staff and other interested parties. A reference copy is kept in the policy file in the staffroom.

At the time of approval of the policy the school's Drug Education programme is co-ordinated by the PSHCE Subject Leader and oversight of the implementation of the policy with regards to drug-related incidents is the responsibility of the Headteacher.

2. Rationale - Moral Framework

The society in which young people and adults are developing is a drug using society and therefore it follows that young people may have access to drugs and may use them. Staff need to have an understanding of drugs and drugs issues so that they can make appropriate decisions when teaching, informing, supporting and counselling young people. In addition, staff should be aware of:

- the moral and values framework outlined in this policy;
- the legal position;
- the policy on managing drug related issues;
- the aims and approaches to drugs education;
- and the policy for equal opportunities.

Our aim is to help young people achieve their full potential. We believe that the inappropriate use of drugs would hinder effective education and learning, both at the present time and in the future. In effective implementation of this policy the school aims to ensure that the school community is protected, supported and educated regarding drug related issues. The children are encouraged to respect their bodies

and exercise control over what goes into them in an informed and health promoting manner.

The school aims to maintain a healthy and health promoting climate within a framework of accepted positive moral values.

Our ethos, which actively promotes self-esteem and sensitivity towards the feelings of others, will contribute significantly to the health and well-being of all people. Ethos is extremely important in promoting the identified values of an organisation.

Drugs education and the management of any drugs issues, like all other aspects of education must be set within a system of values. Values such as respect for self and others, love, caring, personal responsibility, justice, honesty, empathy and hope are of ultimate concern and help to support a society which encompasses the development of healthy lifestyles and healthy relationships. The extent to which these values are applied will define the degree to which a moral framework exists. All work with young people must be underpinned by these values and young people should be helped to clarify their own values as they develop as unique individuals within a society.

3. Aims and Objectives

The school aims to deliver a well planned, coherent and co-ordinated drug education programme to all pupils in line with DfES statutory and non-statutory guidelines.

Our school aims to:

- develop and raise self-esteem
- enable informed choices to be made
- develop appropriate personal and social skills
- support emotional development
- explore and promote strategies for healthy lifestyles
- provide a safe and secure environment
- offer support, help and advice on drug related issues whenever possible
- provide appropriate drug education (see later)

4. Definition of a Drug

Drugs are substances people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education' is used to refer to all all drugs, including:

- legally used substances, e.g. tobacco, alcohol, solvents;
- legally available medicines (over-the-counter-medicines);
- prescribed medicines;

- illegally possessed, used and supplied prescribed medicines, e.g. tranquillisers, opiates;
- illegally produced, possessed, used and supplied substances, e.g. cannabis, LSD.

There is no totally safe drug and any drug used, whether medically or non-medically, does have a risk. Risk can refer to:

- those drug using behaviours that interfere with the realisation of full potential;
- harm to the body;
- harm to relationships;
- harm to society;
- breaking the law.

A useful definition may be:

A drug is any substance which, when introduced into the body, creates a change in perception and/or in mood and/or in how the body functions.

5. Staff Knowledge Understanding and Responsibilities

To enable the fulfilment of this policy staff development will ensure that:

- all staff will have access to a basic level of information about drugs and drug issues through in-house training events.
- staff have access to a guide to the identification of drugs and the basic knowledge to recognise the signs and symptoms of drug misuse.
- staff have the basic knowledge and understanding necessary to deal with issues which may arise.
- staff have the relevant knowledge and understanding to teach the appropriate drug education curriculum.
- whenever necessary the drug education coordinator will consult with staff to make judgements regarding the need for further training.
- staff have the opportunity to express their own needs regarding training in this area.

Staff should be aware of the drug based resources located in the staffroom to help develop knowledge and understanding of drugs and drug issues.

A basic level of knowledge should include:

- names of drugs;
- effects of drugs;
- legal status of drugs;
- reason why people use and misuse drugs;
- consequences of drug use and misuse;
- understanding of the policy.

