



## Ponteland Community Primary School

### DRUG POLICY - 2020

#### [Drug: Medicines; Tobacco; Alcohol; Solvents; Illegal Substances]

Our duty of care begins and ends with the welfare of every pupil. Boundaries are clear: all PCPS staff, pupils and parents have signed the PCPS Home/School agreement. If the information is known to us we must act on it and pass on the information to the Headteacher. Any time of day or night – in school, on our campus [as a shared site with PHS], within our wider community, travelling to and from school in any way, involving our pupils and/or younger children and/or older students: all stakeholders have a duty of care to inform, respond appropriately and act accordingly. If a disclosure affects the day to day running of our school or has an effect on the life of a child, its school, family or community it is our responsibility. All educational visits, active teaching and learning, out-of-hours clubs, fixtures and festivals taking place in or out of school are included as these form part of the PCPS Code of Conduct and Home/School agreement; additionally PCPS is responsible for the safekeeping of all staff and children. Residential visits are equally important as staff act in loco parentis.

This policy applies to school pupils, all staff, parents, Trustees and visitors. Organisers of any events should be made aware of the policy and of their responsibility to implement it.

For the purposes of this policy the following definition of a drug will apply:

- 'A drug is a chemical substance that brings about a change in a person's emotional state, body function or behaviour'. This broad definition allows for the inclusion of all medication, legal and illegal drugs, tobacco, alcohol and volatile substances.

The purpose of the policy is:

- To provide a framework for effective drug education and for dealing with drug related incidents within the school environment.
- The drug education programme reflects the aims and values of our school and its governing body.

The rationale of this policy is that:

- The school is committed to the health and safety of all students and will work together with parents and the local community to enable students to make healthy informed choices and discourage the misuse of drugs.
- In response to our shared concerns at local and national level, we at PCPS have a duty to inform and educate the students on the consequences of drug use and misuse. The school takes a pro-active stance on this matter, believing that health education is a vital part of the education of all students.

#### **Roles and Responsibilities**

**Headteacher:** The Headteacher takes overall responsibility for providing a safe place for work for all staff and pupils and as such takes responsibility for this policy, its implementation and for liaison with the Governing body, parents, Local Authority, 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. The school plays its part in ensuring that parents have up to date information regarding drugs.

**Trustees:** As part of their general responsibilities for the management of the school the Trustees 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 Dr Kate Owen.

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 incident. This includes lunch time supervisors, caretaker and cleaning staff. If they have any queries or training requirements these should be made known to the Headteacher or PSHE coordinator.

The Caretaker: The caretaker will regularly check 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 will have access to this policy. They are responsible for ensuring that the guidelines relating to medication in school is followed. Parents will 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 sensitive issue for parents, and therefore, it will be handled with care and sensitivity. The Headteacher will consider any special circumstances which may temper this right e.g. Social Services involvement or a Care Team Around the Child agreement.

Other workers: Within school e.g. volunteers, parents, school nurse, Neighbourhood Beat Manager, external agency staff. Drug prevention is a community issue and all stakeholders have a shared responsibility. Any issues or concerns will be reported to the Headteacher. Local police will lead appropriate assemblies for pupils at the request of senior staff.

A Whole School Approach To Drug Education: The school provides a planned drug education programme as part of Personal, Health, Social and Economic Well Being and Citizenship (PHSEWB &C) and through the statutory Science curriculum. The programme reflects knowledge and understanding, attitudes and personal and social skills. The programme is responsive to the needs of each child and to their age, experience and maturity. The programme will involve a variety of teaching and learning strategies.

### **Teaching and learning in PSHE Citizenship**

The PSHE teachers/Coordinator KS3 will maintain the responsibility for the drug education programme and external contributors will be used to enhance lessons and not as a substitute teacher. Visiting contributors will use pre planned sessions and follow PCPS Visitors' Guidelines. A teacher will be present at all times. Drug Education at PCPS is covered in drug specific lessons and as part of related themes in PSHE/Citizenship and in Science.

