



## **St Joseph's Catholic Primary School**

### **Drugs Policy**

<b>Agreed by the Governing Body on</b>	Spring 2019
<b>Review Date</b>	Spring 2020
<b>Review Schedule</b>	Annual
<b>Person(s) Responsible</b>	SLT & Provision & Achievement Committee

## **MISSION STATEMENT**

**In the St. Joseph's family, learning together through Jesus, we aim to develop to the fullest possible extent the whole person, socially, emotionally, creatively, academically, physically and spiritually.**

## INTRODUCTION

**Staff responsible for drugs issues:** The PSHE Lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training 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. **The Assistant Headteacher / Inclusion Manager** is responsible for developing, monitoring and reviewing the drugs policy.

There is also a governor with a lead on drugs issues who liaises with the school about curriculum and policy.

## BACKGROUND INFORMATION ABOUT THE SCHOOL

Refer to current **ASP**, school census and school data analysis.

**As at October Census 2018**

- **Number On Roll: 203 (Nursery – Yr 6)**
- **69.1% ethnic minorities – highest 20% of schools (national average: 26.7%)**
- **50.0% EAL pupils - highest 20% of schools (national average: 16.8%)**
- **38.4% FSM entitled (national average:19.2%) and very large majority of other families on low incomes**
- **In the 20% most deprived schools nationally (IDACI data shows 25% in 10% most deprived)**
- **84.2% pupil stability (National average 85.0%)**
- **% SEN pupils broadly in line with national averages**

## LINKS TO OTHER POLICIES

This policy should be read in conjunction with the following policies; PSHE and Citizenship, Health and Safety, Behaviour, Safeguarding and Administration of Medicines and documentation relating to maintaining healthy school status (achieved in....)

## 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 is also used by the DfES in its drugs guidance and Camden School Improvement Service.

This refers to all drugs:

- Legal drugs, including alcohol, tobacco and poppers
- Over the counter and prescription medicines
- Illegal drugs (those controlled by the Misuse of drugs Act 1971) including ecstasy, cannabis, crack/cocaine, heroin and LSD
- and other drugs such as anabolic steroids, volatile substances (solvents), Ketamine and Khat and psychoactive drugs (“legal highs”)

### **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.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

### **WHY A POLICY IS NEEDED**

#### **Our Mission Statement**

In our family we care for each other, learning together through Jesus.

#### **St. Joseph’s: A Bright Future**

- A Family;
- Where Every Child Can Shine;
- Where Every Single Child Matters
- Rooted In Our Community;
- Engaged With The Wider World.

#### **Our Learning Vision**

To provide a rich and applied curriculum which makes an exceptional contribution to pupils’ outcomes, and with individualised learning so that children are engaged and achieve exceptionally well now, at the next stage of their education and in adult life.

The school consistently maintains the highest expectations for all. There is a presumption of the capability for improvement and the power of effort, rather than the limits of ability.

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 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.

The DfE advises that all schools have an up to date policy.

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

- Give a clear view on the use of drugs in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give information about what is taught, how it is taught
- Give guidance to teachers, support staff and visitors about drug education

### **HOW THE POLICY WAS DEVELOPED AND THE CONSULTATION PROCESS**

This policy was drafted by the Deputy Head and PSHE Lead, following advice from Camden School Improvement Service and discussed at a staff INSET, which included all the teaching and non-teaching staff. Pupils from Year 6 and members of the school council were consulted on the drug education and responses to drug-related incidents. Parents were asked their views at a parents' workshop on drug education.

We have taken account of key national and local guidance including:

- DfE and ACPO Drugs Advice for Schools January 2012
- Non-statutory framework for PSHE and citizenship National Curriculum 1999
- Guidance on Developing a drugs policy Camden LEA 2005

### **APPROACH TO TACKLING DRUGS**

As part of being a healthy school we take a whole school approach to drugs through:

- A planned drug education programme through PSHE and citizenship informed by pupils, staff and parent's views, as well as science
- Carefully considered responses to drug-related incidents informed and supported by the views of the whole school community
- Clear rules and sanctions related to drugs
- Access to specialist support and advice, if needed

- Providing training and support for staff

## **DRUG 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, our drug education programme will help pupils:

- gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings
- develop skills to make informed decisions, including communication, self awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs
- develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others
- explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences

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

The statutory elements are taught through science with additional and complimentary aspects taught through PSHE and citizenship.