6. Managing Drug Related Incidents

Drug related incidents may involve suspicions, observations, disclosures or discoveries of situations involving drugs. They may include:

- drugs or associated paraphernalia found in school
- pupils in possession of drugs or associated paraphernalia
- person supplying drugs on school premises
- person under the influence of drugs on school premises
- information regarding the supply of drugs
- disclosures of drug misuse

General Points

All staff must be alert to the warning signs which may indicate that a pupil is misusing drugs. Staff must not knowingly allow young people and adults to use illegal drugs, alcohol, solvents and gas or make inappropriate use of medicinal substances and vegetable materials while on site. Staff must never condone the misuse of alcohol and other substances.

Drug related incidents should be reported to the Head immediately following LEA and DfES guidelines. Drug related issues should always be referred to the headteacher. Any such incidents will be dealt with confidentially and logged by the headteacher accordingly.

In every case of an incident, the priority should be on safety, meeting any medical emergencies before addressing further issues.

It is recognised that incidents involving drugs may be symptomatic of other problems and difficulties in the pupil's life and all incidents of this nature will be handled sensitively and result in supportive outcomes for the needs of the individual.

The school will seek to work in partnership with parents, outside agencies and appropriate authorities. This may involve seeking appropriate counselling.

The caretaker will regularly check the premises for signs of drug misuse and inform the Headteacher accordingly.

The expectation of the school is that no pupil or adult will come onto the school site under the influence of or in possession of drugs (except for prescribed medicines).

The procedures below will be followed in instances where this is not the case. In most of these cases one of the school's designated first aiders may need to be involved and the Headteacher should always be informed.

School procedures

Tobacco:

The school operates a non-smoking policy in line with LEA guidelines. Tobacco brought to school by pupils will be immediately confiscated and the pupil's parents will be informed and asked to collect the confiscated items. If a pupil continues to bring tobacco into school then further action, which may be exclusion or informing the police regarding the reasonable suspicion of sale of tobacco to children under the age of 16, will be taken. Health Education and Health Promotion work in the school will promote the view that tobacco is a drug and is very hazardous to health.

Alcohol:

As sale of alcohol to under 18s is an offence and reasonable suspicion of such activity involving pupils at the school will be reported to the parents and the police.

Should a pupil be found under the influence of alcohol at the school all appropriate steps will be taken to ensure their safe removal from the premises. This will usually be done by informing the parents, but the police or ambulance service will be involved if necessary. Alcohol brought to school by pupils will be immediately confiscated and the pupil's parents will be informed and asked to collect the confiscated items. If a pupil continues to bring alcohol into school then further action, which may be exclusion or informing the police regarding the reasonable suspicion of sale of alcohol to children under the age of 18, will be taken. Health Education and Health Promotion work in the school will promote the view that alcohol is a drug and can be hazardous to health.

Solvents:

Should a pupil be found under the influence of solvent intoxication at the school immediate medical attention will be sought and if possible a sample of the substance will be made available to the medical authorities. The child's parents will be informed and asked to remove the child from the premises once medical attention has been given. Solvents brought to school by pupils which are suspected to be for abuse purposes will be immediately confiscated and the pupil's parents will be informed and asked to collect the confiscated items. If a pupil continues to bring such solvents into school then further action, which may be exclusion will be taken. Health Education and Health Promotion work in the school will promote the view that solvent abuse is very hazardous to health.

Controlled Drugs:

Should a pupil be found positively under the influence of drug abuse at the school immediate medical attention will be sought and if possible a sample of the substance will be made available to the medical authorities. The police will be informed immediately. The child's parents will be informed and asked to remove the child from the premises once medical attention and police permission have been given.

Drugs found at the school will be disposed of (flushed away with witnesses) if there is an immediate threat or secured in a locked box, locked in the caretaker's room and labelled with the date, time, place of discovery and signature of the finder - details of the find will be kept. Drugs which are suspected to be for abuse purposes will be immediately confiscated and the pupil's parents will be informed and asked to collect the confiscated items. Drug taking equipment will be dealt with in a similar way. The police will always be informed.