## Good Choices?????.....WHAT WE TEACH and HOW

Secure supportive learning environment

Interactive

Participatory

Investigating Health Education Drugs Information Leaflets and Posters

Draw and write exercise to determine knowledge

Using the Northumberland Drugs Ed Programme

Drama for Drugs Ed for role play

Group Presentations

Devise a TV Ad

Good Nutrition for teenagers

Respecting medicines

Group investigation into types of drugs and how they affect the body

Mind mapping e.g. Volatile Substance Abuse info  
Seating

Drama game: Hot

Tobacco Scheme of Work [SOW]  
illegal drugs

Laws about

Young people and the Law 'what can I do and when'

Youth Crime SOW

Rights and Responsibilities/Human Rights Act/UNCRC

RSE & Teenage pregnancies

Drugs and Sport

RSE & STIs

Changing Bodies /Changing

Emotions

Organisations which support young people and how to use them e.g. Frank/SORTED

**RESOURCES kept in School**

### Aims and Objectives for PCPS Drug Education

1. To enable students to make healthy, informed choices by increasing knowledge, exploring their own and other peoples attitudes and practising a variety of safeguarding skills;
2. To promote positive attitudes towards healthy lifestyles;
3. To provide accurate information about substances;
4. To equip children with the knowledge, understanding and skills that enables 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;
5. To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills;
6. To give children the opportunity to develop their abilities to communicate their concerns and make responsible decisions;
7. To enable children to discuss moral questions related to drug taking, and so provide a safe environment for them to share their thoughts and ideas;
8. To help children feel more self confident to make sensible and informed decisions about their own bodies, health and behaviour;
9. To inform children about what to do if they come across substances that they think are drugs – 'Are any offered drugs for your own use or do you know someone who is abusing drugs?'

### Drug Education: Assessing Pupil Needs and Differentiation

The school recognises that all pupils are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based upon myth. The school will strive to use pupils existing knowledge, beliefs, experiences and their own 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, graffiti walls, questionnaires and class discussion.

The school acknowledges that special consideration must be given to particular groups of young people, including pupils with special educational needs, pupils whose parents use drugs, pupils who have missed substantial amounts of schooling and pupils who are vulnerable to drugs misuse and the beliefs of other cultures. The school will ensure that 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 the teaching of drugs education.

### Staff Training

Teaching and non teaching staff will have a general awareness and an understanding of the policy, including an understanding of how to manage a drug incident. New staff will be made aware of this policy and given training as part of their induction. Drug Education is more effective when taught by teachers who have the necessary subject knowledge and the school will strive to provide or access training for all staff. The school's LT will support access to CPD for staff requiring it. Staff wishing to have training should contact the Headteacher or PSHEW/C co-ordinator. At PCPS the KS3 PSHEW/C teacher has a PSHE CPD certificate which is a nationally recognised qualification.

### Assessment and Monitoring

The elements of Drug education delivered as part of the Science curriculum will be assessed in accordance with the National Curriculum requirements. The learning from other elements of Drug education will be assessed as part of overall PSHEW/C provision. In PSHEW/C the pupils will be assessed via pupil evaluation, discussion, group presentation and individual contributions to drama/role play, peer assessment, pupil reflection. Assessment is not solely based on the knowledge that the pupils have gained in lessons.

Assessment will identify:

- The knowledge and understanding that pupils have gained and its relevance to them;
- The skills pupils have developed and how they will use them; and
- How their feelings and attitudes have been influenced by the knowledge gained.

### Review Procedures

The quality, relevance and effectiveness of PCPS Drug Education learning will be reviewed annually by the Lead teacher of PSHEW/C. It will include monitoring the pupils' needs and their learning; a presentation to Trustees; and the opportunity for the Link Governor to observe a lesson. Parents will be involved through the Parents' Forum and/or a specific Drugs event for all parents. Parents are informed annually about the PSHEW/C Drug Education unit of work via the school's Curriculum Map.

### Managing Drug Related Incidents

This section of the policy provides the framework of procedures for dealing with an incident if one should occur. The primary concern of PCPS is the care and welfare of the pupils and as such will seek to balance the safety and the security of the school with the needs of the pupils. The Headteacher and the Deputy Headteacher are responsible for coordinating the school's response to drug incidents.

