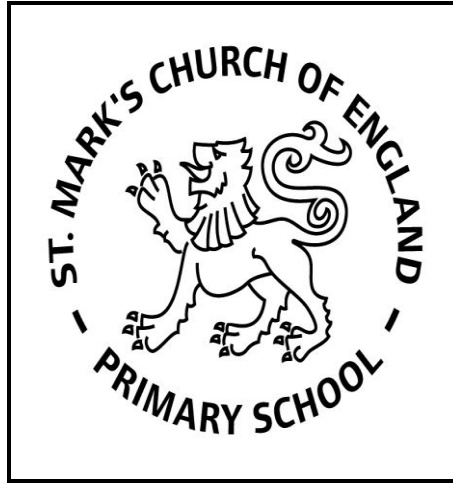
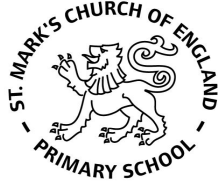


Drugs, Alcohol & Tobacco Policy



**“Every Child,
Every Chance,
Every Day”**



Every Child, Every Chance, Every Day

St Marks CE Primary School **Policy for Drugs**

Governors and staff are committed to delivering the very best for our children. Our Vision is fundamental to our role as a Church of England School with its roots coming from the original blessing and verse presented to our school on its official opening in 1955.

Thy word is a lamp to my feet and a light to my path.

Psalm 119 Vs 105

The following five components describe the desired outcomes we offer through it.

- *Together, we will prepare you for life and learning*
- *Together, we will teach you to live within the values of God's word*
- *Together, we will safely lead you on your journey*
- *Together, we will guide you to a fulfilling future*
- *Together, we will forever help you to grow in confidence*

Introduction

At St. Mark's School we aim to provide a happy, stimulating, secure, healthy and purposeful environment for learning, where personal and social development can flourish.

This is reflected within our mission statement:

- We strive for a Christian-centred approach to the whole of school life
- The children are valued for themselves as individuals
- Children, staff, parents and governors work together in partnership
- The children are encouraged to value themselves and others
- The outside community is welcomed and valued.

Drug, Alcohol and Tobacco Education is delivered within the PSHE curriculum throughout the school from Reception to Year 6 as part of the Islington Scheme of work.

We aim to help pupils to acquire the knowledge, skills, values and attitudes to live confident, healthy and independent lives. We believe that we need to prepare pupils to positively manage a range of situations within society, including those around drugs, alcohol and tobacco and their use.

We regard drug education as a whole school issue, and we believe that opportunities to teach about the importance of a healthy lifestyle occur throughout the curriculum in science, PSHE and citizenship, RE and PE.

Context

Definition of drugs

We use the definition given by the United Nations Office on Drugs and Crime is:

- **A substance people take to change the way they feel, think or behave**

The term 'drugs' and 'drug education' throughout the policy, is used throughout this document to refer to:

- a) all illegal drugs such as cannabis, ecstasy, cocaine, crack and heroin
- b) all legal drugs, including alcohol, tobacco, volatile substances
- c) all over the counter and prescription drugs such as medicines ,tranquillisers and painkillers

The purpose of the policy

- We recognise that drugs play a part in the lives of every one of us and our children need to be guided by responsible adults from an early age.
- The school has a responsibility to reduce the harm from drugs and play a role in drug awareness and prevention.
- We aim to ensure a consistent whole school approach to health and well being which involves all members of staff, children, parents and carers and governors.
- We aim to equip pupils to be able to act positively in situations involving drugs, alcohol and tobacco – to be able to act on their own beliefs and not feel pressurised to act against their will.

- This policy provides guidance on responding to drug related incidents on the school premises and to ensure that it reflects the approach to drug education and the values and ethos of the school.
- The policy provides a basis for evaluation of the effectiveness of drug education.

