



**Weobley
Primary
School**

Drug Policy

Implementation Date: November 2016

Review Date: November 2017 (or in line with national changes)

Signatures

<u>Title</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Head of School:	Mr S Warrell		November 2016
Chair of Governors:	Mrs J Hall		November 2016

Drug Policy

Development process

The member of staff responsible for overseeing and reviewing this policy is the Head of School and PSHE Subject Leader

Context and relationship to other policies

This policy should be used in conjunction with other relevant schools policies – in particular: the promoting positive behaviour policy, the confidentiality policy, PSHE policy.

Local and national guidance

This policy is in line with “Drugs Guidance for Schools” (DfES 2004), and “Drugs, alcohol and tobacco curriculum guidance for schools” (QCA 2003), as well as the Healthy Schools Programme.

The purpose of the policy

The purpose of this policy is to:

- ❖ Clarify Weobley Primary School’s responsibilities and legal requirements
- ❖ Reinforce and safeguard the health and safety of pupils and all school users.
- ❖ Clarify Weobley Primary School’s approach to drugs for all members of Weobley Primary School and wider community
- ❖ Give guidance on developing, implementing and monitoring Weobley Primary School’s drug education programme
- ❖ Enable staff to manage drugs and drugs-related incidents on Weobley Primary School premises with consistency, and in the best interests of all involved
- ❖ Ensure that the response to drug-related incidents is in line with Weobley Primary School’s approach to the drug education programme and with the school’s values and ethos

Extent of the policy

The limits of Weobley Primary School’s boundaries extend beyond the school premises to include all off-site pupil activities and trips. The policy applies at all times when staff “duty of care” responsibilities apply. Weobley Primary School is aware that some of its pupils may be particularly vulnerable, so that staff will be particularly careful of their welfare.

Definitions

The policy covers any substance taken to change the way they feel, think or behave:

- ❖ All illegal drugs
- ❖ All legal drugs, including tobacco, alcohol and volatile substances
- ❖ All medicines

The school's stance

The possession, use or supply of illegal and other unauthorised drugs within Weobley Primary School's boundaries is unacceptable.

Some pupils may require medicines that have been prescribed for use during the school day. In these cases, Weobley Primary School's policy on the administration of medicines will be followed.

When managing drugs and drug-related incidents, the first concern will be for the health and safety of all involved, followed by the pastoral concerns of pupils.

- ❖ Weobley Primary School will consider very carefully the implications of any action it may take
- ❖ It will seek to balance the interests of the pupil involved, the other School members and the local community
- ❖ Factors to be considered will include the age of the pupil, whether the incident involved one pupil or a group and whether peer pressure is evident
- ❖ The fact that certain behaviour could constitute a violation of the criminal law will not in itself necessarily lead to a more punitive response
- ❖ In all cases Weobley Primary School will ensure that the pupil has access to professional support and advice from the relevant services and agencies

Responsibility for coordinating drug issues lies with the Head of School who will involve all relevant people as appropriate.

Drug education

The aim Weobley Primary School's drug education programme 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 others' actions in line with the age of the child.

Drug education objectives:

- ❖ to increase knowledge and understanding of drugs and their effects by providing accurate information
- ❖ to improve self-knowledge, particularly in terms of risk taking
- ❖ to promote positive attitudes towards healthy lifestyles; to challenge and try to modify these when they may lead to behaviour harmful to health
- ❖ to promote a sense of responsibility towards the use of drugs
- ❖ to develop social skills such as making informed choices and resisting unhelpful pressures from peers and from advertising
- ❖ to enable young people to identify sources of appropriate support
- ❖ to widen understanding about related health and social issues such as sexual health and crime

The programme will reflect the views and needs of pupils so that it is appropriate. It will be based on the requirements of the National Curriculum, in particular Science, the PSHE Framework and Citizenship, and with reference to QCA "Drugs, alcohol and tobacco curriculum guidance for schools". It will be delivered within a whole School approach through well-planned PSHE.

The teaching of drug education will

- ❖ provide opportunities for active learning
- ❖ give accurate and unbiased information
- ❖ allow for the expression and consideration of a range of attitudes and values
- ❖ offer opportunities for discussion and reflection

The programme is coordinated by the PSHE Co-ordinator who is responsible for

- ❖ schemes of work
- ❖ ensuring that staff feel confident and informed
- ❖ monitoring and review of the programme

Outside Educators

We recognise that outside educators can make a valuable contribution to the programme. They must be familiar with, and support relevant aspects of Weobley Primary School's policy and contribute to the programme as negotiated and agreed with the teacher. The teacher will remain present during the session.

Managing drug-related incidents at Weobley Primary School

The first priority will always be for the safety of all, meeting medical emergencies and securing appropriate help.