## **SCHOOL RULES FOR SUBSTANCES REFERRED TO IN THIS POLICY**

Medicines: See school policy for administration of medicines. Teachers will be responsible for the safe keeping of any personal drugs/prescription medicines they have in their possession.

Tobacco: The school and all its grounds are smoke free. Smoking will not be tolerated anywhere on the school site. This also applies to school visits.

Alcohol: The possession of alcohol or the consumption of alcohol by pupils is banned. Adults may serve alcohol at some after school fund raising functions.

Solvents: All pupils are banned from bringing any aerosols or glue products to school. The school will ensure that all potentially harmful substances are stored safely and pupils supervised carefully in the event of them being used in school.

Illegal Substances: No illegal or illicit substances should be brought to school or used on the school premises.

### Management of drugs in school

#### Confidentiality

Teachers cannot and should not promise total confidentiality. This should be made clear to the pupil at the beginning of a conversation. Pupils disclosing information about their own drugs use or people they know should be reminded that a teacher cannot offer absolute confidentiality. Staff are reminded to read the PCPS Child Protection Policy and Confidentiality Policy.

### The possession, use or supply of illegal and other unauthorised substances within school boundaries is unacceptable.

Defining a Drug Incident for this policy:

- Drugs or associated paraphernalia are found on school premises;
- A pupil demonstrates via actions or play, an inappropriate level of knowledge of drugs for their age;
- A pupil is found in possession of drugs or associated paraphernalia;
- A pupil is found to be supplying drugs on the school premises;
- A pupil or parent or 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 locality;
- A pupil discloses that they or a family member or friend are misusing drugs.

### Pupil suspected of involvement in drug incident on school premises or school grounds

The school will seek advice from SORTED a supportive, specialist agency regarding drug, alcohol or substance misuse. Contact details: [SORTED 01670 500150, Beacon Hill, 163 Langdale Drive, Cramlington, Northumberland, NE238EH](http://www.sortednorth.co.uk) [free phone 08006335872; fax 01670 593694; [www.sortednorth.co.uk](http://www.sortednorth.co.uk)]; or the Local Authority Drugs Education Consultant based at County Hall, Morpeth: 01670 534441. Police will be invited to lead assemblies and, if appropriate, discussions in PSHE/Citizenship lessons. Police may be involved to find a solution or resolution within the wider community. Inform parents as appropriate. Complete Drugs Incident Report – attached as appendix – and send to LA; office staff will record very brief details on school SIMS system. [note: SIMS behaviour information for PCPS does not go up to the High School] Staff will follow LA Positive Approach Form – attached as appendix. See additional appendix for SORTED Screening tool.

### Students reported, identified or suspected of involvement in drugs incidents off school premises but during school day

Contact SORTED 01670 500150 and/or Drugs Education Consultant 01670 534441 for advice. Inform parents as appropriate. Complete Drugs Incident Report – attached as appendix – and

send to LA; office staff will record very brief details as appropriate on school SIMS system. Staff will follow LA Positive Approach Form – attached as appendix.

#### Students presenting intoxicated on school premises e.g. alcohol, volatile substance or unknown medicines

Seek medical advice if necessary. Talk with pupil to gather any information. Contact parent/carer to remove pupil on health and safety grounds. If pupil displays threatening behaviour then the police may be called. Complete Drugs Incident Report – attached as appendix – and send to LA; office staff will record very brief details on school SIMS system. Staff will follow LA positive Approach Form – attached as appendix.

#### Students presenting intoxicated on school premises e.g. drugs classified in the Misuse of Drugs Act 1971

Seek medical advice as necessary. Talk with pupil to gather any information. Contact parent/carer to remove pupil on health and safety grounds. If pupil displays threatening behaviour then the police will be called. Complete Drugs Incident Report – attached as appendix – and send to LA; office staff will record very brief details on school SIMS system. Staff will follow LA Positive Approach Form – attached as appendix.