Where and to whom the policy applies

The policy applies to all staff, visitors, parents and pupils within the school boundaries including journeys in school time, educational visits, and extra-curricular activities. It clarifies what should happen in the playground, outside the school gates, the school bus, events out of school hours, on school premises, etc.

It is not acceptable for staff, visitors, parents or people helping at school to smoke, drink alcohol or use drugs in the presence of pupils. The use of alcohol on the school premises is at the discretion of the Head Teacher.

The school's stance on drugs

We want our school to be a safe place for us all to work and the presence of unauthorised drugs represents a threat to our health and safety.

The possession, use or supply of illegal and other unauthorised drugs on school premises is regarded as illegal and a breach of school rules and considered unacceptable.

All situations will be carefully considered before deciding on the response. Staff should talk to the Head Teacher of any concerns they may have.

1. The needs and safety of pupils will always come first.
2. Parent/carers will be involved at an early stage and throughout any investigation.
3. The response will be consistent with the content of other school policies.
4. Situations will be carefully considered and the response will be decided in consultation with the head or deputy.
5. Responses may include both a disciplinary and supportive response such as counselling.
6. Support agencies, including the police may be involved where appropriate.

Development of the Policy and Consultation.

Pupils - may be involved through focussed discussion at school council meetings. Members will take discussion points back to the classes.

Parents - will be invited to a consultation meeting where the PSHE framework and the age appropriateness of topics are discussed.

Staff and governors will be involved through training and consultation at meetings.

Responsibilities of staff

Key roles and responsibilities of PSHE Coordinator, Head Teacher, designated Governor and all staff.

Head Teacher:

- ensure that the school has a written drugs policy
- designate a school drugs coordinator
- ensure that there is a planned drug education curriculum
- be responsible for the health and safety of all the school community in respect of all drugs
- support the PSHE coordinator

PSHE Coordinator:

- develop, manage, support, monitor, evaluate and review the drug education programme throughout the whole school
- ensure that the drug education programme is adequately resourced
- be up to date, informed and trained about relevant local and national developments, and to communicate these to relevant staff
- provide support for staff involved with drug education and drug-related incidents
- organise staff training
- manage the review of the drugs policy according to the policy review cycle.
- keep the Head Teacher fully informed of developments

Designated governor:

- shows a special interest and responsibility for drug education and drug issues
- acts as a link to ensure that the governors are aware of and know about drug education, the management of drug incidents if they occur

Members of staff:

- be familiar with the content and location of the school drugs policy
- implement the policy
- keep the coordinator informed about relevant drug related issues

Drug, Alcohol and Tobacco Education

The aim of a drug, alcohol and tobacco education policy is to:

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

The aim of drug, alcohol and tobacco education is to provide opportunities for pupils to develop their knowledge, skills and attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and other's actions.

Key objectives:

To:

- ensure that pupils are able to make informed, healthy choices and appreciate the benefits of a healthy lifestyle now and in the future

- help pupils develop personal and social skills when making decisions and managing situations where drugs are concerned.
- provide accurate information which includes where to go for support and help
- support pupils in coping with the pressure and influences that may lead to the misuse of drugs
- facilitate pupils in exploring their own and other people's attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring social influences.

How drugs, alcohol and tobacco education is taught

Establishing a safe and supportive learning environment through:

- Setting boundaries for discussion and issues of confidentiality are discussed before drug and alcohol education lessons begin.
- Ensuring each class/group works together to establish its own ground rules about how they would like everyone to behave in order to learn.
- Using distancing techniques such as role play, third person case studies and an anonymous question box are employed when engaging pupils concerning sensitive issues.
- Using the correct terminology makes clear that everybody understands and avoids prejudiced based language
- Ensuring lessons contain a variety of teaching methods and strategies that encourages interaction, involvement and questioning: working individually, in pairs and groups; discussions; role play; prioritising; quizzes; research; case studies; games; circle time; visiting speakers.

