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Drug Policy

What is a Drug?

- A drug is a substance that, when taken into the body, changes the way we feel, the way we see things and the way our body works. This policy covers a range of drugs including medicines, tobacco, alcohol, solvents and illegal drugs.

The Purpose of the Policy

- This policy describes the schools approach to drug education and to dealing with a drug related incident. The drug education programme reflects the aims and values of our school and its Governing Body.

Rationale

- The school is committed to the health and safety of all pupils and will work together with parents and the local community to enable pupils to make healthy informed choices and discourage the misuse of drugs.
- The school recognises the need to provide 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 pupils, all staff, parents and other 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 ***County Guidelines on visits off site***. The policy applies to pupils travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours. Organizers of any after school events should be made aware of the policy and their responsibility to implement it.

Roles and Responsibilities

- **Headteacher** - the Headteacher takes overall responsibility for providing a safe place of work for all staff and pupils 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. Pupils who are suspected of being at risk from drugs will be supported and monitored 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 Drugs: Guidance for Schools 2004). They will continue their involvement through regular evaluation of the policy. The named lead Governor with responsibility for this policy is Margaret Brooks.
- **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 **Headteacher**.
- **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 Headteacher will consider if there are any special circumstances, which may temper this right.

Drug Education

Aims / Objectives

The main aims of our drug education are:

- To equip children with the knowledge, understanding and skills that enable them to make informed social and moral choices. The programme has the primary objective of helping children to become more confident and responsible young people with high self esteem.
- To increase understanding about the implications and possible consequences of use and misuse.
- 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 help children respect their own bodies and, in so doing, reduce the likelihood that they will be persuaded to become involved in drug misuse.

Drug Education Programme

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 and in PSHE but teachers may also use routine class time to address issues that are important to the young people.

All year groups spend a significant proportion of the week with their class teacher as we believe this is essential if good working relationships, built on trust are to be established. All year groups have a weekly PSHE / Citizenship session as well as science three times a week in key stage 2 and 3.

Effective teaching and learning techniques including Circle Time, Community of Enquiry and Thinking Skills are used to ensure our drug education programme meets the needs of all pupils.

The PSHE Coordinator is responsible for the planning and coordination of drug education whilst the Headteacher is responsible for the management of drug related incidents.

The school recognises that all pupils are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The school will strive to use pupils 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, graffiti sheets, questionnaires and through discussion in school or class councils.

The school acknowledges that special consideration must be given to particular groups of young people, including pupils with special educational needs, pupils whose parents / carers or relatives use drugs, pupils who have missed substantial amounts of schooling, pupils 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 are:

- Smoking Machine.
- Smoking doll.
- Smoking photo pack.
- Leaflets / Posters Anti smoking campaign.
- Folens Citizenship and PSHE Book 2: Recognising drugs case studies.
- Drugs in school, a change in the law.
- Website: www.alcoholandyou.org
- Understanding drugs – drug education pack for key stage 3.
- Solvent and volatile substance abuse – information from Solve it.
- Visit from representative from Solve it.
- Dangerous Pursuits cards from the Hazard Crew.
- Moral Courage video.
- Northumberland County Council drug education pack.
- Alcohol safety workshop.
- Wired for Health website.
- Teachernet.gov.uk/PSHE website.

Resources for the delivery of drug education are kept in the storage cupboards in each classroom / science laboratory.

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 role of external visitor's policy**. 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 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 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 Headteacher.

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 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 PSHE Coordinator and this process will be integral to the planning and development of the PSHE programme. This will include feedback from class teachers and the pupils via the School Council as well as regularly reviewing and updating the Scheme of Work. Specific feedback about the sessions run by external contributors will be sought.

This section of the policy provides the framework of procedures for dealing with an incident if one should occur. The primary concern of the school is the care and welfare of the pupils and as such will seek to balance the safety and security of the school with the needs of pupils.

The member of staff responsible for coordinating the schools response to drug incidents is Miss Harris.

The school rules for the drugs named in this policy are:

Medicines – See school guidelines on the administration of medicines. If staff have prescribed medication at school for their own use it should not be taken into a classroom but should instead be left with the secretary in the office.

Tobacco – The school is a no smoking school in line with the School Smoke Free Policy. This rule also applies when on school visits, and also applies to all adults. – Please see Smoke Free Policy.

Alcohol – The possession or consumption of alcohol by pupils is banned on the school premises. Alcohol is not to be used by any adult at school during the course of a normal school day.

Solvents – The school will ensure that potentially harmful substances, including aerosols, are stored safely and pupils 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.

Management of drugs at school

In the event of a drug related incident occurring on school premises the school will follow the guidelines recommended by the LA Responding to Incidents involving drugs. (See Appendix A)

What is a Drug Incident?

- A drug incident will fit into one of the following categories:
- Drugs or associated paraphernalia are found on school premises.
- A pupil demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age.
- A pupil is found to be supplying drugs on school premises.
- A pupil, parent / carer or staff member is thought to be under the influence of drugs.
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area.
- A pupil discloses that they or a family member / friend are misusing drugs.