Cases involving children and controlled drugs will be considered individually regarding further action, which may be exclusion. Health Education and Health Promotion work in the school will promote the view that drug abuse is very hazardous to health.

In cases where a pupil or other person is found to be supplying or offering to supply controlled drugs (pushing) the police will be informed immediately.

Confidentiality and Child Protection

These issues need to be clearly defined as ground rules at the start of drug education lessons for the benefit of both pupils and staff. It must be made clear to pupils that the divulgence of any information deemed to fall into the *significant harm category or putting pupils at risk must* be referred to the school Child Protected Co-ordinator.

Referrals

Other services may be involved as appropriate, for example the Education Welfare Service or the school health team. Where possible, this should not compromise pupil safety. Pupils and parents should be involved in such decisions.

Disclosure

If a pupil makes a disclosure about the use of illegal substances the headteacher must be informed immediately by the member of staff to whom the disclosure was made.

Searching

Where the headteacher or a member of staff has reason to believe that a pupil's tray contains unlawful items, including illegal drugs, a search may be conducted. Searches are always conducted in the presence of a witness and consent should be sought. Staff should not search personal property without consent. If a pupil is suspected of having illegal drugs on their person they will be requested to voluntarily produce any unlawful substances. If the pupil refuses the Police will be called in to deal with the situation. It is not appropriate for a member of staff to carry out a personal search.

Emergency/First Aid

Staff should be comfortable with providing emergency aid and should be aware of the appropriate actions if a young person is ill through drug use. First Aid should only be provided by trained First Aiders. If there is any doubt about the health and well-being of any child, specialist medical help must be sought. If drugs have been misused all relevant information and evidence must be given to the medical professionals dealing with the incident.

Staff and Drugs

Staff or other persons on the school site believed to be under the influence of drugs and having a detrimental effect upon the education of the pupils or causing a health, safety or security hazard will be requested to leave (so long as it is safe to do so) by the headteacher. On no account will the individual be pursued. If necessary the relevant authorities will be informed.

Staff should only be in possession of medical drugs for their own use. The use of medical drugs should only be for medical purposes while performing their duties. The supply of medical drugs to others is not acceptable.

The possession, use or supply of illegal drugs is not acceptable. Neither is smoking permitted on the school site.

Medicines

The school does not allow children to bring or take medicines in school, except in particular circumstances. Staff should be aware of the procedure for looking after prescribed medicines brought into school by and for use of children by reference to the Prospectus, Staff Handbook and Health and Safety Policies.

Staff who bring medicines to school must ensure it is kept on their person or out of reach of children, preferably in a locked area.

Disposal of needles and syringes

Needles and syringes will be handled with extreme care and only by authorised personnel wearing suitable protective clothing. They will be placed into a box specifically for their storage and taken as soon as possible to the needle disposal centre or handed to the relevant authorities. The caretaker monitors the school grounds as a matter of routine. All finds are reported to the headteacher and logged. The pupils are regularly informed of their routine should they find suspicious items on the school premises - the basic rule is do not touch, tell a member of staff.

Information to Parents - Complaint Procedure

Parents will be encouraged to notify the class teacher if they have a complaint about a Drugs Education issue. This would be subsequently shared with the co-ordinator, Head Teacher and Governing Body if it cannot be resolved. Advice may need to be sought from outside agencies in order to address the problem as promptly and efficiently as possible and the parents will be made aware of their right to take the complaint to the LEA if the result is still not to their satisfaction. The school encourages regular dialogue with parents and operates an open door policy. Thus, parents are encouraged to share and discuss concerns before they become major issues, and indeed, their views are greatly valued and responded to in a positive manner.

Further issues

The school will consult with the police if any suspicious substance, materials or drug taking paraphernalia is found on the school premises. A log number will be collected and the incident recorded by the headteacher.