Organisation of drugs, alcohol and tobacco education

Drugs education is taught as part of the Islington framework for PSHE with units covered over all the year groups through weekly lessons. It will mostly be taught by the Class teacher, but we sometimes invite outside speakers such as police officers and theatre groups to deliver specific lessons where their expertise is a valuable addition to the curriculum.

This can also contribute to our staff's professional development. The class teacher always works alongside a visiting speaker to ascertain the purpose, methodology and expected outcomes of the visit. The Class Teacher will follow up any issues that may arise.

Staff support and training

Support is available for staff to teach drugs education through the Health & Wellbeing Team, through team teaching & support and in-house training.

Assessment, monitoring, evaluation and reviewing

Assessment:

Plenary section of a lesson

Teacher assessment

Pupil self assessment

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Monitoring and Evaluation

Lesson/planning observations by the PSHE Co-ordinator
Observing pupil's work
End of topic evaluation – teacher and pupil's comments
Evaluation of special events such as Theatre in Education visit
Monitoring of use of Scheme of Work

Review

The policy will be reviewed as part of the school cycle.

Drug Use in School

This part of the policy is relevant to all members of the school community: pupils, teaching and non-teaching staff, parents and visitors to the school. It also applies to school journeys and visits.

Administration of medicines at school

Where children have medical needs, parents must give the school details of the child's condition and medication. Parents may bring the medication to school in a secure, labelled container. Medicines will be stored in a secure cupboard in the office and a member of the staff supervises the taking of medicines.

Smoking

Smoking is not permitted within the school grounds. The school also has a non-smoking policy in the playgrounds and all other outside areas.

Management of drug related incidents

Definition of a drug incident

Knowledge/rumour:

Disclosure by a pupil or member of staff
A pupil demonstrates an inappropriate level of knowledge of drugs
Information on the illegitimate sale or supply of drugs taking place in the local area
Dealing with suspicion or rumour

Finding drugs or drug paraphernalia on school premises

Possession of drugs:

Possession of drugs on a person
Supplying drugs on school premises
Misusing other people's medicines
Smoking cigarettes in school
The unauthorised use of alcohol in school

The effects of drug use on school premises:

Someone under the influence of drugs or alcohol on the school premises
Someone ill or unconscious through drug taking
Intoxicated parent/carers picking up children from school

School response to drug related incidents

There are four main elements:

1. Supporting pupils, parent/carers and staff
2. Responses
3. Procedures for managing incidents such as safe disposal of paraphernalia, drugs found on school premises, conducting searches and dealing with someone who is intoxicated and may need medical help
4. Reporting and recording

Supporting pupils, parent/carers and staff

It is important to acknowledge that drug problems do not often come in isolation and that the needs of the pupil must come first. The needs of the pupil must be balanced with that of the wider school community. All situations will be carefully considered before any action is taken. Parents/carers will be informed and involved at an early stage unless there is a child protection issue.

Responses

There should be a range of responses decided by the Head Teacher considering a number of factors: the pupil's response; whether it is a one off incident or longer term situation; the drug involved; the pupil's motivation; how was the drug being used in relation to the safety of the pupil and others; knowledge of the pupil and their home circumstances; if supplying, then the extent of this; other people involved and how they influenced or were influenced; whether the pupil knows and understands the school rules.

Range of responses consistent with the Behaviour Policy

The pastoral system will be the first response with one or many of the following:

- Monitoring the situation
- Additional support, advice or education
- Referral to specialist agencies
- Counselling from school counsellor or specialist agency
- Behaviour support plan
- Pastoral support programme
- Withdrawal of activities
- Case conferences
- C.A.F. (Common Assessment Framework)
- Fixed period exclusion
- Managed move
- Permanent exclusion

Finding and disposal of drug paraphernalia

The Head Teacher should be made aware of any drug paraphernalia found on the school premises and the Premises Manager will dispose of it in an appropriate manner. Needles or syringes found on school premises should be placed in a sturdy container using gloves. Pupils will be taught during drugs education and reminded on other occasions that if they find needles, syringes etc; they are not to touch them.

