



# Smoking, Alcohol and Drugs Policy

Roughwood Primary school

## **Smoking, Drugs and Alcohol Policy**

### **Designated member of staff with key responsibility:**

Jane Fearnley, Executive Head Teacher

**Role:** overall responsibility for all smoking, drug and alcohol issues within school.

PSHE Coordinator in School

**Role:** to create and maintain an up to date policy in line with local and National Guidance, to ensure the implementation, delivery and monitoring of drug education throughout school, to organise and maintain resources, to liaise with the specialist staff team, senior staff members and outside agencies to organise and support the teaching of drug education.

### **Drugs Incident Team:**

Jane Fearnley: Head Teacher

Kevan Cadman: Deputy Head

Carol Storer: Behaviour For Learning Leader

### **Policy Context:**

Roughwood Primary School (here in after referred to as “the school”) are committed to promoting the health and well-being of children and their families. We do not condone the misuse of drugs, including alcohol, or smoking. The use of alcohol, illegal drugs or tobacco is forbidden across the whole of the school site (including the buildings, grounds and car parks).

### **Aims:**

- To protect the physical, psychological and emotional well-being of all children using the school, their families, and school staff.
- To protect children and staff wherever possible from second-hand smoke.
- To provide a clear message to all parents/carers, staff, volunteers and visitors accessing the school about our policies on smoking, illegal drugs and alcohol
- To provide appropriate support to any child thought to be at risk.
- To follow the law around smoking, illegal drugs and alcohol.
- To set out clearly our policies surrounding the use and storage of legal and prescribed medicines.

### **Roughwood Primary School Drug Policy - March 2016**

Signed: PSHE Coordinator/s  
Date:

Signed: Governor with responsibility for drugs  
Date:

Signed: Head teacher  
Date:

The policy will be reviewed annually at the end of the school year by the PSHE Co-ordinator where minor updates will take place e.g. curriculum changes as a result of pupil needs analysis and reviews; help and advice contact detail changes.

Major reviews will take place biannually unless circumstances dictate otherwise e.g. new DfES guidance is brought out so the policy will need updating in the light of it, to reflect good practice.

In the school newsletter parents/carers, pupils and staff will be made aware of the availability of the drug policy. Personal copies if required, will be available from reception. A copy of the policy will be held and stored by the PSHE Co-ordinators, the Healthy Schools co-ordinator, the Head Teacher and the Governor with responsibility for drugs as well as a copy being available centrally on the computer in the main office for reference alongside the other school policies.

New staff will be made aware of the policy and its contents, as appropriate, by their line manager.

This policy links to other policies within school. They include:

- The PSHE policy  
(drug education is taught within PSHE lessons)
- Risk Assessment Guidance  
(drug incidents and care of medicines on school trips)
- Health and Safety Policy  
(purchase/storage of solvents, hazardous chemicals and medicines)

### **Local and national guidance**

Guidance was received from Rotherham L.E.A. via the Healthy Schools Team on a policy writing course. The following local and national documents were consulted:

- Drugs: Guidance for Schools; DfES February 2004
- School Drug Policy Review Process; Blueprint 2004
- National Healthy Schools Standard Drug Education (including alcohol and tobacco) 2003 DfES and Department of Health
- Rotherham Healthy Schools Scheme of Work PSHE and Citizenship, Primary phase

The school plays a crucial role in educating pupils about drugs, to help reduce harm from drugs and help pupils make informed and healthy decisions about drugs. This policy aims to bring about a whole school approach to drug issues. It will help staff to manage incidents with confidence, consistency and in the best interest of all those involved.

The purpose of this policy is therefore to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of pupils and others who use the school
- Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the school in contributing to local and national strategies.

This policy applies to the whole school community – all staff, pupils, parents and external agencies working with the school. (Agreement may be made with some external agencies to allow them to work under their own confidentiality policy if deemed appropriate e.g. confidential drop-ins) The school boundaries include the actual school site and activities which take place organised via the school such as school visits/trips/residential.

### **Definitions and terminology:**

The definition of a drug given by the United Nations Office on Drugs and Crime is:

“A substance people take to change the way they feel, think or behave”

The terms ‘drugs’ and ‘drug education’ within this document refer to all drugs including medicines (over the counter and prescription), volatile substances, ketamine, khat, amyl nitrites, alcohol, tobacco and illegal drugs.