#### Student found in possession and/or supplying drugs on school premises

If possible take possession of the drugs involved and store securely in drug evidence bag. The law permits the school to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug.

1. The school will ensure a second adult is present to witness throughout;
  2. The school will seal the sample in a plastic bag and include details of date and time of the seizure and the witness present;
  3. The school will store this in a secure store room at the front of school or the school safe where only two named staff have access;
  4. The school will immediately notify the Police who will collect it; and store or dispose according to agreed protocol. Police will be asked to sign in receipt.
  5. The law does not require the school to divulge the name of the pupil/s involved. If the pupil is identified the police will be required to follow a set of internal procedures.
  6. The school will record details of the incident and the police incident reference number. The school will inform parents or carers unless this jeopardises the safety of the pupil.
- Police action is required as this is a potential criminal offence. Contact police, telephone 101 to report incident. The school will seek advice as to reporting the name of the pupil or not. The school will seek the cooperation of the pupil to stay on the school premises. If this is not possible, the police must be informed and may raise an incident number. Police will attend and will remove the evidence bag. The school must include an automatic referral to SORTED. Further in-school support can be discussed with the LA Drugs Education Consultant. SIMS behaviour information for PCPS does not go up to the High School.

#### Staff member or visitor suspected of involvement in drug incident on school premises

The school drugs policy and drug legislation applies to all school staff and visitors, including parents and carers. In relation to school staff involved in a drug related incident please refer to the Northumberland County Council Alcohol and Drugs Policy and guidelines on County Council intranet. If a visitor presents safeguarding issues, disorder or violent behaviour the school will refuse entry and contact police immediately.

#### Drugs incidents on School Visits

Adherence to the school rules relating to the PCPS Code of Conduct is included in all school visits. Parents consent to staff giving out prescribed or preventative medication on all visits. The school will not be explicit relating to the substances referred to in this policy e.g.

drugs/tobacco/alcohol/VS forming part of the EV/Residential Visit consent form. PCPS may insert a clause that if a pupil breaches the rules and is returned home, parent/carer will meet the costs. Whilst on visits in the UK it is important to follow procedures outlined by the centre being visited. Rules relating to drug misuse vary in other countries therefore the school rules will apply and staff, pupils and parents will be made aware of what these are before departure.

#### DETECTION of Drugs, Alcohol or Volatile Substances in school

If information is received regarding drugs being brought on site the Police will be consulted and if appropriate a pro active anti drugs operation may be conducted. If it is considered necessary to carry out a search for substances then the search must be conducted in a way that minimises embarrassment or distress. If a pupil is suspected of concealing illegal or unauthorised substances it is not appropriate for staff to carry out a personal search. Recent Government legislation allows schools to carry out a search of bags, pockets and outer clothing can be inspected. A second adult witness must be present and every effort should be taken to persuade the pupil to hand over any substance. If the pupil refuses and the school feels sure that the substance is illegal then the school may call the police. The police can conduct a personal search if they believe a crime has taken place or to prevent harm to themselves or others following an arrest. The school will search school property including pupils' lockers, desks, lunch boxes, pencil cases if they believe drugs are stored. If a pupil refuses a search of personal belongings the school may consider it necessary to isolate the child from the belongings and, if appropriate involve parents by seeking permission. Parents should be informed regarding any outcome of a search, if appropriate.

#### Dealing with parents/carers under the influence of drugs on school premises

Where staff are concerned they will maintain a calm atmosphere and request the support of the Headteacher and/or Deputy Headteacher who will assess the situation with the child's welfare as a priority. See Drugs Guidance for Schools page 74.

#### Managing the Media

The Headteacher will take full responsibility for liaison with any media, where required. The school will take appropriate advice from the LA press office and legal dept to ensure that any reporting of incidents remains in the best interest of the pupil, their family and the school.

Vulnerable Pupils (see page 52 Drugs guidance for schools. DFES) including pupils whose parents/ carers misuse alcohol or illegal drugs.

