

# **Bartley C of E Junior School**

## **Drugs Awareness and Education Policy**

### **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 for Education's guidance on PSHE (2013) that 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.'

The policy has been created using the document of 'Advice for local authorities, head teachers, school staff and governing bodies' (September 2012) by the DfE (Department for Education) and ACPO (Association of Chief Police Officers) and the document of Drugs use and misuse policy (September 2012) by the Hampshire Children's Trust. In the latter, it states, 'Drug education is the planned provision of information and skills relevant to living in a world where drugs are common place. It aims to give young people skills and up-to-date and relevant information to make healthy, informed choices and to support them in developing decision-making skills in relation to both legal and illegal drugs.' (Appendix 13)

At Bartley CE 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 Personal, Social and Health Education (PSHE) and is part of our statutory duty to promote pupils' wellbeing such as having a tobacco/smoke-free school.

Within the policy the term "drugs" will refer to any substance that if used or misused could harm a person including but not limited to: over the counter medicines, prescribed medication, tobacco, alcohol, volatile substances and illegal drugs.

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

### **PURPOSE**

- To raise awareness and understanding of substance use and misuse.
- To develop and practise appropriate skills to understand and resist peer pressure.

- To clarify the law relating to drugs.
- 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.
- To know about people/agencies who can give help to children with their questions or concerns.
- To describe how to use medicines safely at home and school.

## **GUIDELINES FOR DRUGS EDUCATION**

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 drug 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.
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- 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. Food Technology and PE or during collective worship.
  - 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 drug, <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 DRUGS RELATED INCIDENTS**

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

2. Managing drug related incidents 'in school' includes both:

- a) On school premises, including buildings and grounds and
- b) When taking part in school trips, residential visits, off site activities, community projects and travelling to and from school.

3. Searching

If a child or their possessions have been searched for possible drugs as per Dfe (2012) recommendations but not legal requirement, the school should make a record using CPOMHS of the person searched, the reason for the search, the date, time and place searched, who was present, the outcomes and any follow up action. 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 controlled drugs.

4. 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.

5. No smoking materials, solvents, alcohol, drugs or drug paraphernalia should usually be in school. The actions required in the case of possession or being under the influence of drugs are outlined below 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 a Hampshire County Council employee:  | If any other adult:  |
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| <ul style="list-style-type: none"> <li>i) Take away the substance from the child.</li> <li>ii) Inform parent/carer. Where legal for adults</li> </ul> | <ul style="list-style-type: none"> <li>i) Cigarettes to be kept in a locked cupboard.</li> <li>If items such as alcohol are given or to be given as presents, adult is to</li> </ul> | <ul style="list-style-type: none"> <li>i) Legal substances may be on them but not consumed used or left unattended while on site.</li> </ul> |

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| <p>(not children), retention of smoking materials for parents/carers to collect if they wish or disposed of by a member of staff.</p> <p>iii) School to inform police or trading standards office if the tobacco, alcohol or substance has been supplied to pupils in the local area.</p> | <p>lock them away or put out of the reach of children immediately. Then, to remove the items from school as soon as possible (e.g. lock in boot of car).</p> |  |
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b) Being in possession of suspected 'controlled drugs' (illegal drugs).

| If a child:   | If a Hampshire County Council employee:  | If any other adult:  |
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| <p>i) Substances/paraphernalia to be retrieved only in the presence of an adult witness.</p> <p>ii) Store in a safe or other lockable container only accessed by senior members of staff.</p> <p>iii) Seal the sample in a plastic bag and include details of the date and time of the find and witnesses present.</p> <p>iv) If illegal drugs or drug paraphernalia found on the school premises, the police must be informed and it will handed to them by a member of staff with the details of the find.</p> <p>v) Parents/carers to be informed unless this is not in the best interests of the child.</p> | <p>i) Substances/paraphernalia to be retrieved only in the presence of an adult witness.</p> <p>ii) Store in a safe or other lockable container only accessed by senior members of staff.</p> <p>iii) Seal the sample in a plastic bag and include details of the date and time of the find and witnesses present.</p> <p>iv) If illegal drugs or drug paraphernalia found on the school premises, the police must be informed and it will handed to them by a member of staff with the details of the find.</p> <p>v) A member of the Senior Leadership team to record full details of the incident including the police incident</p> | <p>i) Substances/paraphernalia to be retrieved only in the presence of an adult witness.</p> <p>ii) Store in a safe or other lockable container only accessed by senior members of staff.</p> <p>iii) Seal the sample in a plastic bag and include details of the date and time of the find and witnesses present.</p> <p>iv) If illegal drugs or drug paraphernalia found on the school premises, the police must be informed and it will handed to them by a member of staff with the details of the find.</p> <p>v) A member of the Senior Leadership team to record full details of the incident including the police incident</p> |

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| <p>vi) A member of the Senior Leadership team to record full details of the incident including the police incident reference number within 24 hours on CPOMHS and send to the relevant staff members and witnesses.</p> <p>vii) If any safeguarding concerns, follow the requirements of the school's child protection policy.</p> <p>viii) Referral to appropriate medical authority where child is under the influence of drugs (meaning any substance which could cause harm to the child).</p> <p>ix) Disciplinary consequence to be decided in accordance with the school's behaviour policy.</p> | <p>reference number within 24 hours on CPOMHS and send to the relevant staff members and witnesses.</p> <p>vi) Referral to appropriate medical authority where adult is under the influence of drugs (meaning any substance which could cause harm to the adult).</p> <p>vii) Follow the Hampshire County Council procedure for further required steps in the case of such incidents e.g. disciplinary measures.</p> | <p>reference number within 24 hours on CPOMHS and send to the relevant staff members and witnesses.</p> <p>vi) Referral to appropriate medical authority where adult is under the influence of drugs (meaning any substance which could cause harm to the adult).</p> <p>vii) If any safeguarding concerns, follow the requirements of the school's child protection policy.</p> |
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c) Smoking, abusing solvents, consuming alcohol or using illegal drugs.

| If a child:   | If a Hampshire County Council employee:  | If any other adult:   |
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| <p>i) Provide appropriate medical assistance if needed.</p> <p>ii) Contact parent/carer.</p> <p>iii) School to inform police.</p> <p>iv) If the drugs are still in possession of the child, follow the procedure points 5.b) above.</p> | <p>i) Provide appropriate medical assistance if needed.</p> <p>ii) Contact emergency contact.</p> <p>iii) Follow the Hampshire County Council procedure.</p> | <p>i) Provide appropriate medical assistance if needed.</p> <p>ii) Ask the adult concerned if they would like anyone contacted to assist them to leave.</p> <p>iii) If the drugs are still in possession of the adult, follow the procedure points 5.b) above. If not</p> |

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| <p>v) Follow other appropriate procedures e.g. Child Protection Policy as appropriate for the situation.</p> |  | <p>still in possession, call the police if felt that anyone could further be at risk.</p> <p>iv) 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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6. 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 Child Protection Liaison Officer (C.P.L.O.), Designated and Deputy Safeguarding Leads who will take the appropriate action according to the school's Safeguarding Policy, Procedure and Guidance.

### **UPDATE PROCESS**

This policy is linked to the PSHE and Citizenship Policy and will be monitored and reviewed by the P.S.H.E. Co-ordinator with suggested updated. However the policy is the responsibility of the head teacher. The head teacher 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 this policy review.

When updating the policy, pupils, staff and governors should be consulted. Pupil consultation is a requirement as per the Department for Education's guidance (2013 and 2004). It can be a representative group of children such as year 6 members of the school council. Parents and carers should have access to the policy on request or by referring to the school website.

Staff should at least be provided with the key updates. Some may be involved in more detail to review current and future processes.

It is also advisable to consult local police contacts 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.

Reviewed by A. Hayward: March 2017.  
To be reviewed again: March 2019.

To be approved by: Head teacher, school's governing body and key personnel to approve.