Weobley Primary School will employ a range of responses, so that the needs of the individual are balanced against those of the wider community. The precise response will be determined after a full and careful investigation into the exact nature of the incident. Pupils will be aware of the range of possible responses and the effect those responses may have on them.

Support for pupils as appropriate will be a priority, including referrals to agencies as needed. In such cases careful attention will be given to issues of confidentiality, in line with the school's confidentiality policy.

The school will normally involve the pupil's parents/carers, unless this would jeopardise the pupil's safety.

A full record will be made of every incident using the form in Appendix 2

Detailed guidance to staff regarding discovery of substances can be found in Appendix 1.

Working with the Police

Weobley Primary School is not legally obliged to involve the police regarding illegal drugs, but we will work in partnership to the benefit of the School and wider community. The school is able to seek assistance from the local officer who will give guidance on the law, the identification and disposal of substances, and whether or not the police should be more actively and formally involved in a given situation.

Confidentiality

In managing drugs, and in drug education lessons, teachers cannot and should not promise total confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request will normally be honoured; exceptions to this will be

- ❖ where child protection policy takes precedence
- ❖ in order to cooperate with a police investigation

- ❖ there has been agreement to refer to an external agency

Every effort will be made to seek the agreement of the pupil before further sharing of sensitive information. Where information is to be shared, this will be strictly on a need-to-know basis.

Appendix 1

Discovery of Suspected Substances on School Premises

Staff discovering substances which are suspected of being harmful, illegal or requiring further investigation should observe the following guidance:

1. Consider the possible need for first aid and follow Weobley Primary School first aid procedures.
2. If possible, remove the suspected substance from the location in the presence of a witness. If there is no witness, do not delay, remove the substance and take it to the Teacher-in-Charge, or member of staff authorised to deputise.
3. If a pupil is, or is thought to be, in possession of a suspect substance do not attempt to search the pupil. You may ask the pupil to voluntarily empty his or her pockets or bag with a witness present. You may not forcibly detain the pupil.
4. Do not retain the substance on your person or in a place of safekeeping for a later time, since to do this could place you at risk.
5. Record the time, place and circumstances of the discovery and also record the details of what was found, but do not investigate the substance.
6. Where drug-related paraphernalia, such as needles and syringes, is discovered, do not attempt to handle this. It should be collected by the appropriate personnel in accordance with health and safety guidelines. The Teacher-in-Charge must ensure that materials are placed in a secure container to await proper collection.
7. No entry of an incident should be made on the pupil's record until the suspected substance is confirmed by the police as being a controlled substance. If the substance is not a controlled substance, then the entry on the pupil's record will be determined by the Teacher-in-Charge.
8. There is no legal obligation to inform the police, although they may be able to give relevant support and advice. Once the nature of the substance is confirmed it is legally acceptable to dispose of the substance, typically by flushing down the lavatory. This should be witnessed and recorded.
9. Where a substance is confirmed as being controlled, it is the responsibility of the Teacher-in-Charge to notify the parents concerned, and, if necessary, to consider further action, including notifying the Chair of Weobley Primary School Management Committee.
10. In circumstances where it is possible that the school premises are being used for illegal drug use, all reasonable steps must be taken to prevent this, in order to avoid contravening the law.

Appendix 2

Record of incident involving unauthorised drug.

1. For help & advice contact the LA.
2. Complete the form **WITHOUT** identifying the pupil involved.
3. Copy the form.
4. Send the copy within 24 hours of the incident to the LA.
5. KEEP the original, adding the pupil's name and form—store securely.

Tick to indicate the category:

- Drug or paraphernalia found **on** School premises
- Emergency/Intoxication
- Pupil in possession of unauthorised drug
- Pupil supplying unauthorised drug on School Site
- Pupil disclosure of drug use
- Disclosure of parent/carer drug misuse
- Parent/carer expresses concern
- Incident occurring **off** School premises

Name of pupil*	Name of School
Pupils Class* (* for school records only)	
Age of Pupil	Male/Female
	Time of Incident
	Date of Incident
am/pm	
Tick Box if second or subsequent incident involving same pupil <input type="checkbox"/>	
Report form completed by	
Ethnicity of pupil**	

First Aid given?

Yes No

First aid given by:

Ambulance/Doctor called?

Yes Called by:

No Time:

Drug Involved (if known):

Drug found/removed? Yes/No

Where found/seized:

Senior staff involved:

Name and signature of witness:

Disposal arranged with (Police/parent/other)

If police Incident ref number:

Name of parent/carer informed*: only)	(* for school records
Informed by:	At time:

Brief description of incident (including any physical symptoms):

Other action Taken: (e.g. other agency involvement, educational psychologist request, case conference, pupils/staff informed, LA/GP/Police consulted)

** categories: British, Irish, other white, white & black Caribbean, white & black African, white & Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other , not stated.