

# Sun Hill Junior School

## Drugs Awareness and Education Policy



<b>Name of School</b>	Sun Hill Junior School
<b>Date of Policy Issue/Review</b>	16/11/18 / Review 16/11/20
<b>Name of Responsible Manager/Headteacher</b>	Sue Griffiths (HT & DSL)
<b>Date approved by Governors if statutory:</b>	16/11/18

### RATIONALE

This Drugs Policy has been written in accordance with the United Nations Convention on the Rights of the Child (UNCRC), Article 33, that 'The Government should provide ways of protecting children from dangerous drugs'. Additionally, the Department of Education's guidance on Personal, Social and Health Education (PSHE, 2013) states: 'We expect schools to use their PSHE education programme to equip pupils with a sound understanding of risk and with the knowledge and skills necessary to make safe and informed decisions.'

At Sun Hill Junior School, we believe that drug education should enable pupils to acquire the skills and knowledge to make healthy informed choices when considering the use and misuse of drugs. It forms part of the school's wider programme of PSHE and is part of our statutory duty to promote pupils' wellbeing such as having a tobacco/smoke-free school and grounds.

**Staff responsible for drugs issues:** The Creative Team are responsible for the development, monitoring and review of the drugs education curriculum, supporting and training of staff and liaising with any external agencies to support the curriculum.

The Headteacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services.

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working in the school or with the children during school trips and visits.

## PURPOSE

Although it is unlikely that illegal drugs will be in our school, we believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well-being and academic achievement. We therefore have a crucial role to play in drug prevention and education.

Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Raise awareness and understanding of substance use and misuse;
- To provide guidance for all staff and visitors to the school, including teachers, governors and inspectors when dealing with drug related incidents concerning children or adults;
- Give information about what is taught and how it is taught;
- Recognise people/agencies who can give help to children with any questions and concerns.

## LINKS TO OTHER POLICIES

This policy should be read in conjunction with the following policies; PSHE, Health and Safety, Behaviour, Child Protection, Safeguarding and Administration of medicines the First Aid Policy.

## DEFINITION OF DRUGS

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave." This refers to all drugs whether:

- Illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- Drugs that are illegal to use but are covered by some legislation such as selling to under 18 years olds including alcohol, tobacco, and volatile substances (solvents);
- Drugs that are legal to use and buy;
- Over the counter and prescription medicines;
- And other drugs such as legal highs that are illegal to sell for human consumption and e-cigarettes.

### **Definitions of other key words**

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

## GUIDELINES FOR DRUGS EDUCATION

### **Aims of drug education**

To give pupils information about drugs and help them develop the skills and attitudes to make healthy and safe decisions about drugs, alcohol, tobacco and medicines.

To achieve this, teaching about drugs needs to:

- Provide accurate information on drugs, smoking and alcohol and laws relating to them through education and targeted information;
- Identify what medicines are and how we can use them safely at home and school;
- Be matched to the particular needs and concerns of the pupils;
- Respond to trends in drugs issues;
- Provide a credible and consistent message;
- To ensure pupils understand the risks of taking substances so that they can make informed decisions. Warn about the dangerous effects of drugs but not set out to shock or frighten as this may actually increase interest and encourage experimentation.

### **Where is it taught in the curriculum?**

Teaching about drugs, alcohol and tobacco is taught through PSHE and in Science where it is required in the National Curriculum.

### **How it is taught?**

- Drugs education will be taught progressively through year groups as a specific topic as part of the PSHE programme but may also be referred to as part of healthy lifestyles in PSHE and other subjects e.g. Design Technology, science, PE or during school assemblies.
- The class teacher will normally be responsible for teaching his/her own class about drugs but outside agencies such as Community Police Officers or health partners may give input into lessons, when appropriate.
- As for other PSHE topics, the relevant medium term planning aims and suggested content should be referred to.
- DfE recommended organisations can be referred to and used for resources as per the DfE and ACPO drug advice for schools (2012) document Annex B e.g. [www.mentoruk.org.uk](http://www.mentoruk.org.uk).
- Where appropriate, pupils should be advised of relevant organisations that provide health promotion or can help support children such as the FRANK service ([www.talktofrank.com](http://www.talktofrank.com)) regarding drugs, [www.drinkaware.co.uk](http://www.drinkaware.co.uk) or the NHS recommended helplines concerning tobacco and alcohol.

- As per the Hampshire Children's Trust (2012) document of Drugs Use and Misuse Policy. Drugs education should clarify children's understanding of different drugs to help inform the necessary level of detail to cover in lessons e.g. their understanding of the law or impact of different types of drugs.
- In particular, as per Ofsted requirements they should be able to describe and assess the risks of such substances in order to keep themselves safe and healthy.