The possession, misuse or supply of these drugs within the school boundaries is unacceptable. However, in any incident involving drugs priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. *(see appendix 9 p 119)* The major concern for the school in managing drugs is the health and safety of the school community and meeting the pastoral needs of pupils.

Some pupils may require medicines that have been prescribed for their medical condition during the day; refer to the **Medicines in Schools** section of this document for further guidance.

If alcohol is authorised at school (e.g. parent/carer/community events) the arrangement for storage or use will be discussed with the head teacher. Any solvents or hazardous chemicals legitimately used by school staff or pupils will be stored securely by appropriate staff responsible for their use and managed to prevent inappropriate access or use.

### **Staff with key responsibility for drugs:**

Mrs Jane Fearnley, Executive head teacher will have responsibility for drug related incidents and all members of staff will refer incidents to her. In the head teachers absence the deputy head Mr K Cadman should be informed. The PSHE Coordinator is line managed by the head teacher who therefore oversees the planning and coordination of drug education. The PSHE Coordinators, Miss G Pepper, Mrs C. Storer and Mrs J Fearnley will have overall responsibility for the coordination of the drug education programme in school but individual class teachers will liaise closely with them to ensure that the programme is up to date and meets the needs of the pupils and that careful monitoring and evaluation of the quality of teaching takes place.

## Whole School Community

**It is unacceptable for any member of the whole school community to possess use or supply illegal and other unauthorised drugs (designated by the Head Teacher) within the school boundaries (Including when off the premises in school time or while in the responsibility of school staff (e.g. residential/ trips)**

### Smoking:

- Since July 2007 it has been illegal to smoke in any enclosed or substantially enclosed public place or vehicle that is open to the public. In line with this law, smoking is strictly forbidden across the whole of the school site (including the buildings, grounds and car parks).
- We display approved No Smoking signs clearly on all entrances to the school.
- Anyone who attempts to smoke on the premises will be asked politely to take themselves off-site. In the event of someone becoming aggressive or abusive we will call the Police.

### **Staff members who smoke**

- The chemicals contained in cigarettes remain on clothes, hair, hands and face for a considerable time, and this exposure to second hand smoke has serious health implications for young children. Staff members who smoke are therefore required:-
  - not to smoke for at least 20 minutes before starting work with children.
  - to wash their hands , brush their teeth, if possible, and hair and change or remove their outer clothing after smoking during a break.

Staff are politely requested not to smoke in their car as smoking in confined areas increases the intensity of chemicals that remain on clothes, hair etc.

- Staff bringing tobacco onto school premises will keep this out of children's sight either in bags, which will be kept in locked cupboards within the store room, (areas that the children do not have access to). It is the staff member's individual responsibility to ensure that tobacco products are kept away from service delivery areas.
- Any staff members who smoke are required to do so **well away from the school site**. Smoking breaks in Roughwood Primary School should be taken as part of official breaks and not as additional breaks. NB: There is **no statutory right** to 'smoking breaks'

## **Drug education**

Drug education is a main component of drug prevention. Drug prevention aims 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.

The aim of drug education is 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.

Drug education is taught through PSHE lessons and our scheme of work (Rotherham Healthy Schools) reflects the non-statutory framework for PSHE and citizenship at KS1&2 and the statutory requirements within the National Curriculum Science Order.

This is the basis of what will be covered in each key stage:

Foundation stage: The Foundation Stage Curriculum supports children in developing an understanding of what keeps them healthy and safe

KS1 pupils learn about being safe with medicines and household substances and the basic skills for making healthy choices and following safety rules

KS2 pupils learn about the effects and risks of alcohol, tobacco, volatile substances and the basic skills to manage risky situations. They learn how to make informed choices about their health, how to resist pressure to do wrong and to take more responsibility for their actions.

In order to aid continuity, progression and transition, details are discussed between staff at liaison meetings before pupils transfer classes/schools.

Links are also made within PSHE lessons to other common aspects of PSHE for example resisting pressure in relationships education; personal safety; emotional health and wellbeing.

