

St Joseph's Camberwell Catholic School Federation Drugs and Alcohol Policy

1. Purpose of the Policy

We know that St Joseph's Camberwell Catholic School Federation is a safe place, where people will take care of us, help us to be good and tell us all sorts of thrilling wonderful and interesting things. As a school we are committed to ensuring that all pupils are healthy and are given the knowledge to make good choices. Therefore we are committed to providing an interactive and informative drugs and alcohol curriculum.

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.

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 (illegal substances, tobacco, 'legal highs' and alcohol.) are not acceptable within the boundaries identified in this policy. *All legal drugs are acceptable as stated in the medicine policy.*

5. Drug Education - Aims and Objectives

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 of drugs and their effects.
 - the rules and laws relating to 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.
- At the end of KS2 pupils will know about
 - Legal and illegal drugs, including alcohol and tobacco
 - How the body works, including human development and reproduction.
 - How to access appropriate support.
 - How to respond to change, including feelings and emotions.

Pupils will be able to

- Consider different attitudes.
- Respond to media influences.
- Make individual choices in their personal and social development.
- Take responsibility for themselves, being aware of risky situations.

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. The non-statutory frameworks of PSHE education and citizenship at Key Stages 1 and 2 and 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.

7. Methodology and Resources

St Joseph's R.C. Primary School uses the Southwark framework and Seal programme across Years 1 – 6.

8. Staff Support and Training

Staff can receive guidance, advice and training from the Southwark Healthy Schools team.

9. Assessment, monitoring, evaluation and reviewing

- *Baseline assessment for every child to complete at the start of each topic.*
- *Evaluation for each child to assess their learning.*
- *Evaluation tool for each class teacher to complete at the end of the topic.*

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.

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. Mrs. Anita Gallagher

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.

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. 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 Executive 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 (specialist drugs service for young people in Southwark). 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 Executive 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 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/carer suspects that a child has been in contact with a syringe

- Seek immediate medical advice.
- Reassure parent/carer 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.

School events: sale/supply of alcohol to parents

The school is aware of the need to first assess whether it is appropriate and necessary to sell or supply alcohol to parents at social events. This may include offering alcohol to attract parents to open evenings, parent/teacher events, school fairs and festivals, or as prizes within school raffles and tombolas.

It is recommended that organisers consider the role of the school in promoting the health and well-being of a multi-cultural school community as well as the value of showing that social events can be attended and enjoyed without alcohol. The school is aware of the way in which children draw their understanding of social norms from observing adult behaviour from a young age and that events on

school grounds need to be consistent with the messages given in alcohol education. Further consideration should also be given to parents who may be driving to and from school events.

If there are occasions where the school considers that it is appropriate and necessary to offer parents alcohol, the school is aware of and follows the Licensing Act 2003. For guidance on types of license, the school may contact the Manchester City Council Licensing Unit on 0161 234 4512. For advice on risk assessing the sale/supply of alcohol at school events, the school may contact the licensing representative for MSCB on 0161 234 3330 or Public Health Development on 0161 248 1763.

Reporting concerns about illegal sales/supply

The school has the right to inform the licensing unit, police or trading standards if they have witnessed or have heard reports of 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. This may include concerns around alcohol promotions that are attractive to children as well as street drinking in the area.

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.

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. Eclipse.

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 (Record in class inclusion book), 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.

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 gives 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.

