



Wyton on the Hill Primary School Substance Misuse Policy

1. Introduction

Article 33 UNCRC (Drug abuse): says that Governments should use all means possible to protect children from the use of harmful drugs and from being used in the drug trade.

The Governing Body is committed to safeguarding and promoting the welfare and rights of children and young people and expects all staff, volunteers and visitors to share this commitment.

At Wyton on the Hill Primary School, we believe that the misuse of drugs endangers not only our pupils but also effects the wider community in which we live. It is the school's responsibility to safeguard each child's health and safety while in our care and we strive to promote their personal and social well-being.

2. Purpose and Aims

The policy provides a focus for the school to consider how drugs education should be implemented and developed within the curriculum, and outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity for involvement in drug issues.

The aims of this policy are to:

- clarify the school's approach to drugs and drugs education, for staff and pupils, governors, parents or carers
- clarify the legal requirements and responsibilities
- clarify roles and responsibilities
- safeguard the health and safety of pupils and staff in our school
- enable staff to manage drug-related incidents properly

This policy forms an integral part of pastoral care in our school and the teaching of Personal Development.

3. Background and scope

This policy uses the definition that a drug is 'a substance which people take to change the way they feel, think or behave' (United Nations Office on Drugs and Crime 2014)

This policy covers a range of drugs including medicines (all over-the-counter and prescription medicines), all legal drugs (including tobacco, alcohol, solvents / volatile substances which can be inhaled) and illegal drugs.

We recognise that young people in today's society are exposed to the risks associated with the drug culture.

Wyton on the Hill Primary School wishes to promote the development of the; "whole child" which encompasses physical, mental, emotional, social and environmental health, by equipping our pupils with the knowledge, skills, attitude



and values to handle their lives effectively in the present and prepare for adulthood. Drug education therefore forms an integral part of our curriculum.

Drugs Education should enable pupils to develop a knowledge and understanding about drugs and drug issues, as well as the skills needed to cope with challenges they will encounter. Pupils should be able to:

- Understand their own personality, needs, abilities and interests.
- Understand the process of reasoning required to make informed choices.
- Explore their own attitudes towards drugs and drug issues.
- Develop coping strategies to deal with peer pressure.
- Develop a competence in challenging attitudes and patterns of behaviour associated with drug misuse.
- Develop self-discipline.
- Understand what is meant by 'a drug' and the definition of 'addiction'.
- Understand how some drugs affect the body.
- Be aware of the benefits of healthy lifestyles.
- Recognise potential drug exploitation and how to take avoiding action.
- Be aware of the current drug culture and the effect of advertising campaigns.

These objectives are closely linked with our school safeguarding and personal development policies and should not be seen in isolation.

'A drugs education programme is just one part of a whole school response to drug misuse. It should provide opportunities for pupils to acquire the knowledge, understanding and skills to enable them to consider the effects of drugs on themselves and others, and to make informed and responsible choices within the context of a healthy lifestyle' (Drugs: Guidance for Schools 2004).

The programme of study is integrated within the Personal Development Strand of the Curriculum. A life skills approach to drug prevention is essential and within the programme pupils are taught about raising self-esteem, self-confidence and assertiveness to prepare them for making informed decisions about drug use, the main focus being on knowledge, social skills attitudes and values.

4. Roles and Responsibilities

4.1 All Staff

At Wyton on the Hill Primary School, the staff are regularly updated on changes to policy, which have an effect on their delivery of the curriculum. Whenever possible staff will receive in service training on drugs issues.

The Designated Safeguarding Lead will ensure that the appropriate units of work are covered under Personal Development for each year group, but it is the responsibility of the classroom teacher to deliver drugs education units and to include drugs education in other subject areas if it forms part of the National



Curriculum and to spend an adequate amount of time delivering drugs education. It is also their responsibility to record any disclosures or concerns about pupils to the Designated Safeguarding Lead.

4.2 The Designated Safeguarding Lead (DSL)

The DSL (or Deputy DSL in the absence of the DSL) is responsible for the co-ordination of the arrangements to deal with individual cases of suspected or actual drug misuse. This role includes:

- Oversight of co-ordination of planning of curricular provision,
- Implementing procedures as outlined in this policy for dealing with an incident,
- Receiving any substance and associated paraphernalia found in school,
- Regularly updating staff on the policy and the procedures for dealing with a drug related incident,
- Liaison with outside agencies in relation to drug related incidents,
- The induction of new staff and training of existing staff as appropriate,
- Reviewing and updating the school drug policy after an incident and when required,
- Completing an incident report form.