## GUIDELINES FOR MANAGING DRUG RELATED INCIDENTS

### **School's view about the use of drugs**

Sun Hill Junior School does not permit the possession, use or supply of any illegal or legal drug (unless authorised legal drug), which takes place within the school boundaries. This covers; on or near the such premises, including buildings and grounds, within the school day and during term time, on school visits, residential visits, off site activities, community projects and at school social events.

These guidelines apply equally to staff, pupils, parents and carers, governors and those working and visiting the school.

### **Authorised legal drugs**

Guidelines for managing medicines are outlined in the schools' First Aid Policy and the Administration of Medicines Procedure.

### **Definition of a drug-related incident**

At Sun Hill Junior School, a drug-related incident includes any incidents involving any drug that is unauthorised and is therefore not permitted within the school boundaries. This may include:

- Finding drugs, or related paraphernalia on the school grounds;
- Possession of drugs by an individual on the school grounds;
- Use of drugs by an individual on the school grounds;
- Accidental use of drugs by an individual on the school grounds;
- Rumours of drug possession or use;
- Reports of drug possession or drug use.

### **School Responses to all drug-related incidents**

In all drug-related incidents the following principles will apply:

- The Headteacher and Deputy will be informed immediately;
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst also taking account of the needs of the school as a whole;
- Parents/carers will be involved at an early stage and throughout any investigation;

- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements;
- A range of responses will be considered including disciplinary and counselling/supportive responses;
- Any action taken will be in line with the school's behaviour policy;
- Incidents will be reported to the Chair of Governors.

### **Procedures for managing incidents**

#### *Reporting a drug-related incident*

All drug-related incidents are reported to the Headteacher. Although there is no legal obligation to report an incident involving drugs to the police, we will inform the police

#### *Recording a drug-related incident*

All drug-related incidents must be recorded using CPOMS within 24 hours.

### **Site checks**

The school site manager is responsible for making regular and random checks of the school grounds. Should drugs or related paraphernalia be found on the school grounds, this will be treated as a drug-related incident (see above).

### **Rumour/Disclosure**

Concerns about rumours or reports of any school stakeholders misusing drugs, or children asking 'difficult' questions about drugs in class, should be reported to the Designated Safeguard Lead (DSL) or one of the deputies who will take the appropriate action according to the schools' safeguarding policy, procedures and guidance.

### **Searches**

If a child or their possessions have been searched for possible drugs as per DfE (2012) recommendations, the school should make a record using CPOMS of the person searched, the reason for the search, the date, time and place searched, who was present, the outcomes and any follow-up actions. Schools are not required to inform parents before a search takes place or to seek their consent to do so. It is recommended that a second adult is present when searching and is essential if taking possession of any suspected drugs.

### **Confiscation**

As set out in Section 91 of the Education and Inspections Act 2005, a member of staff has the right to confiscate, retain or dispose of a pupil's property, where reasonable to do so. The action required based on the type of drug related items is outlined below.

## Actions required

The actions required in the case of possession or being under the influence of drugs are outlined based on the person involved.

- a) Possession of legal drugs e.g. smoking materials, 'legal highs', solvents for abuse, alcohol or other substances that could harm a child.

If a child:	If an employee of the Perins MAT:	If any other adult:
<ol style="list-style-type: none"><li>1. Take away the substance from the child.</li><li>2. Inform parent/carer.</li><li>3. Where legal for adults but not children, retention of substances for parent/carers to collect if they wish or disposed of by a member of staff.</li><li>4. School to inform police or trading standards office if the tobacco, alcohol or substance has been supplied to the pupil(s) in the local area.</li></ol>	<ol style="list-style-type: none"><li>1. Cigarettes to be kept in locked cupboard.</li><li>2. If items, such as alcohol are given as gifts, adult is to lock them away or put them out of the reach of children immediately. Then, to remove the items from the school as soon as possible.</li></ol>	<ol style="list-style-type: none"><li>1. Legal substances may be on them but not consumed, used or left unattended whilst on site.</li></ol>

- b) Being in possession of suspected 'controlled drugs' (illegal drugs)