In order to ensure that the work remains credible and relevant to the pupils' their existing knowledge, beliefs, experiences and understanding is established using needs analysis. This helps to develop aims and learning objectives and provide a baseline against which the programme can be evaluated.

The scheme of work has been coordinated by the PSHE coordinators to ensure that the themes run coherently throughout each year and that the drug education is built upon year after year to develop knowledge attitudes skills and understanding appropriately for the age group. Resources, spaces, and external agencies have been timetabled to maximise their potential.

The teachers in each year group will meet with the PSHE co-ordinator for advice and assistance where appropriate.

Appropriate external agencies will be used who can add value (expertise we cannot ourselves offer) but these visitors will be carefully planned and integrated into the drug education programme; the teaching of drug education will be the responsibility of the teacher.

If a pupil is absent for substantial parts of the drug education programme, this will be addressed appropriately on their return to school. 'At risk' pupils may receive additional targeted drug education sessions when working within small group settings, usually with the learning mentor.

See the school PSHE scheme of work for further details of the content of the drug education planning.

### **Methodology and resources**

Teachers will build on what the pupils already know; teaching will be structured so pupils know what is to be learnt and how. A variety of teaching methods and strategies will be used in the teaching of drug education to cater for the range of attainment levels and learning styles of our pupils and their diverse needs; active participation will be encouraged. Due to the sensitive nature of the subject of drugs, ground rules will be developed with each class to foster mutual respect and a safe environment where pupils feel safe to discuss their views; pupils will be reminded of the schools confidentiality policy if personal disclosure should take place and where they can access help and advice confidentially.

### **Staff support and training**

All new staff will be made aware of the Drug policy and its contents by their line manager. All school staff will have general drug awareness knowledge and an understanding of this policy and their part in it.

This policy also helps to address staff need with regards their training needs and personal development to ensure good standards of delivery and up to date content of drug education. In order that drug education is taught effectively teachers need to have the appropriate confidence and knowledge and are able to employ appropriate teaching methods. Opportunity will be given to enable staff to access CPD opportunities in drug education, this could include team teaching (e.g. with someone who has PSHE certification); observation; coaching/mentoring; teaching networks; training courses. CPD learning will be disseminated with other colleagues, in staff meetings as appropriate, in order to maximise the learning opportunity for all staff.

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

The compulsory science national curriculum drugs element will be formally assessed and recorded as part of the science work.

For the other drug education work, regular assessments will be planned to take place throughout the drug education scheme of work. Assessment will identify knowledge and understanding gained and its relevance to the pupils; skills which have been developed and put in to practice; how feelings and attitudes have been influenced during the programme. This will be done by pupils using formative assessment where the pupils review and reflect upon their progress and understanding how they can improve their learning. Pupils can also assess their learning in a summative way measuring what they know, understand or can do. PSHE assessment toolkit is updated at the end of every unit using a traffic light system which identifies pupils working above, below and at and below the expected standard.

Planning is to be annotated identifying pupils' progress and the PSHE assessment toolkit is updated at the end of every unit indicating pupils making expected level of achievement, working beyond the intended learning outcomes and working below.

Methods will include:

- Pupil assessment- pupils reflecting on what they have learnt using before and after comparisons (e.g. draw and write technique comparison)
- Peer-group assessment- pupils reflecting on what they have learnt, providing feedback to each other and reflecting on their roles in the group, using oral feedback, graffiti sheets, video/audio tapes
- Teacher assessment- observing, listening, reviewing written work and pupils' contribution to drama, role play, discussions and through end of unit tasks

The teaching of drug education will be monitored by:

- looking at teachers short, medium and long term planning
- Lesson observation and feedback by the PSHE coordinator.
- Looking at samples of pupils work
- PSHE regular agenda item on governors meetings.

The drug education provision will be reviewed regularly as standard agenda items at appropriate meetings as mentioned previously.

### **Management of drugs at school**

- Prescribed medicines /Non-prescribed medicines
  - Prescribed medicines should only be administered in accordance with the prescriber's instructions, as displayed on the packaging.
  - The school does not allow pupils to self-manage their medication.
  - Medicines are to be stored securely in the main office  
Foundation staff should keep their pupil's medicines in a secure place in their own Foundation units or in the other above locations.

