



St John the Divine Primary School

Drug, Alcohol and Tobacco Education Policy

And Procedural Guidelines for Drug Related Incidents

St John the Divine Church of England Primary School
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Mission Statement

The aim of St John the Divine Primary School is to enable all pupils to progress to their highest level of achievement, so that they are equipped with appropriate skills, and maturity, knowledge and spirituality for a successful career throughout their educational lives, and so may be able to contribute to a diverse and challenging community.

We the staff, parents and governors do this through:

- A well planned and well delivered curriculum, where children are expected to discover and achieve their personal goals
- Setting boundaries and developing patterns of good behaviour, respect and care for others
- Create a secure and caring environment encouraging the Christian traditions of worship and community service,
- in the context of a multi-cultural community, and celebrating that we are all uniquely made in God's image.

“Jesus said: I have come that they may have life, and have it to the full.” (John 10:10)

Our school motto is: TEAM – Together Everyone Achieves More

‘You are the body of Christ and each one of you is part of it.’ (Corinthians 12:27)

This core statement provides the focus and context for our policy.

Parents, pupils and all members of the school staff, including governors, have been consulted during the development of this policy.

DEFINITION OF DRUGS

For the purpose of this policy, the term ‘drugs’ refers to substances that change the way the body or mind work, including:

- Alcohol
- Tobacco
- Volatile substances
- Caffeine
- Over the counter prescribed drugs e.g. painkillers, antibiotics
- Illegal drugs e.g. ecstasy, cannabis, cocaine, crack and heroin
- Psychoactive substances (‘legal highs’)

‘Drugs misuse’ is defined as ‘the non-medical use of drugs that are only intended for use in medical treatment, the use of drugs that have no accepted medical purpose’ (DfE circular 4/95).

RATIONALE

Drugs play a part in the lives of everyone and it is a feature of our society that young children can be exposed to legal and illegal drugs, whether in the home, the wider community or in the media.

Drug Education contributes to children’s health, safety and general wellbeing. An understanding of drugs enables children to make informed decisions about their lifestyle and, as such, should occupy an important position in the primary curriculum.

At St John the Divine School, the purpose of having a drug education policy is to ensure that all pupils have access to consistent, clear and thoroughly planned approaches to Drug Education that are appropriate to the age and maturity of the pupils. This document serves to inform parents and the school community of the procedures at St John the Divine.

LEGAL REQUIREMENTS

The National Curriculum Science Order requires that:

- Pupils in KS1 should be taught about the role of drugs as medicines.
- Pupils in KS2 should be taught about the effects on the human body of tobacco, alcohol and other drugs, and how these relate to their personal health.

AIMS AND OBJECTIVES

This policy aims to highlight the school's positive and proactive approach to Drug Education. It also aims to give clear and comprehensive views on drugs.

Drug Education at St John the Divine School aims to:

- Enable pupils to make informed healthy and safe choices by increasing their knowledge, challenging their understanding and developing their skills.
- Support children in developing their communication skills to help them to assert themselves, resist pressure and make responsible decisions.
- Provide accurate and comprehensive information about substances.

TEACHING METHODS

Whilst we carry out the main teaching in our Personal, Social and Health Education (PSHE) curriculum, many national curriculum subjects can make very valuable contributions towards the teaching of Drug Education.

A wide range of teaching and learning approaches will be adopted to ensure that our Drug Education programme is thoroughly taught, starting with Needs Assessments, to ensure that teaching begins where the children's understanding and knowledge lies.

EXTERNAL AGENCY SUPPORT

Children are taught by specialist staff from external agencies. Class teachers support external agencies and remain in the classroom throughout the lessons being delivered. All staff are committed to delivering the programme and, if external agencies are used, pupils will be adequately prepared.

MANAGING MEDICINES

In most cases, parents/carers, not teachers, will administer medicines to their children themselves outside school hours. Where this is not possible:

- Parents/carers of children in need of medication must ensure that the school is accurately advised in writing about the medication, its usage and administration.
- Primary aged children may be able to administer their own medication, under supervision, but only with the written agreement of their parents/carers.
- The decision for staff to administer medicines will be made by the Head Teacher.

- All medicines will be stored securely with access only by senior staff, such as the Head Teacher or a qualified First-Aider.
- In the case of asthma, please refer to the school policy on managing asthma reliever inhalers.