Managing a Drug Related Incident

To ensure the safety of all young people and staff the school will take possession of any drugs and will deal with them in the following manner:

1. Illegal drugs will be confiscated, packaged in a plastic bag or envelope and all details relating to the incident recorded and stored with them. The drugs will then be stored in a secure location **in the safe in the office** and the police will be contacted to deal with the disposal of the substances. **The law does not require the school to divulge the names of any students to the police. Where the school chooses to provide this information the police will be required to follow set internal procedures.** This action will be witnessed by at least two members of staff. School staff should not attempt to identify drugs by tasting them and should not leave the school premises with any substances in their possession. **Full details of the incident will be recorded on an incident report form and a copy of this will be sent to the LA. These forms are available from Miss Harris.** Parents / carers will be informed of the incident if appropriate and where appropriate a meeting set up to discuss the incident and resulting sanctions.
2. In the case of other drugs (alcohol, tobacco, volatile substances and medicines) the school will confiscate the substances, store them

securely as above and will contact parents re the incident. Parents will be invited to school to discuss the incident and any consequences of breaking school rules. At this visit the substances will be returned to the parents.

In both of these situations we:

- may choose not to inform parents / carers if the safety of the young person is jeopardised. At this point the schools child protection officer must be involved.
 - will not search personal property without a young person's consent. School property, e.g. desks or lockers, can be searched and this action will be witnessed. The pupils consent will be sought but is not required if the school believes an offence has been committed.
3. The school has discussed the disposal of drug paraphernalia with the caretaker and every effort will be made to ensure the school grounds are kept free of any such materials. In the case of needles and syringes they will be placed in a secure container, using gloves. The use of bottles or cans for the storage of needles is not appropriate. The school will then contact the local police or environmental health to discuss disposal of the paraphernalia.

When we choose to involve the police in a drug related incident the guidelines suggested by the Local Authority will be followed:

Our local policeman is based at Seahouses Police Station, phone 01665 720204.

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 use a wide range of responses including referral, counselling, behaviour support plans, inter-agency programmes, fixed period exclusions or permanent exclusions.

We will adopt the guidelines currently called 'exclusion protocols'. These are applicable at all times when a drug incident occurs.

Pastoral Support

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well being of all pupils. To reinforce this any actions taken will be in line with the schools behaviour policy. In all cases involving drugs the pupil and their family will be offered help and support from the school or from partnership agencies.

Limits of Confidentiality

Pupils disclosing information about their own drug use or drug use by people they know should be reminded that a teacher cannot offer absolute confidentiality. See Confidentiality Policy.

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 child protection procedures and may inform the police.

Dealing with the Media

The Headteacher will take responsibility for liaison with the media, where required. As the issue of drug use or misuse is emotive and is likely to generate interest from the local and even national media, the school will take appropriate advice from the LA press office and legal department to ensure any reporting of incidents remains in the best interest of the young person, their families and the school.

Reviewing the Policy

The record of incidents will be maintained and the LA 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 cycle of review. All groups involved in the initial development and those having an impact on its implementation will be involved.

Development Process, Dissemination, Monitoring and Review

This policy was developed and agreed in consultation with Governors, LA Drug Education Consultant, teaching staff, non-teaching staff, parents, pupils and the school nurse.

The policy reflects national guidance and priorities as outlined in DfES Drugs: Guidance for Schools (2004), the Updated Drug Strategy (2002), National Healthy Schools Standards, QCA Curriculum Guidance (2002). This policy relates to the school's PSHE & C policies, confidentiality policy, behaviour policy, health and safety policy and role of external visitors policy.

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 Headteacher for parents / carers and all other persons who come into contact with the pupils. **Relevant extracts are published in the school prospectus.**

Date of implementation: July 2015

The policy will be reviewed every two years by the Headteacher, Governors, all staff, pupils 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: July 2017

Signatures

- Headteacher Julie Harris
- Governor (Chair of Named Governor) Margaret Brooks

Appendix A

Supporting Young People

Before any decision is made where unauthorised drugs are involved consideration must be given to the following:

- The young person
- All other pupils in the school
- The parents
- The rest of the school community
- School rules, codes and expectations

All resultant actions must be consistent with disciplinary actions for breaches of other school rules.

See Appendix 8: Responding to Incidents Involving Drugs. (Drugs: Guidance for Schools). The boxes mentioned below are identified by numbers on the Northumberland version of this flowchart.

1. Assessing the Situation and Identifying Needs

Careful consideration must be given to the points raised in Box 1, Identifying Needs and recorded on Appendix 1 (Assessing and Identifying Need).

It is recommended that the person assessing the young persons needs should be someone with whom the young person has a positive relationship e.g. Connexion's PA, form tutor, youth worker, school nurse.

It would be good practise if this person had attended the Level 1 Introduction to Substance Misuse training. Further information about Level 1 training can be obtained from SORTED! on 01670 500150.