- A record of medicines administered will be kept at each location where the medicines are stored.
- Office staff will administer non prescribed medication i.e Calpol, with prior notification from Parents/Carers and permission from the Headteacher
- Parents/Carers are responsible for making the school aware of any medical conditions and for ensuring that their child's medication is given to the class teacher prior to a school trip/residential with clear administration instructions. In the case of severe medical conditions, a parent or carer may be asked to accompany their child on the trip.
- Out of date/unused medicines should be collected by parents/carers to be disposed of.

- Volatile substances

Schools should arrange for their safe disposal given their dangerous nature.

- Alcohol

Parents/carers can be informed and given the opportunity to come and collect the alcohol, unless this would jeopardise the safety of the pupil

- Tobacco

Parents/carers can be informed and given the opportunity to come and collect the tobacco, unless this would jeopardise the safety of the pupil

- Paraphernalia:

Needles or syringes found on school premises will be placed in a sturdy, secure container (e.g. tin with lid) using sturdy gloves (dirty needles should not be disposed of in domestic waste. Pupils will be taught to tell a member of staff a.s.a.p. and not to touch. If paraphernalia is found on school site regularly the member of staff with responsibility for drugs in school will inform 'Know the Score' Rotherham Young Peoples Drug and Alcohol Project (01709 836047) so that they can try to organise some outreach workers to visit the site out of school hours to make contact with the users.

- Illegal drugs:

The law permits staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug. **As soon as possible the member of staff with responsibility for drugs in school will be notified of any drug related incident so that they can lead the decision making process.**

It is advised that:

1. a second adult witness be present throughout
2. Seal the sample in a plastic bag write date; time; witness names on it.
3. Store in a secure location which has limited access (e.g. the safe)
4. (Guidance suggests that the police are informed but it is not statutory and you are not breaking the law if police are not informed - unless you want the pupil to be charged then it will probably not be worth the while of the police to come out. Have informal discussions with a police

contact of the school to work out what would normally be the most suitable course of action for the school and the local police) If the school decides to dispose of the drug themselves always have 2 adult witnesses as a minimum and add bleach/household chemical to the substance and flush it down the toilet

5. details of the incident will be recorded
6. inform parents (unless to do so would jeopardise the safety of the pupil)
7. if formal action is to be taken by the police the pupil should be interviewed at the police station with their parent/guardian/adult present(e.g. duty social worker) Only in exceptional circumstances should arrest or interviews take place in school
8. If this occurs on a school trip attempts will be made to consult with the member of staff who has responsibility for drugs in school. (Parental letters giving permission for pupils to go on trips could include a clause that if the pupil breaches the rules and is returned home the parents/carers should meet the cost of these arrangements)

### **Searches**

Staff should not personally search pupils e.g. pockets; bag; clothing, instead they will try to persuade the pupil to hand over any drugs/paraphernalia in front of another adult witness. Permission should be sought to search locker; desks etc but the search can go ahead if permission is not given; however personal property within the locker/desk ( e.g. bag/pencil case) should not be searched. If permission is refused then parents/guardians can be asked to come in to school (to try to persuade) or if school wishes to proceed along formal lines the police can be called. After any search parents should be informed that it has taken place even if drugs are not found.

Sniffer dogs and drug testing will not be used as a method of detection by this school as it is not consistent with the pastoral responsibility of the school to create a supportive environment; it can lead to labelling and be damaging to the pupils concerned and it is not an effective use of school resources. However, if these methods are to be used in the future it will be with the consultation of the full school community to ensure that it is first included within the Drug Policy and has the agreement of the whole school community.

Care will be taken to investigate drug incidents fully using open ended questions in order to establish the nature of incidents and to use a range of responses as appropriate. A second adult witness will be present – member of staff with responsibility for drugs should have been involved a.s.a.p. in the process.

Possible incidents could include:

- Paraphernalia on school site
- Inappropriate knowledge of drugs
- Possession
- Supply
- Under the influence
- Disclosure
- Information

To determine the seriousness of the incident the following could be investigated:

- One-off or long term?
- Legal or illegal drug?
- Quantity?
- Motivation?
- Careful or reckless?
- Home circumstances?
- Does the pupil know and understand policy and rules?
- Coerced or ring-leader?