4.3 The Head teacher

It is the responsibility of the Head teacher to ensure that correct procedure is followed if a drug incident occurs. This role includes:

- Determining the circumstances surrounding incidents
- Liaison with the police service
- Ensuring pupils' welfare
- Handling, storage and safe disposal of any drug/drugs related paraphernalia found
- Liaison with the Governing Body and Local Authority
- Ensuring the completion of a written report and forwarding to the Governing Body and Local Authority
- Contacting parent / guardian of pupil/s involved.

4.4 The Governing Body

School governors have the responsibility for their individual school and foster and support the development and on-going review of the policy and education programme. Their role includes:

- Facilitation of the consultative process whereby the school community can respond and contribute to the effectiveness and quality of the policy and programme which they examine and approve prior to implementation in the school,
- Ensuring the policy is published on the school website and available on request,
- Ensuring that it is reviewed at regular intervals,
- Appointing a governor who is fully aware of and adequately trained to deal with suspected drugs-related incidents including alcohol and tobacco and



their appropriate disciplinary response (this is currently the Designated Safeguarding Governor).

4.5 Parents and Carers

The school is well aware that the primary role in children's drugs education lies with parents. We wish to build a positive and supporting relationship with the parents of our pupils, through mutual understanding, trust and cooperation. To promote this objective the school will:

- ensure that the school drugs policy is available to all parents via the school website;
- invite parents to view the materials used to teach drugs education in our school;
- answer any questions parents may have about the drugs education their child receives in school;
- take seriously any issue which parents raise with teachers or governors about this policy, or about arrangements for drugs education in the school;
- encourage parents to be involved in reviewing the school policy, and making modifications to it as necessary;
- inform parents about the best practice known with regard to drugs education, so that the parents can support the key messages being given to children at school;

When an incident concerning unauthorised drugs has occurred in school, and a pupil is involved, we will inform the parents, and explain how we intend to respond to the incident.

Staff will be cautious about discharging a pupil to the care of an intoxicated parent, particularly when the parent intends driving the pupil home. Staff will suggest an alternative arrangement. The focus will be the pupil's welfare and safety. Where the behaviour of an intoxicated parent repeatedly places a child at risk, or the parent or carer becomes abusive or violent, staff should consider whether the circumstances of the case are serious enough to invoke child protection procedures, and possibly the involvement of the police.

If the parent appears incapable of being responsible or safe or beyond a safe measure of intoxication (using professional opinion), children will not be released to the care of the parent.

4.6 The Wider Community

The school endeavours to work closely with the local community to help reduce the number of drug related incidents.

5. Resources

In delivering its drugs education, the school uses age-appropriate resources which have been provided or recommended by the Cambridgeshire Personal



Development Service. These resources will be made available for parents to see on request.

6. Outside Agencies

Wyton on the Hill Primary School may use outside agencies (e.g. The Life Education Centre) to help deliver the drug education programme providing the following criteria are met:

- The content and delivery of the programme has been jointly agreed.
- The programme and methods of delivery are consistent with the aims and objectives outlined in this policy.
- The Head teacher has given their approval for the use of the outside agency.
- The staff from the agency have been vetted in relation to Safeguarding.
- The agency is familiar with the school's misuse of drugs policy and is prepared to adhere to it.
- The resources used are appropriate to the age range and maturity of the pupils.
- The visitor(s) to the school are clear that confidentiality cannot be maintained and any disclosure which might suggest that a pupil is at risk must be passed to the Designated Safeguarding Lead.
- The teacher will always be present when a visitor to the school is taking a class.

7. Drugs at school

7.1 Pupils are only allowed to bring prescribed medication into school that has been authorised by their doctor/hospital (see separate policy on supporting children with medical needs).

7.2 Where children have medical needs, parents must give us details of the child's condition and medication. Parents will bring the medication to school in a secure, labelled container. Records will be kept of all medication received and given. Emergency medication may be stored securely in the classroom (for anaphylaxis or asthma); other drugs will be stored securely in the medical room / school office.

7.3 Solvents and other hazardous chemicals must be stored securely, to prevent inappropriate access, or use by pupils. Teachers are cautious with aerosols, with glues and with board-cleaning fluids. Tippex is not allowed in the classroom.

7.4 Legal drugs are legitimately in school only when authorised by the Head Teacher.

7.5 Members of staff who smoke must keep their tobacco and matches or lighters secure.

7.6 Smoking is not permitted anywhere in the school or on the school site, including anyone leasing the buildings.

7.5 Alcohol to be consumed at community or parents' events will be stored securely beforehand. To sell alcohol we must be licensed under the Licensing (Occasional Permissions) Act, 1983.