In instances when the school becomes positively aware of a pupil being involved in illegal or dangerous activities involving drugs during out of school hours the school will inform the parents and the police if appropriate. This action will be undertaken in a sensitive and supportive manner.

If there is any doubt concerning the safety of a pupil in the home when a drug related incident has been reported to parents, the Social Services will be alerted.

In instances where a child may bring an unknown substance to school which is thought to be drug related the school will confiscate the substance. An explanation will be sought and the procedures outlined earlier will be followed. If a satisfactory explanation is not forthcoming from the child the parents will be contacted and other agencies will be involved if necessary.

The above procedures and policies apply during Educational Visits. On residential visits parents may be informed and asked to bring their child home.

7. Drug Education

Aims

We aim to equip children with the knowledge, understanding and skills that enable them to make the sort of choices that lead to a healthy lifestyle. Our drugs education programme has the primary objective of helping children to become more confident and responsible young people. We teach children about the dangers to health posed by drug-taking, and we aim to equip them with the social skills that

enable them to make informed moral and social decisions in relation to drugs in society.

The objectives of our drugs education programme are:

- to develop self esteem;
- to provide accurate information about the legal status of drugs;
- to develop personal and social skills which enable young people and adults to live healthy lifestyles;
- to provide children with knowledge and information about illegal 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 abuse;
- to show that taking illegal drugs is a moral issue, and that choices about drugs are moral choices;
- to ensure that all children are taught about drugs in a consistent manner, following agreed guidelines.
- to develop the decision making skills necessary in making informed choices;
- to develop an understanding of how feelings, attitudes and values influence choices
- to develop Knowledge and understanding about the effects of drugs on the body;
- to develop communication skills and the confidence to use them to clarify opinions and knowledge about drugs and drug use;
- to help people to live together within society by encouraging the qualities of empathy and tolerance as an integral part of an agreed moral framework;
- to develop a harm minimisation approach by promoting respect for self and others; and
- to dispel myths and misconceptions surrounding drugs.

Approaches to Drug Education

We regard drugs education as a whole-school issue, and we believe that opportunities to teach about the importance of living a healthy lifestyle occur throughout the curriculum. Each class teacher answers questions about drugs sensitively and appropriately, as they occur. In the routine circle-time sessions, we encourage children to discuss issues that are important to them, and we help children to be aware of the dangers of the misuse of drugs. For example, if a child raises the issue

of smoking, the teacher takes time to discuss its harmful effects with the whole class. In PSHCE lessons we teach children what a drug is, and how drugs are used in medicine. We also teach them the difference between legal and illegal drugs.

Drugs education is an important part of our school's personal, social, health and citizenship education (PSHCE) curriculum. We follow the guidelines provided by the LEA, and we receive advice and support from the Local Health Authority using the LEA Scheme of Work. Lessons that focus on drug education form part of a sequence of lessons that are designed to promote in children a healthy lifestyle.

The children's class teacher teaches them drug education in normal lesson time. Sometimes the class teacher seeks support from the school nurse or another health professional. The teaching style that we use encourages children to ask questions and reflect on the dangers to health of drug misuse. Children explore issues, such as why people take drugs, and how they can avoid putting themselves in danger in the future. We give children the opportunity to talk in 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.

Our school approach should help children to gain an understanding of drugs and appropriate drug use, dispel myths, correct inaccurate information, develop skills and coping strategies and clarify values and attitudes.

Education should develop the skills, values and attitudes of young people and adults so that they are well equipped to make decisions that affect their lives and the lives of others, in relation to drugs.

Using shock-horror, didactic and high-profile approaches to drug education have been proven to be of little positive effect and, in some cases, stimulated interest in drug use. High profile inputs to large groups should be avoided.

Approaches that are recognised to be more appropriate for effective drug education encourage children to be actively involved in their learning. For example, small group work, discussion, research, problem solving, and inter-active learning require children to think, find out, have opinions, communicate with others and make decisions.