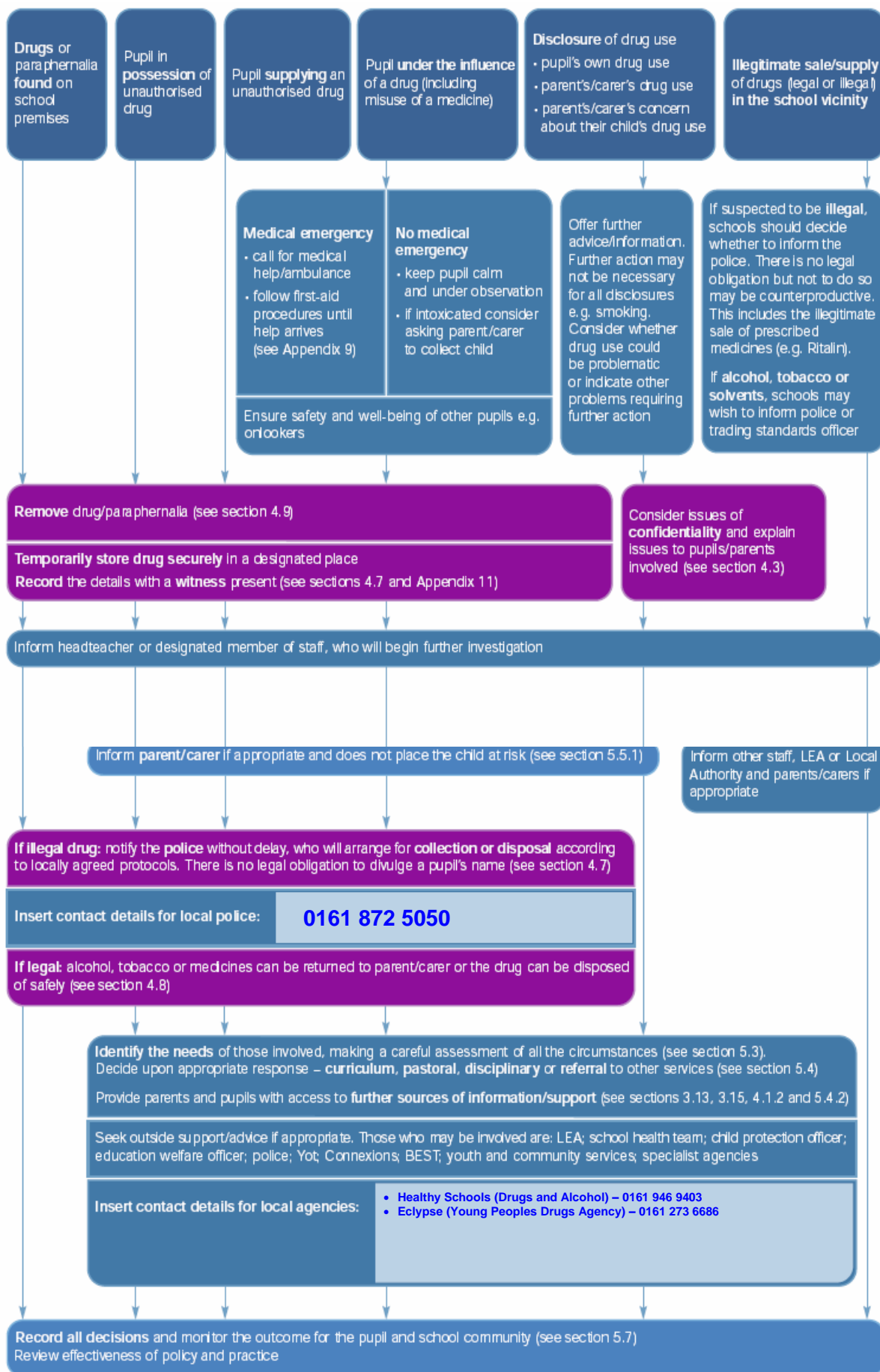
g) Medicines

The school nurse is recognised as having a key role in the development and implementation of these guidelines. Further information can be found in the school Medicine Policy.

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 February 2017 unless there are changes to National or Local Guidance.

Responding to drug related incidents



Adapted from Drugs: Guidance for schools, 2004 (sections in brackets refer to sections in guidance)

Drug Incidents Coordinator:

(signature): _____Mrs Anita Gallagher_____

Drugs Education Coordinator:

(signature): _____Mr. Patrick reilly_____

School Governor with lead responsibility for Drug Related Issues:

(signature): _____

Important Phone Numbers

- Healthy Schools - Drugs and Alcohol:

Policy Development Process

This policy was developed in consultation with Mr. Patrick reilly Shaw and
The policy is available *in the school office and with the finance Manager Mrs. G Marsh.*
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 is in line with DfE and
ACPO Drug Advice for Schools, DfES Drugs: Guidance for Schools 0092/2004 and The Education
Act, 2011.

Date of approval and adoption: _____

Date for next review: _____February 2017_____