Drugs found on school premises

The law permits school staff 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 providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it

Drugs- Guidance for school DfES 2004

Finding of a substance:

1. In the presence of a witness, place the substance in a plastic bag and include the date, time and where it was found.
2. Store it in a secure location such as the school safe
3. As soon as possible, call the police who will dispose of it.

Finding of a substance on a person;

- If the substance is legal but not allowed in school then it should be returned to the pupil's parent/carer.
- If the substance is illegal then the police should be called to dispose of it. The law does not require a school to divulge to the police the name of the pupil from whom the drug was taken.
- The parent/carer will be informed and asked to attend school (unless this would jeopardise the safety of the pupil)
- The pupil may be excluded whilst an investigation takes place.

Conducting searches

It is not appropriate for a member of staff to carry out a personal search but every effort would be made to persuade a person to voluntarily hand over any drugs, preferably in the presence of another member of staff.

If the person refuses to do this then the other option may be to call the police.

Lockers and trays can be searched with the pupil's consent, although in circumstance where the pupil refuses, the decision to search can be taken by the Head Teacher.

Parent/carers should be informed of searches as soon as possible.

Dealing with someone under the influence of drugs

When dealing with a person under the influence of drugs the same procedure should be taken as for dealing with an ill person. Make sure that they are safe and not alone, and follow the school's first aid procedures.

If a parent/carer of a child comes to pick up a child who is obviously intoxicated then he/she will be persuaded not to drive and helped to find other ways to ensure that their child and themselves can find their way home safely.

Involving the police

Schools are not legally obliged to inform police of incidents involving illegal substances however, the DfES guidance recommends that police are informed where illegal drugs are found or where schools have information about illegal drug use including shopkeepers selling solvents, alcohol or tobacco in contravention of the law.

Procedures for reporting or recording a drug incident

The Head Teacher should always be informed as quickly as possible.

Our school uses the form; 'Record of incident involving unauthorised drugs' from the Dfes drug guidance for schools.

We will store sensitive information carefully and be aware that it could be used in subsequent court proceedings.

Confidentiality

Pupils cannot be guaranteed confidentiality if what they say involves a child protection issue or where there is a life in danger.

They will be informed when and to whom information is being passed on.

Teachers will never promise total confidentiality and will ensure that pupils are told about the boundaries of confidentiality before drug education begins.

This would become part of establishing ground rules with a class and pupils could be advised that if they want to share some relevant information without relevant action being taken then they could speak in the third person.

Partnership with Parent/Carers

The school is aware that the primary role in children's drug education lies with parents. We wish to build a positive and supporting relationship with the parents of our pupils, through mutual understanding, trust and co-operation. To promote this objective, we will:

- Inform parents/carers about the school's drug policy
- Invite the parents to view the materials used to teach drug education in our school
- Keep parents/carers informed as to when units are being taught and the general content of these.
- Answer any concerns or questions that the parents may have regarding what is being taught in class.
- Informing parents quickly if there is some concern or incident concerning their child and drugs.

The school will ensure that the completed policy is disseminated to all staff, pupils, parents and governors, including non-teaching staff, visitors and new members of staff.

Pupils: School council, drug education lessons

Parents: Invitation to comment on the policy

Governors: Curriculum committee meetings, information through designated governor

Staff: Opportunity to comment on draft policy during staff meeting, staff training on scheme of work

Visitors: Copy in office available to visiting speakers.

This policy will be reviewed in accordance with our policy review cycle by a working group consisting of the PSHE and Citizenship coordinator, the designated governor and representatives from parents and staff.

Consideration will be taken from feedback from drug education evaluations, local and national recommendations and any incidents that may have taken place in school.

Reviewed and ratified by Governing body	Summer Term 2023		
Next Revision (Please highlight as appropriate)	Annual	Biennial	Tri-annual
To be reviewed	Summer Term 2025		