If a child:	If an employee of the Perins MAT:	If any other adult:
<ol style="list-style-type: none"><li>1. Substances/paraphernalia to be retrieved only in the presence of an adult witness.</li><li>2. Store in a safe or other lockable container only accessed by senior members of staff.</li><li>3. Seal the sample in a plastic bag and include details of the date and time and witnesses present.</li><li>4. If illegal drugs or drug paraphernalia found on the school premises, the police must be informed and it will be handed to</li></ol>	<ol style="list-style-type: none"><li>1. Substances/paraphernalia to be retrieved only in the presence of an adult witness.</li><li>2. Store in a safe or other lockable container only access by a senior member of staff.</li><li>3. Seal the sample in a plastic bag and include details of the date and time of the find and witnesses present.</li><li>4. If illegal drugs or drug paraphernalia found on the school premises, the police must be informed and it will be handed to</li></ol>	<ol style="list-style-type: none"><li>1. Substances /paraphernal to be retrieved only in the presence of an adult witness.</li><li>2. Store in a safe or other lockable container only accessed by senior members of staff.</li><li>3. Seal the sample in a plastic bag and included details of the date and time of the find and witnesses present.</li><li>4. If illegal drugs or drug paraphernalia found on the school premises, the police must be informed</li></ol>

<p>them by a member of staff with details of the find.</p> <ol style="list-style-type: none"> <li>Parents/carers to be informed unless this is not in the best interest of the child.</li> <li>A member of the senior leadership team to record full details of the incident including the police incident reference number within 24 hours onto CPOMS and send to the relevant staff members and witnesses.</li> <li>If any safeguarding concerns, follow the requirements of the school's child protections policy.</li> <li>Referral to appropriate medical authority where child is under the influence of drugs (meaning any substance that could cause harm to the child).</li> <li>Disciplinary consequences to be decided in accordance to the school's behaviour policy.</li> </ol>	<p>them by a member of staff with details of the find.</p> <ol style="list-style-type: none"> <li>A member of the senior leadership team to record full details of the incident including the police incident number within 24 hours on CPOMS and send to the relevant staff members and witnesses.</li> <li>Referral to appropriate medical authority where adult is under the influence of drugs (meaning any substance which could cause them harm).</li> <li>Follow the MAT procedure for further required steps in the case of such incidents e.g. disciplinary measures.</li> </ol>	<p>and it will be handed to them by a member of staff with the details of the find.</p> <ol style="list-style-type: none"> <li>A member of the senior leadership team to record full details of the incident including the police incident reference number within 24 hours on CPOMS and send to the relevant staff members and witnesses.</li> <li>Referral to appropriate medical authorities where the adult is under the influence of drugs (meaning any substance which could cause them harm).</li> <li>If any safeguarding concerns, follow the requirements of the safeguarding policy.</li> </ol>
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c) Smoking, abusive solvents, consuming alcohol or using illegal drugs.

If a child:	If an employee of the Perins MAT:	If any other adult:
<ol style="list-style-type: none"> <li>Provide appropriate medical assistance if needed.</li> <li>Contact parent/carer.</li> <li>School to inform police.</li> <li>If the drugs are still in possession of the child, follow the procedure in b 5. above.</li> <li>Follow other appropriate</li> </ol>	<ol style="list-style-type: none"> <li>Provide appropriate medical assistance if needed.</li> <li>Contact emergency services.</li> <li>Follow the MAT procedures.</li> </ol>	<ol style="list-style-type: none"> <li>Provide appropriate medical assistance if needed.</li> <li>Ask the adult concerned if they would like anyone contacted to assist them to leave.</li> <li>If the drugs are still in possession of the adult, follow the procedure of b</li> </ol>

procedures e.g. child protection policy as appropriate for the situation.		<p>5. above. If not still in possession, call the police if felt that anyone could be at further risk.</p> <p>4. Follow the relevant school procedure e.g. child protection policy if it is felt that any child could be at risk.</p>
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#### UPDATE PROCESS

This policy is linked to the PSHE and Citizenship Policy and will be monitored and reviewed by the Creative Team with suggested updates. However the policy is the responsibility of the Headteacher. The Headteacher is also responsible for liaison with police and related agencies in regard to the required responsibilities of school and the police or other agencies, e.g. social services in drug related matters including as part of a policy review.

When updating the policy, pupils, staff and governors should be consulted. Pupils' consultation is a requirement as per the DfE's guidance (2013 and 2004). It can be a representative group of children such as Year 6 members of the School Council or the House Captains. Parents and carers should have access to the policy on request or by referring to the school website.

It is also advisable to consult local police contact to ensure that the process of informing the police, questioning relevant pupil(s) and staff member(s) and the storing and handing over related substances and items is clear and up-to-date.

#### DISSEMINATING THE POLICY

This policy is on the school's website and a copy can be requested from the school office.