The school will endeavour to reduce risk factors for vulnerable pupils who may be exposed to drug misuse and other social problems by promoting:

- Supportive and safe relationships
- Regular school attendance
- Ability to cope well with demands of school via whole staff approach
- Supportive social networks via tutor and year group tutor intervention
- Improving social skills via TA social skills programme
- Improving self esteem/awareness via tutor/year group tutors and whole school approach
- Good knowledge of drugs and risk and effects.
- Understanding of good health and mental health
- Encouraging participation in after school activities
- Maintaining good communication between tutor, school and home.
- School nurse counselling or other support services e.g. SORTED as required.

## DISSEMINATION, MONITORING AND REVIEW

Copies of this policy are made available to all staff and Governing Body. Reference copies are available from the school office for parents or from the PSHEW coordinator. Relevant extracts will be used in school prospectus, staff handbook and pupil diaries. The policy will be reviewed annually and will involve pupils, parents, staff and Trustees as well as the local police and agencies as required. This policy will be reviewed at any time the school has to address an incident involving illegal drugs or their use.

### SIGNATURES

DATE

Headteacher

Trustee

Headboy and Headgirl

### SANCTIONS FOR BREAKING THE RULES OF THE PCPS DRUGS POLICY

Any pupil breaking these rules will be dealt with seriously. The sanction will reflect the seriousness of the incident and will range from internal exclusion to permanent external exclusion.

## Appendix 1 – List of Relevant Drugs

### Illegal drugs include:

- Amphetamines
- Barbiturates
- Cannabis (any form e.g. hash, grass, pot, marijuana, dope, oil)
- Ketamine
- Ecstasy / MDMA
- Cocaine
- Crack
- Hallucinogens: natural
- Hallucinogens: synthetic
- Heroin
- Opiates
- Muscle-building steroids
- Methedrone (Miaow)
- Tranquillisers

Class A	Class B	Class C
Ecstasy	Cannabis	Tranquillisers
LSD	synthetic cannabinoids	some painkillers
Heroin	Amphetamines	Gamma hydroxybutyrate (GHB)
Cocaine	Methylphenidate (Ritalin),	Ketamine
Crack	Pholcodine	
Magic mushrooms		
Amphetamines (if prepared for injection).		

Class A, B and C drugs are termed as controlled substances under the Misuse of Drugs Act 1971, with Class A being those considered most harmful.

### Legal drugs include:

- Alcohol Prescription drugs Solvents
- Tobacco
- Poppers

For further information please visit the 'Frank' website: [www.talktofrank.com](http://www.talktofrank.com)

## **Appendix 2 - Guidelines for Management of Drugs within the School Community**

### **Principles of good practice**

- For any drug incident, the utmost priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help.
- The school has a range of responses to drug incidents. Any response will balance the needs of the individual against those of the wider community and should be determined after a full and careful investigation.
- Clear referral protocols and communication routes will be established between the school and the range of agencies providing support to young people. In making referrals careful attention will be given to issues of confidentiality.
- In any incident involving illegal and other unauthorised drugs the school involve the student's parents/carers, unless this would jeopardise the student's safety.
- PCPS will make a full record of every incident.

### **The following section offers guidance on:**

- Drug Incidents
- Management responsibilities;
- Confidentiality;
- Schools and the law;
- The role of the police;
- Disposal of illegal and other unauthorised drugs;
- Searching, and detection of drugs;
- Summary.

### **Definition of a drug incident**

Incidents are likely to involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs. They could fit into the following categories:

- Drugs or associated paraphernalia, e.g. Rizlas, are found on school premises
- A student is found in possession of drugs or associated paraphernalia
- A student is found to be supplying drugs on school premises
- A student, 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 student discloses that they or a family member/friend are misusing drugs.

### **Management responsibilities**

It is vital as an organisation that we send a clear message to the whole school community that the possession, use or supply of illegal and other unauthorised drugs, for example 'legal highs' within school boundaries is unacceptable.

PCPS has designated responsibility for the management of drug incidents to a senior member of staff. Through this policy all staff will be made fully aware of the procedures for managing incidents, including who they should inform and who has authority regarding issues such as searching school property and involving the police.