Drug education should be appropriate to the age and needs of the children and should be taught using a range of teaching methods.

Every child should, through educational opportunity, develop:

- the skills to assess potential harm;
- responsibility for their own actions and decisions;
- an understanding of keeping safe and the skills to implement that understanding;

- an understanding of emotions - a language to express them and their role in influencing how we feel about ourselves and the decisions we make;

When planning drug education, staff should follow a rational approach where the main principle is informed choice. Here information is provided to enable understanding through discussion and question and answer. The information provided should be factual and may consider such things as risk, effect, legal status, factors that influence drug use. There is an emphasis on choice, and children should be encouraged to consider the consequences of decision making;

Drug education will usually be delivered by class teachers using both cross-curricular and discrete programmes within the personal, social and health education provided by the school. This will be supported by the use of recognised outside agencies and other approved speakers abiding by this policy.

The programmes will be reviewed by the teachers involved in teaching them in consultation with the Drug Education Coordinator.

The overall provision will be monitored by the Headteacher, in partnership with the Drug Education Coordinator.

Opportunities for drug and alcohol education exist within:

- The PSHCE curriculum
- The Science and English Curriculum
- Circle Time and teaching style
- School assemblies
- Special events in school e.g. health week, visiting speakers, Captain Kipper
- School Forum

Drug and alcohol education will be delivered through science and Health Education. The school follows the QCA documentation for science and the East Riding LEA planning for PSHCE. This will be delivered by staff and be enhanced by the use of outside speakers/visitors where appropriate.

The school's drug education curriculum will both support and enhance the expectations found in the National Curriculum orders for science and the frameworks for PSHE and Citizenship.

Drug Education objectives can be found within the LEA's drug education planning framework based on the Health for Life documentation.

8. Community

Whenever necessary, appropriate and possible the school will seek to work in partnership with the local community, parents, outside agencies and relevant authorities in areas considered within this policy.

Parents will be informed regarding significant issues through newsletters and other communications including parents meetings with invited guest speakers if necessary.

In the event of a drug related incident and media involvement, the school will contact the Council press officer and any other relevant person for advice before making comment.

9. Roles and Responsibilities

The Headteacher has an overall responsibility for the implementation and monitoring of this policy. The school governors will monitor and support this responsibility.

The implementation of this policy is the responsibility of all members of staff under the coordination of the Headteacher and PSHCE Subject Manager whose role is to:

- develop expertise in this area
- collect information, materials and drug education resources
- maintain and keep drug education resources up to date
- foster staff expertise, knowledge and understanding
- link with relevant outside agencies
- support the school's role with parents and the community
- liaise with other establishments regarding drugs
- monitor the provision of Drug Education

The role of the headteacher

It is the responsibility of the headteacher to ensure that staff and parents are informed about this drugs education policy, and that the policy is implemented effectively. It is also the headteacher's role to ensure that staff are given sufficient training, so that they can teach effectively and handle any difficult issues with sensitivity.

The headteacher will liaise with external agencies regarding the school drugs education programme and ensure that all adults who work with children on these issues are aware of the school policy and work within this framework.

The headteacher will monitor the policy on a day to day basis and report to governors, when requested, on the effectiveness of the policy.

The role of governors

The governing body has the responsibility of setting down these general guidelines on drugs education. The governors will support the headteacher in following these guidelines. Governors will inform and consult with parents about the drugs education policy. Governors will also liaise with the LEA and health organisations so that the school's policy is in line with the best advice available.

The role of parents

The school is well aware that the primary role in children's drugs education lies with parents. We wish to build a positive and supporting 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;
- invite parents to view the materials used to teach drugs education in our school;
- 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 the school;
- encourage parents to be involved in reviewing the school policy and making modifications to it as necessary;
- 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.

10. Monitoring and Review

This policy will be reviewed every 3 years unless circumstances demand an earlier review.

The headteacher will continually monitor and evaluate the effectiveness of this policy by reference to the ongoing achievement of its stated aims and procedures.

February 2005