It is also recommended that a member of staff gains certification in PSHE as currently offered in Northumberland.

Consultation at this stage could include those listed in Box 2, Contacts (some information has been provided in Appendix 2, schools must add their local contacts to their school chart).

2. Responses

In any incident involving unauthorised drugs and alcohol schools are normally advised to involve the child's parents / carer and explain how the school intends to respond to the incident and to the pupil's needs.

In exceptional circumstances, where the school suspects that to do this might put the child's safety at risk the school should exercise caution when considering involving parents / carers. The school child protection coordinator should be consulted.

3. Record, monitor and review

School should make a full record of every incident on the recording form attached to the school drugs policy. Appendix 11. A copy should be sent to the LA Drug Education Consultant and the original should be kept securely on the school premises.

Following an incident, schools should take the opportunity to review their response, ensuring it is in line with the school policy. If necessary the school may choose to review their policy ensuring the best possible outcome for all is achieved.

The LA Drug Education Consultant is responsible for monitoring the implementation of policies and this will include a review of schools responses to incidents.

Any response or sanction should always be justifiable in terms of:

- The seriousness of the incident.
- The identified needs of the pupil, other pupils, the school and the community.
- Consistency with published school rules, codes and expectations.
- Consistency with disciplinary action for breaches of other school rules (such as theft, violence and bullying).

Box 3 Responses and sanctions that could be considered:

- Advice from the LA Drug Education Consultant. Advice from other trained staff including CX PAs, school nurses, school staff and youth workers.
- Early intervention – Drug awareness sessions for any young person involved, for year groups or for the whole school, distribution of information leaflets and contact lists e.g. from FRANK, SORTED etc. (Packs will be distributed to all schools). Staff drug awareness sessions and parent information evenings may also be considered useful at this time.
- Referral – Advice and drugs counselling from SORTED, the Young People’s Substance Misuse team and if appropriate a referral to the service.
- Behaviour contracts – to be used only in cases of serious breach of discipline.
- Fixed term exclusions – should not be used if alternative solutions have the potential to achieve a change in the pupil’s behaviour and are not detrimental to the whole school community. It is the responsibility of the school to set work for the pupil during the fixed period of exclusion. This should include drug education if the pupil has not already received this as an earlier intervention.
- Managed moved – maybe considered where a school feels that it can no longer manage the behaviour of a pupil.

- Permanent exclusion – this should be the final step in the process for dealing with disciplinary offences after a wide range of other strategies have been tried without success. Supplying an illegal drug is always a serious breach of school rules and a Headteacher may judge that even in the case of a one off or first offence a permanent exclusion is necessary. However, consideration should also be given to the vulnerability of the pupil.

Schools are reminded that they must ensure all responses are in line with their drug policy, school behaviour policy and child protection policy.

In all cases involving young people and unauthorised substances drug awareness sessions with an appropriate person are recommended. These could be facilitated by SORTED caseworkers, Advisory Teacher, Connexions PS's, school staff, School Nurse.

Appendix 1

Assessing and Identifying Need

While there is no legal duty to pass on confidential information to other agencies, where there is a probability that a pupil is at risk of significant harm, there is a moral duty to pass on such information. The boundaries of confidentiality should be made clear to the young person prior to completing this form.

Basic Information

Name, age and class group of young person		
Brief summary of allegations made (time, place, who's involved)		
Substance involved (type, legal status, quantity)		
Young persons response to allegations made (admission or denial of incident, reasons why etc)		
Scale of incident		
Possession of small Quantity use)	Sharing with friends supply	Persistent (own
↑	↑	↑

Appendix 2

Contacts

AGENCY	NAME	CONTACT TEL Nos
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Drug Education Consultants - Senior Primary	Carol Leckie Justine Clephane	01670 533582 01670 534441
Primary Consultants (SEAL)	Rhona Wilson	01670 534377
LA Healthy School Coordinator	Catherine Vero	01670 533566
SORTED !	Serena Thompson	01670 500150
School Connexions PA		
Social Services	Liz Spratt	01289 334000
School Nurse	Helen Pudney	01665 626718
EWO	Ann Wood	01665 623344
LA Reintegration Officer	Catherine Davis	01670 533784
Exclusion Officer	Alison Porteous	01670 533676

Appendix 3

Information forms

To help us keep our records up to date please complete and return the enclosed form by Friday 16th September 2011. It is vital that we have an emergency contact number for every child in case we need to telephone you during the school day. If you want us to administer medication, which has been prescribed for your child, you should complete the attached form and return it by 15th September 2006. All medicine should be given to Mrs. Liddell, the school secretary, with full written instructions for use so that she can administer it appropriately.

Seahouses Middle School **Consent form to administer medication when required**

We are not able to give your child any prescribed medicine unless you sign below and accept that this is a service, which the school is not obliged to undertake.

Name of child:

.....
.....

Relationship to pupil:

.....

Signature:

.....
.....

Date: