



# **The St James and Emmanuel Academy Trust**



**Didsbury CE  
Primary School**

**West Didsbury CE**  
**Primary School**

The logo for West Didsbury CE Primary School features a green stylized figure with arms raised, set against a blue background with a white cross.

**Drugs Education  
Policy**

# Drugs and Alcohol Education Policy

School: \_\_Didsbury CE/West Didsbury CE\_\_\_\_\_

Date of approval and adoption: \_\_Sept. 2015\_\_\_\_\_

Date for next review: \_\_\_\_Sept. 2017\_\_\_\_\_

(it is recommended that this policy is reviewed no more than two years from the date completed.  
A new date for review needs to be set at each review).

Drug Incidents Coordinator:

(signature): \_\_\_\_\_M Whitehead\_\_\_\_\_

Drugs Education Coordinator:

(signature): \_\_\_\_\_S Ball\_\_\_\_\_

School Governor with lead responsibility for Drug Related Issues:

(signature): \_\_\_\_\_P Good\_\_\_\_\_

Pupil representative (if appropriate)

(signature): \_\_\_\_\_

Parent representative (if appropriate)

(signature): \_\_\_\_\_

## **Important Phone Numbers**

- Healthy Schools, Public Health Development Advisor - Drugs and Alcohol: 0161 946 9403
- Eclipse: 0161 273 6686

## **Policy Development Process**

This policy was developed in consultation with *(insert groups consulted e.g. pupils, teaching staff, governors, parents, non-teaching staff, school nurse, school health advisor, relevant community based agencies)*.

The policy is available *(state the methods of dissemination but most importantly a statement of where a copy of the policy is always to be located)*.

The policy should be considered in conjunction with other written policies such as PSHE and Citizenship, SRE, Child Protection, Behaviour, Anti-bullying, Health and Safety, Medicines, Child Protection, School visits).

## **School Drugs Policy/Appendices**

This guidance has been produced in consultation with Healthy Schools and (insert other names here) is in line with DfE and ACPO Drug Advice for Schools, DfES Drugs: Guidance for Schools 0092/2004 and The Education Act, 2011.

### **1. Purpose of the Policy**

Both schools are caring, inclusive schools that aim to promote healthy lifestyles for every pupil and staff member. A carefully planned programme of PSHE (see PSHE policy) ensures that our children make good progress in becoming the healthy, considerate citizens we would wish them to be. We work with many other agencies to good effect to support this development.

### **2. Context**

The school operates within the statutory, legislative and local policy framework in relation to the use and/or misuse of all drugs. The policy applies to all staff, pupils, parents/carers, governors and partner agencies on school premises or on school business e.g. work related learning, trips or pupils partly educated within further education. The school considers that illegal and other unauthorised drugs are not acceptable within these boundaries. *Clearly identify where the limits of the school premises and school day are - consider after school clubs, journeys to and from school, school bus, school trips, work experience etc. Define where and to whom the policy applies to outside the school gates and the physical boundaries of the school property.*

### **3. Definitions and Terminology**

#### **Definition of a Drug**

We define a drug as a substance people take to change the way they feel, think or behave. This term encompasses all prescribed and over-the-counter medicines, all legal drugs such as alcohol, tobacco, volatile (sniffable) substances, and all illegal drugs covered by the Misuse of Drugs Act (1971).

#### **A Drug Incident**

A drug incident is the suspicion or evidence of any situation or specific event involving a drug. This could relate to a pupil, parent/carer or member of staff.

### **4. The school's stance towards drugs, health and the needs of pupils**

The first concern in managing drugs is the health and safety of the school community and meeting the pastoral needs of pupils. Illegal and other unauthorised drugs (*specify which drugs and under what circumstances*) are not acceptable within the boundaries identified in this policy. *Outline school rules with regard to authorised drugs and make links to the school policy on medicines e.g. they should only be brought onto school premises with the knowledge and permission of school staff in accordance with the school's Medicine Policy. For more information please see: 'A Model Policy to Support School Attendance through the Effective Management of the Administration of Medicines and of Pupils with Reduced Mobility March 2011' (available through the School Health service). Include recognition that the school recognises that all drugs are potentially harmful and therefore consistent and clear procedures which promote safety and good management are required. Details of relevant forms/systems for the administration of medicines can be included here).*

## **5. Drug Education - Aims and Objectives**

*Example of some key aims of a good practice model of a Drug Education Programme:*

### **Aims:**

- Our drugs education programme aims to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.
- Through drugs education we aim to: minimise the number of young people engaging in drug use; delay the onset of first use; reduce the harm caused by drugs; and enable those who have concerns about drugs to seek help.

### **Objectives:**

*Drug Education is an important aspect of the curriculum for all schools. All schools need to set realistic aims for their drug education which are consistent with the values and ethos of the school and the laws of society, as well as appropriate to the age and maturity of pupils. Include the following:*

- Increase pupils' knowledge and understanding and clarify misconceptions about
  - the short and long term effects and risks of drugs
  - the rules and laws relating to drugs
  - the impact of drugs on individuals, families and communities
  - the prevalence and acceptability of drug use among peers
  - the complex moral, social, emotional and political issues surrounding drugs
- Develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
  - assessing, avoiding and managing risk
  - communicating effectively
  - resisting pressures
  - finding information, help and advice
  - devising problem-solving and coping strategies
  - developing self-awareness and self-esteem
- Enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

## **6. Implementation**

School staff are best placed to decide on the most appropriate response to tackling drugs within their school. This is most effective when:

- it is supported by the whole school community;
- drug education is part of a well-planned programme of PSHE education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary;
- staff have access to high quality training and support.

Drug education should be delivered through well-planned PSHE education and citizenship provision. Schools are expected to use the following as the basis for developing drug education:

- the non-statutory frameworks of PSHE education and citizenship at Key Stages 1 and 2
- the programme of study for personal wellbeing within PSHE education at Key Stages 3 and 4
- the statutory citizenship programme of study at Key Stages 3 and 4
- the statutory requirements within the National Curriculum Science Order for all phases.

PSHE and citizenship provide an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

Over and above the minimum requirement of the National Curriculum, the content of the school's drug education policy is at the discretion of the Head teacher and governing body. Drug Education should reflect the views of pupils so that it is relevant and appropriate. Links between drugs and other areas of PSHE for example, emotional health and well-being and sex and relationship education, should also be made.

## **7. Methodology and Resources**

*You may wish to outline the teaching methods and learning approaches that your school uses here emphasising the importance of teachers using a repertoire of flexible active learning methods. Give details of when and how they are used. A wide range of interactive teaching and learning approaches are particularly suitable for drug education. Indicate how the pupils are involved in the process of determining relevant content for the programme and monitoring e.g. the use of needs assessments and the involvement of pupils in assessing the quality and relevance of the drug education they have received through reflection, assessment and evaluation activities.*

*Healthy Schools offer a free curriculum for primary and secondary schools in Manchester to support schools with Drugs education – if the school uses either the primary (PRIDE) or secondary curriculum (Free from Harm) - reference can be made here.*

*Specify those who support the delivery of drug education (e.g. police, school nurse, Healthy Schools) and the extent to which their role and contributions are carefully negotiated (a planning checklist is available from Healthy Schools for schools and external contributors) to ensure they*

*meet the needs of pupils and clarify that a teacher will always be present when visitors are working with pupils.*

## **8. Staff Support and Training**

*Arrangements for the identification of staff professional development needs in relation to drug education should be outlined here e.g. staff access training to deliver Drugs Education through the Healthy Schools team.*

## **9. Assessment, monitoring, evaluation and reviewing**

*Assessing the quality and success of the delivery of the drug education programme is vital. Your policy should include details of:*

- how learning opportunities and experiences are identified*
- how learning outcomes of the drug education programme are evaluated (including strategies for gaining feedback from pupils about what they have learned, how useful they consider it to be, and what needs they still have).*

## **10. Managing Drug Related Incidents**

The principal concerns in the management of all incidents are the preservation of health and safety of all pupils and the school community.

*The following may be included/edited to fit here:*

If any drug related incident should occur, the safety and well being of the child or young person will always be the overriding concern. Each incident will be considered taking in to account the circumstances of the individual and the family. Police and other appropriate agencies will be informed according to the needs of the individual concerned. There may be interest in drug related incidents by the media. Confidentiality of pupils will be a priority. *(Name of person who will deal with the media should be specified here)* will respond to media questions.

If any drug related incident occurs, the school is committed to tackling illegal drug use among young people and to this end will give the appropriate education and support. There are a range of options available to the school. These include targeted prevention, referral, counselling, behaviour support plans, interagency programmes, fixed period exclusions, pastoral support programmes, managed move and permanent exclusion.

Fixed period exclusions will only be considered for serious breaches of the school behaviour policy and should not be imposed without a thorough investigation unless there is an immediate threat to the safety of others in the school or the pupil concerned. Permanent exclusions should usually be a final step in the process of dealing with disciplinary offences after a wide range of other strategies have been tried without success.

The school will retain the responsibility for dealing with incidents and take account of individual factors.

## **11. Informing Parents/Carers**

In cases of substance-related incidents, the school will inform parents or appropriate responsible adult about the incident. In instances involving substance misuse or supply on the premises parents will be informed at the earliest opportunity. The school and the parents/carers can then

work together to support the child involved. Parents are encouraged to approach the school if they are concerned about any issue related to drugs and their child. However, the following points will be taken into consideration:

The Head teacher in consultation with the school's child protection co-ordinator will decide whether to inform parents or not, if a child is on child protection procedures or is deemed to be at risk. Young people involved will be consulted and informed about the home-school contact.

Guidance will be available, on how to access appropriate external support e.g. Eclipse (specialist drugs service for young people in Manchester). Parents/carers will be encouraged to maintain contact with the school after an incident, to ensure that all parties are working together to support the young person.

## **12. Managing Specific Drug Incidents**

A drugs incident can involve suspicions, observations, disclosures or discoveries of situations involving illegal or other unauthorised drugs.

The school treats all drug related incidents very seriously. They will be dealt with on an individual basis which is in line with our pastoral support system and discipline policy. Guidance on dealing with specific incidents is given in the flow chart at the end of this document. The Headteacher will make final decisions about what actions are taken, to allow the policy to be adapted to specific situations. When dealing with incidents which do not fit either the flow-chart or notes further guidance is available from the Public Health Development Advisors at Healthy Schools or in the DfES Drugs: Guidance for Schools, 2004 or in the DfE and ACPO Drug Advice for Schools, 2012.

The following guidance is based upon DfES Drugs: Guidance for Schools 0092/2004 and local best practice. These complement the school's health and safety policy.

### **Safety within school and school premises**

- Caretaker to check the grounds regularly.
- All staff to be vigilant for evidence of drug use.

### **If someone reports finding a syringe or needle**

- Ask informer to show where or give exact location.
- Ensure that students do not have access to the location until the area has been cleared.
- Inform appropriate person who has the correct equipment for removing dangerous items.
- If there are more than isolated incidents, seek advice from the Public Health Development Advisor(s) at Healthy Schools.

### **If a teacher/parent/carers suspects that a child has been in contact with a syringe**

- Seek immediate medical advice.
- Reassure parent/carers to keep calm and prevent fear in the child.

### **If substances are found on the premises**

- If a suspicious substance is found and you think that it may be illegal, then it should be treated as such.
- Inform the Drug Incident Co-ordinator and the Head teacher to begin further investigation.
- Dispose of substance safely e.g. flush down the toilet, as soon as possible after initial investigations in the presence of an adult witness. (This is in line with locally agreed protocols, but schools may ask the police to dispose of illegal drugs).

- Make a record of actions taken with description, location and date (e.g. one white tablet found in cloakroom).
- If there are particular concerns contact the Public Health Development Advisors at Healthy Schools for advice and guidance.

#### If alcohol products are to be stored on school premises

- Whether a tombola, raffle, parent/teacher event or staff social event, alcohol should be stored in a designated area, which can be locked until the event.
- At the time of the event, alcohol products should not be left unattended at the point of sale/supply or in the display area.
- The school is aware of and follows the Licensing Act 2003 on the holding of events. This may include raffles, tombola's and parent/teacher events. For guidance on the Licensing Act 2003 and types of license, the school may contact the Manchester City Council Licensing Unit on 0161 234 4512. For training and advice on responsible drinking, including responsible drinking reminders for parents/carers, the school may contact the Public Health Development Advisor at Healthy Schools on 0161 946 9403.

#### If incidents occur on school trips

- Complete a risk assessment before a school trip. This should include procedures for dealing with medical emergencies e.g. staff access to mobile phone and emergency numbers.
- The lead member of staff should deal with incidents, making contact with the Headteacher where appropriate.
- Where possible incidents should be dealt with in line with standard school policy or in line with the policy of the centre being visited. It is recognised that the timescale for dealing with incidents on a trip may be longer than in school e.g. being able to meet with parents.
- The school is aware that laws on drugs and policing vary between countries. The school will ensure that they (and all participants on the trip) are aware of these differences.
- Consider informing local authorities or venue staff. For in-country advice the school will contact the British embassy or consulate.
- Where appropriate, a clause will be inserted in consent forms; that if a pupil breaches the rules and is returned home, the parents/carers will meet the cost of such arrangements.

#### If a parent/carer is under the influence of drugs on school premises

- Assess whether there is a medical or safety issue for the individual or others.
- Consider calling for medical help or the police if appropriate.
- Stay calm and try to reassure the parent/carer and the child.
- Discuss alternative arrangements if there are concerns about discharging the pupil into the care of the adult e.g. another parent/carer could take the pupil home.
- If appropriate follow school procedures in relation to child protection.
- The focus for staff will always be the maintenance of the child's welfare.
- Inform drug incident co-ordinator and Headteacher to begin further investigation.
- Consider offering parents/carers appropriate support e.g. preventative health promotion advice/ awareness sessions or responsive treatment advice offering referral to appropriate agencies e.g. Eclypse.

#### If a member of staff is under the influence of drugs on school premises or on a school trip

- Assess whether there is a medical or safety issue for the individual or others.
- The school has clear expectations for staff conduct. All staff are made aware of these expectations which should refer to issues such as alcohol on site, being at work under the influence of alcohol and alcohol consumption on trips. Staff are made aware of Manchester City Council's no smoking policy and substance misuse policy for employees.



- The school has a staff disciplinary procedure which may be used if staff are not seen to be fulfilling their duty of care to pupils entrusted to the school (including when on trips).
- Consider offering staff appropriate support e.g. preventative health promotion advice/awareness sessions in staff areas or responsive treatment advice offering referral to appropriate agencies.

#### If the police are involved in dealing with a drug incident

- The police work in partnership with the school, in relation to specific input into the curriculum and in dealing with incidents. Local police do not wish to criminalise children and young people.
- Legal Drugs: Police do not need to be involved. The school may inform the police about inappropriate sale or supply of tobacco, alcohol or volatile substances.
- Illegal Drugs: The school has no legal obligation to report drug related incidents to the police. The Headteacher may inform the police if they consider it appropriate, bearing in mind: the quantities involved, the vulnerability of those concerned and the possible impact on the school and the community or where local intelligence may be of help.
- The school supports local protocols agreed by the Public Health Development Advisors at healthy Schools and the police. Once the police are formally involved in dealing with a drug related incident it may lead to a criminal investigation and prosecutions.
- For simple possession of illegal substances the school may deal with the incident internally, seeking support from the Public Health Development Advisor (Drugs and Alcohol) at Healthy Schools if necessary, in line with locally agreed protocols.
- For supply (or suspected supply) of illegal substances by pupils or adults the school will inform the police directly.

#### If a person is suspected of concealing illegal or unauthorised drugs

- Schools can search a pupil for any item banned under the school rules, if the pupil agrees (the ability to give consent may be influenced by the child's age or other factors).
- Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they suspect the pupil has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items.
- School staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline.

Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness.

For more information please see the DfE guidance: Screening, searching and confiscation, 2012.

#### If a substance has been confiscated or found

- DfES: Guidance for Schools 0092/2004 states that schools may temporarily store illegal substances in a secure designated place e.g. school safe. This storage should be recorded with an adult witness present, but this storage *must* be short term. To dispose of an illegal substance the school may notify the police who will arrange for collection or disposal. If the police are involved the law does not require the school to divulge the name of the pupil from whom the drugs were taken. The DfES guidance also states that locally agreed protocols may be followed for disposal of illegal substances. In Manchester the police have agreed that schools may dispose of substances safely e.g. flush down the toilet, as soon as possible after initial investigations in the presence of an adult witness. Any disposal should be recorded as a drug incident.

#### If a referral needs to be made

- The school is aware of a range of agencies (not solely drug specific ones) which compliment the pastoral role of the school. Schools have a role to play in identifying pupils who have drug related concerns. The school recognises that early intervention can prevent more problematic use. In Manchester, Eclipse (0161 273 6686) is recognised by Manchester Healthy Schools as offering targeted group work and individual support for young people who are using or thinking about using drugs. Referrals can be made by the school, but this should be discussed with the young person. Students may also refer themselves. Eclipse provide appropriate support to more vulnerable young people with specific needs. Permission will be sought from parents/carers for individual work with young people, but not for group education work. Eclipse work in close partnership with Public Health Development Advisors at Healthy Schools who provide support to teachers around awareness, policy and curriculum development.

#### If a drug incident occurs it needs recording

- Staff will record drug related incidents and these will be monitored by the Drug Incidents Co-ordinator for the school. Staff should record facts, not opinions e.g. time, date, place and people present and what was said. Storage of sensitive information is secure and accords with the Data Protection Act 1998. The school is aware that records may be used in subsequent court proceedings.

#### If the media are involved

- In the first instance members of the school community should refer enquiries from the press to the Headteacher. The Headteacher will at their discretion, contact Manchester City Council press office (0161 234 3729).

### **13. Relationship with other Policies**

#### **a) PSHE**

Drug education forms a central part of the PSHE curriculum and as such is planned, delivered, co-ordinated, assessed and monitored in line with the school's PSHE policy.

#### **b) Child Protection**

If any disclosure occurs during a drugs lesson or concerns are raised, teachers will follow the school's procedure for Child Protection.

Teachers have a duty of care and so any incident or potential incident (e.g. involving drug using parents) must be treated as a Child Protection issue. Procedures and guidance are given in the school's child protection policy.

#### **c) Confidentiality**

Children have rights under the Children's Act 1989 and can thus expect drug related incidents to be treated sensitively. However, staff should not give guarantees of confidentiality where the safety and welfare of a child is at risk. Further guidance is given in the school's confidentiality policy.

#### **d) Tobacco**

The school's smoking and tobacco control policy give clear guidance on specific issues related to tobacco.

**e) Manchester City Council Substance Misuse Policy**

The school is aware of the Manchester City Council guidelines on substance misuse in the workplace. It gives clear guidance on specific issues related to the welfare of staff.

**f) Behaviour**

The school's behaviour policy outlines a range of strategies available to staff in dealing with drug related incidents including tobacco, alcohol and illegal substances.

**g) Medicines**

The school nurse is recognised as having a key role in the development and implementation of these guidelines. Further information can be found from the document 'A Model Policy to Support School Attendance through the Effective Management of the Administration of Medicines and of Pupils with Reduced Mobility, March 2011'. For further guidance on administration of medication (e.g. if the school needs to further develop its policy due to having students with particular medical needs) the school may contact the Health and Safety Team, Children's Services (Education) on 0161 234 1897.

**h) Licensing Act 2003: Temporary Events**

The school is aware of and follows the Licensing Act 2003 on the holding of events. This may include raffles, tombola's, parent/teacher events. For further guidance on events in schools, staff may contact the Drug Education Consultants at MEP. For guidance on the Licensing Act 2003 and types of license, the school may contact the Manchester City Council Licensing Unit on 0161 234 4512. For training and advice on responsible alcohol service, including responsible drinking reminders for parents/carers, the school may contact Public Health Development on 0161 248 1763.

**i) LICENSING ACT 2003: illegal sales/supply**

The school has the right to inform the licensing unit, police or trading standards officer if they have sufficient evidence or have witnessed illegitimate sale/supply of age restricted products (e.g. alcohol, tobacco or solvents) in the school vicinity. They have also the right to inform the licensing unit or police if they have sufficient evidence or have witnessed crime and disorder (including illicit drug activity), noise nuisance, threats to public safety and threats to the protection of children from harm as a result of the operations of a licensed venue in the school's vicinity.

**14. Date and Review of Policy**

The governors agreed this policy on ..... and it will be reviewed in partnership with staff, parents/carers and students again in ..... unless there are changes to National or Local Guidance.

Last updated April 2012

## Responding to Drug related Incidents