7.6 Occasionally, members of staff may consume limited amounts of alcoholic drinks in the staff room (e.g. at a leaving party for staff after school). No alcohol



will be consumed during the course of a normal school day or when pupils are present.

7.6 We often invite the school nursing service into the school to support individual cases and families and this service may help to deliver aspects of our drugs education programme by providing some medical information about the effect and uses of medicines within our society.

8. Procedures for Handling and Reporting Incidents

A suspected drug incident is described as:

- Suspected drugs found on the school premises,
- A pupil suspected of being in possession of drugs,
- A pupil found to be in possession of drugs,
- A pupil suspected of being under the influence of drugs.

An incident involving unauthorised drugs in school is most likely to involve alcohol, tobacco or volatile substances, rather than illegal drugs.

The following procedures should be carried out in line with the school's Positive Behaviour Policy.

The Head teacher / Deputy Head will be responsible for deciding how to respond to particular incidents as they occur. They will take into account all the factors associated with each separate incident, such as the age of the pupil concerned, whether the incident involved one pupil or a group of pupils, whether there has been evidence of particular peer group pressure and whether it is a first offence. Wyton on the Hill Primary School is committed to tackling drug misuse and any instances of possession, use or supply of illegal drugs on school premises will be regarded with the utmost seriousness. Whilst it is not appropriate to prescribe generic sanctions, the decision rests with the Head teacher, who will respond appropriately incorporating sanctions which may include fixed term or, in extreme cases permanent exclusion. External counselling will be offered if appropriate.

ACTIONS BY MEMBERS OF STAFF IN THE EVENT OF A SUSPECTED DRUGS-RELATED INCIDENT:

Individual Staff Member

- Assess the situation and decide action.
- Secure First Aid and send for additional staff support. The first priority is safety and first aid, i.e. calling the emergency services and placing unconscious people in the recovery position if necessary.
- Make situation safe for all pupils and other members of staff.
Carefully gather up any drugs and/or associated paraphernalia/evidence if it is safe to do so. Any drug suspected of being illegal will be confiscated and stored securely, awaiting disposal; these precautions must be witnessed and recorded. Staff should not attempt to identify unknown or confiscated substances.
- Pass all information/evidence to the Designated Safeguarding Lead.
- Write a brief factual report of the incident and forward to Designated Safeguarding Lead.



Designated Safeguarding Lead

- Respond to first aiders advice/recommendations regarding the incident,
- In the case of an emergency inform parents/guardians immediately,
- Take possession of any substances found
- Inform Head teacher / Deputy.
- Take initial responsibility for pupil involved in suspected incident.
- Complete an incident report form and forward to the principal.

Head teacher

- Determine the circumstances surrounding the incident
- Ensure that the following people are informed where relevant:
 - Parents/guardians,
 - Police Service
 - Station Welfare
 - Governing Body
 - Local Authority Adviser
 - Family's Social Worker
- Agree pastoral and disciplinary responses including counselling services/ support,
- Write an incident report and forward a to the chairperson of the Governing Body and the designated officer within the Local Authority
- Review Procedures and amend, if necessary.

NB

Legal but unauthorised drugs or medicines will also be confiscated, and will be returned to parents; the school may arrange for the safe disposal of volatile substances.

Where a pupil is suspected of concealing an unauthorised drug, staff are not permitted to carry out a personal search, but may search pupils' bags, trays etc.

9. In the event of a disclosure

There may be times during discussions about drugs when children make disclosures. Where this is the case, the teacher should make it clear that he/she can offer no guarantee of confidentiality then sensitively listen to what the child has to say whilst also avoiding further disclosures in front of the class. In order to follow child protection procedures as soon as is reasonable, the class teacher should pass on their concerns to the Designated Safeguarding Lead. That member of staff will follow the agreed procedures for disclosure handling.

10. Dealing with the Media

If the school receives an enquiry from the media, the caller will be referred only to the Head teacher.

When responding to the media, the privacy of the pupil will be respected. Short, factual statements will be given in accordance with guidance from the Local Authority and the concluding statement will be positive, and reassuring. No further comments will be given.



11. Review of Policy

This policy will be reviewed by the Quality of Teaching and Learning Committee of the governing body every three years, or if a situation occurs which necessitates any amendment.

The committee takes into serious consideration any representation from parents about the drugs education programme, and comments will be recorded.