### **What is taught?**

Key Stage 1 focuses on medicines and how to be safe, being ill and getting better, being safe with household substances and risks.

In science pupils must be taught about the role of drugs as medicines

Key Stage 2 focuses on effects and risks of smoking and alcohol, resisting pressure to do wrong and making safe decisions.

In science pupils must be taught about the effects on the human body of tobacco, alcohol and other drugs and how these relate to their personal health

This content reflects:

- the statutory elements of the Science National curriculum
- aspects of the non-statutory framework for PSHE and citizenship

The attached scheme of work shows what is taught in each Year group. Objectives and key learning intentions are set for each lesson, and on medium term plans. Drug education focuses on knowledge and understanding, skills and attitudes and the teaching programme ensures that there is progression from the reception to Year 6 with topics and issues included which are appropriate to the age and maturity of pupils.

In addition, in order to ensure that the drug education programme reflects the views of pupils and is appropriate and relevant to them, pupils take an active part in planning the programme through a range of ways such as:

- consultations with pupils through the school council
- completing end of topic evaluations
- assessments at the beginning of teaching drug education with Key Stage 2 to establish prior knowledge and understanding

The drug education curriculum is reviewed as part of the annual PSHE and citizenship review led by the PSHE Lead and based on pupil and teacher evaluations.

### **How it is taught (including involving outside contributors)**

A wide range of active teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values about drugs, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.

All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

Drug education is taught by the class teacher and sometimes involves the school nurse or in Year 6, a local drugs agency or the Police. We use the Camden Protocol for involving outside contributors.

A list of key resources used is attached.

### **How pupils' learning is assessed**

Pupils' progress in drug education is assessed as part of PSHE and citizenship assessment and Science assessment. Pupils' knowledge, attitudes and skills are assessed through a range of methods including end of topic self assessment and teacher assessment.

## **How drug education is monitored and evaluated**

Monitoring and evaluation help to plan future lessons and to review the teaching programme and improve the quality of teaching and learning.

The PSHE Lead is responsible for monitoring and evaluation. A range of methods are used including lesson observations and looking at pupils' work. Teachers use the scheme of work to monitor what they are covering and record whether they make changes.

Pupils and teachers evaluate the drug education programme through completing end of topic evaluations and specific evaluations of outside contributors eg. Police, Theatre groups.

There is an annual PSHE and citizenship review that involves school council representatives, and takes account of the drug education evaluations. This review is fed back to staff and pupils and the drug education programme updated as a result of the evaluations.

## **TRAINING AND SUPPORT FOR STAFF**

All staff who teach drug education participate in an annual PSHE training and have opportunities to update their knowledge and develop their skills through a range of continuing professional development activities including; INSET, team teaching, observing other teachers, on-going support from other teachers, trialling new resources and carrying out action research. We take advantage of the support, advice and training provided by Camden School Improvement and other local organisations.

Staff take part in an annual training needs assessment that includes drug education.

Information and teaching strategies gained from training are shared with other staff through staff meetings and INSET

The PSHE Lead has opportunities to develop their skills in planning drug education, through support from Camden School Improvement Service.

## **MANAGEMENT OF DRUGS IN SCHOOL**

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

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorized legal drug), which takes place within the school boundaries. This covers; on or near the school premises, within the school day and during term time, on school visits, school journeys and at school social events.

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

## **Management of authorised drugs**

This school has agreed that there are circumstances, when some legal drugs are authorized for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

### **Prescribed Medicines**

In most cases, staff do not administer medicines to pupils. Details about administration of medicines can be found in the Administration of Medicines Policy. The decision to allow pupils to self administer medicines rests with the Headteacher

Those pupils in Years 3 to 6 that need inhalers, are responsible for their administration and carry them for easy access, and parents complete a permission form. Asthma inhalers for pupils in other years, are kept with the teacher for safe and easy access.

Staff are aware of any serious medical conditions which affect pupils in their class.

### **Non-prescribed medicines**

Staff do not give any non-prescribed medicines to pupils and they are not allowed to be brought to school.

### **Hazardous chemicals and volatile substances (solvents)**

Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in the Health and Safety Policy

### **Alcohol**

There are occasions when alcohol is authorised at school during parent's events and staff social events. Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.