CONFIDENTIALITY

The welfare of children will always be central to the school's policy and practice. All pupils need to feel able to talk in confidence to a member of staff about a drug-related problem. However, in line with Child Protection procedures, teachers will not be able to promise complete confidentiality and information about a child in relation to drugs will follow the same procedure as for other sensitive information.

WORKPLACE HEALTH

Members of staff need to be aware of procedures in relation to working and drug taking. Staff need to be clear about how they may access support, if required.

RESPONSIBILITIES OF STAFF AND GOVERNORS

- Overall responsibility for this Policy is with the Named Governor for PSHE
- **The governing body is responsible for:**
- Authorising the 'Drug Alcohol and Tobacco Education Policy' and any subsequent reviews of the Policy and ensuring that the terms and ethos of this policy are followed.

The Personal Social Health Education Co-ordinator is responsible for:

- Writing and updating the Drug Alcohol and Tobacco Education Policy and Scheme of Work in light of initiatives and change, and monitoring the development of the subject throughout the school.
- Guiding and supporting teachers in this subject, to include refresher training for Drug Alcohol and Tobacco Education.
- Co-ordinating external agency support for Drug Alcohol and Tobacco Education.
- Monitoring the effectiveness of the planned and delivered curriculum for Drug Alcohol and Tobacco Education.
- Co-ordinating classroom practices and guidelines across the curriculum and ensuring the development of subject skills.
- Auditing and monitoring resources throughout the school to ensure that there are sufficient age-appropriate and ability-appropriate resources for effective teaching and learning.

The Head Teacher is responsible for:

- Ensuring that the terms and ethos of this policy are followed.

Other members of the staff team are responsible for:

- Following the terms and ethos of this policy.

This policy is a working document and will be reviewed every two years.

Last reviewed: July 2015

PROCEDURAL GUIDELINES FOR DRUG RELATED INCIDENTS

Health and safety of the child should always be the principal concern when responding to all incidents.

School Boundaries

- The school boundary is the school perimeter fence.
- The school day is 9 a.m. to 3:15p.m.
- If a drug related incident takes place in the immediate vicinity of the school, near the start or end of the school day, at an after school club or at an evening school event, it will be dealt with at the discretion of the Head Teacher or other designated member of the senior management team.
- Drug related incidents occurring during school day trips or residential trips will be dealt with as if it had occurred within the school's boundaries.

Key Procedural Issues

1. Always inform the Head Teacher.
2. For Child Protection issues, refer to school's Child Protection Policy and/or Area Child Protection Committee procedural guidelines.
3. Record ALL drug related incidents. Recording sheets can be found in 'Drugs: Guidance for Schools (2004) at www.education.gov.uk
4. Disposal of illegal substances must be witnessed.
5. Police can dispose of drugs for you.

What to do if...	Legal Considerations	Pastoral Considerations
<p>1. Drugs/alcohol/volatile substance discovered on school premises.</p>	<p>1. If drugs/alcohol are found on school premises, take possession and store securely.</p> <p>2. What is the substance? Seek police advice for analysis/disposal.</p> <p>3. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</p> <p>4. Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, with or without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see notes below).</p>	<p>1. Ensure Head Teacher is informed.</p> <p>2. Discuss with individual(s) or class/school as a whole.</p> <p>3. Monitor the situation.</p> <p>4. Record all incidents and action taken.</p> <p>5. Head Teacher to decide whether to inform parents/carers</p>
<p>2. A pupil is found in possession of drugs/alcohol/volatile substance.</p>	<p>1. Confiscate drug/substance found and store securely.</p> <p>2. What is the substance? Seek police advice for analysis/disposal.</p> <p>3. Check whether the pupil is legally entitled to be in possession of this drug/substance.</p> <p>4. Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, with or without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see notes below).</p>	<p>1. Ensure the Head Teacher is informed and decide:</p> <ul style="list-style-type: none"> • If, when and how parents/carers are to be informed. • What sanctions, if any, will be imposed on the pupil? • Is assessment needed to determine whether this was a one off or if there are underlying problems/issues? • Are there pupil/family welfare or child protection issues? • If Education Welfare need to be consulted. <p>2. Record all incidents and action taken.</p>
<p>3. A teacher suspects a pupil of being under the influence of drugs/alcohol/volatile substance.</p>	<p>1. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p> <p>2. Are their child protection concerns? Is the child at risk of 'significant harm'? If so, Head Teacher to contact Social Services (and/or Education Welfare) for</p>	<p>1. Seek medical advice.</p> <p>2. Inform Head Teacher and decide if, when and how parents/carers are informed.</p> <p>3. Record all incidents and action taken.</p>

	advice and/or referral.	
4. A pupil discloses they are using drugs/alcohol/volatile substance.	<p>1. Are there child protection concerns? (See above)</p> <p>2. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p>	<p>1. Head Teacher needs to decide:</p> <ul style="list-style-type: none"> • Whether to inform parents/carers. • Are there pupil/family welfare or child protection issues? (see above) • If there is a need for support from external agencies?
5. A pupil discloses a parent/carer/relative is misusing/selling drugs/alcohol/volatile substance.	<p>1. Are there child protection concerns? (See above)</p> <p>2. There are no legal obligations to inform the police but informal advice may be useful.</p>	<p>1. Inform the Head Teacher.</p> <p>2. Are there pupil/family welfare or child protection issues? (See above)</p> <p>3. Who should be informed? (Confidentiality and trust are key issues)</p> <p>4. How will the pupil be supported? School? External agency?</p>
6. A parent/carer arrives intoxicated on school premises.	<p>1. Safety and well being of pupil is paramount.</p> <p>2. There are no legal obligations to contact police unless child protection concerns are raised and/or a violent incident takes place.</p> <p>3. Record all incidents and action taken.</p>	<p>1. Attempt to maintain a calm atmosphere.</p> <p>2. Are there concerns about discharging the pupil into the care of the parent/carer (e.g. they intending to drive child home)? If so, alternative arrangements may need to be made.</p> <p>3. Are there child protection concerns? (See above)</p> <p>4. Is the parent/carer aggressive/violent? Consider contacting police.</p>
7. A pupil discloses friends are misusing/selling drugs/alcohol/volatile substance.	<p>1. Are there child protection concerns? (See above)</p> <p>2. There is no legal obligation to inform the police but informal advice might be useful.</p>	<p>1. Inform Head Teacher.</p> <p>2. Verify information.</p> <p>3. Are there pupil/family welfare or child protection concerns?</p> <p>4. How is the issue to be approached sensitively?</p>
8. Head Teacher becomes aware of the availability/sale of drugs/alcohol/	<p>1. There is no legal obligation to do so, but Head Teacher may wish to seek police advice.</p>	<p>See pastoral response to no. 3.</p>

<p>volatile substance in the school vicinity.</p>	<p>2. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</p> <p>3. It is illegal to sell alcohol to persons under the age of 18. It is illegal to sell cigarettes to anyone under the age of 18. It is illegal for shopkeepers to sell solvents and volatile substances to anyone under the age of 18 if they believe that the substances are going to be misused.</p>	
<p>9. A discarded syringe/needle is found in the school vicinity.</p>	<p>There is no legal obligation.</p>	<p>1. See pastoral response to no. 1</p> <p>2. Contact Lambeth's Rapid Response Clean Team for a free clean-up service of Sex & Drugs Paraphernalia</p> <p>Tel: 020 7926 8888.</p>

The above points are for quick reference only.

Key contact for drugs within the School: Mrs C Warland (Head Teacher)

First Aid contacts within the School: Miss Anna Grimble
Mrs Linda Nnatuanya
Ms Orsolya Baracscai

Notes re: Searching pupils (Sections 1.4 and 2.4)

Head Teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:

i. to commit an offence

- ii. to cause personal injury to, or damage to the property of, any person (including the pupil)

USEFUL NUMBERS

SERVICES FOR YOUNG PEOPLE	
Child and Adolescent Mental Health Services (CAMHS)	020 3228 7370
Education Welfare	020 7926 1000
Lambeth Children & Young People's Service Referral and Assessment Team (9.00 a.m. – 5.00 p.m. Monday – Friday)	020 7926 6508 dutymanager@lambeth.gov.uk
Lambeth Children & Young People's Service Emergency Service Controller (Out of office hours)	020 7926 1000
HELPLINES	
Drinkline	0300 123 1110
FRANK (National Drugs Helpline)	0300 123 6600
Family Lives	0808 800 2222
Re-Solv (Solvents/Volatile substances)	01785 810 762