## **SMOKING POLICY**

This is a no smoking school and smoking is not allowed anywhere on the premises. There is information about giving up smoking on parent and staff notice boards.

## **MANAGEMENT OF DRUG-RELATED INCIDENTS**

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

In this school, a drug-related incident includes any incidents involving any drug that is unauthorized and therefore not permitted within the school boundaries.

Drug related incidents in a primary school rarely involve illegal substances but can involve:

Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local shop, the school keeper finding used syringes in the playground, a member of the public phoning the school to say they have seen pupils smoking in Camden.

### **School responses to drug-related incidents**

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

- The head teacher 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.
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort
- Any action taken will be in line with the school's behaviour policy.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.
- Incidents will be reported to the Chair of Governors

Possible responses might be:

#### *Support and counselling*

If a pupil had a concern about drugs or was involved in a drug related incident or was themselves at risk of drug misuse, we will seek support from our Education Social Worker and if appropriate refer to a specialist agency

## *Sanctions*

Where a school rule related to drug use, is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the behaviour policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed

## **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 Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.

### **Recording the drug-related incident**

All drug-related incidents are recorded using a drugs incident form. The form is given to the Headteacher and kept confidential in the school office.

In all drug-related incidents the Headteacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

It is very rare for primary-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.

### **Medical emergencies when a pupil is unconscious as a result of drug use**

Staff with first aid qualifications should be called immediately but the pupils not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

### **Intoxication, when a pupil is under the influence of a drug**

The pupil will be removed to a quiet room and not left alone. The first aider and Headteacher called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

### **Discovery/observation**

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

If the substance is suspected to be illegal, staff can take temporary possession of it

- it will be confiscated, in the presence of a second member of staff as witness
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited to the Head and Deputy Head
- the pupil will be taken to the school office and the Head or Deputy Head called and the pupils questioned
- the police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- we will record details of the incident, including the police incident reference number
- we will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so
- the pupils(s) involved will be internally excluded whilst investigations are carried out.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

## Searches

Staff are allowed to confiscate pupil's property where reasonable to do so, including substances, whether controlled or not.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the member of staff will discuss with the Headteacher who may decide to carry out a search in the presence of another member of staff. The Headteacher is the only person authorised to carry out a search, unless they are not the same sex as the pupil and then the Headteacher will authorise a senior member of staff. The search will take place in school or where staff have lawful control of pupils.

We will keep a record of the search and inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

Teachers can search pupils' lockers and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a Senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

## Dealing with drug-taking materials

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

**Disclosure** when a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality. The Headteacher or Deputy should be informed as soon as possible so that appropriate support can be found.

**Suspicion/rumour:** Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

## Intoxicated parents/carers

Our schools rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

## Needs of pupils

We are sensitive to the needs of students whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

## CONFIDENTIALITY

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and citizenship programme. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Head teacher.

## **WORKING WITH PARENTS/CARERS**

The school welcomes parents/carers who wish to share with us, their concerns about drugs. We involve parents/carers when reviewing the drugs policy and hold regular sessions/workshops to explain what is taught in drug education, as well as give up to date information about drugs and where they can get further information, help and advice.

Parents/carers will be informed immediately if their child has been involved in a drug-related incidents. However there may be some exceptional situations where involving the parents may put the young person at risk of abuse and in these exceptional cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the designated child protection officer with the child's welfare a priority.

## **INVOLVING POLICE**

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact the (put in name of local Police Officer/Safer School Police Officer) immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.

We have strong links with the local police and involve them in the drug education curriculum and the policy review.

## **REVIEWING THE POLICY**

This policy is reviewed every two years by a working group consisting of; the PSHE Lead, school council representatives, parents, staff, governor responsible for drugs issues, Camden School Improvement Service, school nurse and deputy head.

If an incident should occur, the policy is reviewed in the light of that incident.

The review will include feedback from the evaluations of drug education, included in the annual review of PSHE and Citizenship.

## **DISSEMINATING THE POLICY**

Copies of the full policy are in the staff handbook, on the school's website\*, the e-Policy reference file, and available on request from the school office.

**\*School website is currently being updated.**

Any outside contributors involved in drug education, receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education.