In response to the incident the school will try to balance the needs of the individual with those of the wider school community, and aim to provide pupils with the opportunity to learn from their mistakes and develop as individuals. As drug problems rarely occur in isolation our response will try to take a holistic approach rather than focus solely on drugs.

Possible responses could be:

- Early intervention and targeted prevention
- Referral
- Counselling
- Behaviour support plans
- Inter-agency programmes
- Fixed period exclusion
- Pastoral support programmes
- A managed move
- Permanent exclusion

Responses should be justifiable in terms of:

- Seriousness of incident
- Needs of pupil and community
- Consistency with published school rules, codes and expectations
- Consistency with disciplinary action for breaches of other school rules (such as theft/violence/bullying)

### **Parents/carers under the influence of drugs on school premises**

(this includes alcohol, volatile substances and illegal drugs)

The head teacher should be called a.s.a.p. Staff will try to maintain a calm atmosphere. The focus will be on the welfare of the pupil not the moderation of the parent/carers behaviour. **If staff are concerned about releasing the child into the care of a parent/carer under the influence school might choose to discuss with parent/carer if alternative arrangements can be made (e.g. another parent/carer to accompany the child home).**

If this happens repeatedly the school may look at invoking child protection procedures; if the parent/carer becomes abusive/violent the school may wish to involve the police.

The school maintains a smoke free premises including the school grounds, this is in line with the local council guidelines.

### **The needs of pupils including referral and external support**

When teaching drug education the school will be sensitive towards:

Those members of the school community, who need regular medication in order to remain healthy.

Pupils who may have siblings, parents/carers or family members who use drugs e.g. cigarettes

We will endeavour to enable pupils to access support ensuring vulnerable pupils are identified and receive appropriate support through the curriculum, the pastoral system, or referral to other services. E.g. school nurse, learning mentor, youth worker and small group work/ individual work with at risk pupils, connexions, smoking cessation service.

Notice boards will continue to be available for pupils, staff (teaching and non-teaching) and parents identifying where support and advice on drug issues can be found locally and nationally. Also we will put some appropriate information in newsletters.

### **Confidentiality**

Teachers cannot and should not promise total confidentiality. Boundaries of the schools confidentiality policy will be made clear to pupils before the pupil has the chance to perhaps disclose information that they would rather not be passed on. If a pupil requests that a member of staff does not disclose some sensitive information the request should be honoured unless it is unavoidable in relation to:

- Child protection (pupils' safety is under threat or a life is in danger)
- Co-operating with a police investigation
- Referral to external services

If sensitive information needs to be passed on we will try to secure the pupils' permission or at least inform the pupil, if at all possible, before the information has to be shared with others and try to explain why it has to be shared.

The member of staff responsible for child protection is: Mrs C Storer If staff are in any doubt regarding whether an issue needs to be passed on they will speak with the child protection officer.

### **Involvement of parents/carers**

As research has shown that parents/carers have a crucial role in preventing problem drug use, we will involve parents in drug education by providing homework for pupils; this will give opportunity for an opening for the discussion of drugs to take place in the home; drugs will not then be a 'taboo' subject. We will offer parents the opportunity to attending an event where consultation can take place regarding the content of the drug policy and awareness of the content of drug education throughout the school. Drug education resources will be available for parents to look at and we will plan to raise their drug awareness in order to increase parents' knowledge about drugs. We will also provide information in newsletters and parents information board about access to information about drugs and local and national sources of help e.g. South Yorkshire Parents Drugs Helpline (01709 371222); the

leaflet 'A parents Guide to Drugs and Alcohol' will be made available to all parents. *(see p46 for other ideas involving parents)*

### **The role of the governors**

#### **Review date**

This policy will be reviewed regularly and will be next updated in November 2016, or if changes to the curriculum or organisation within the school, or new guidance from the Government determine that it should be sooner.

The people responsible for updating this policy are Mrs J Fearnley, Miss Gemma Pepper and Mrs Carol Storer

Date of policy – November 2014

Written by Carol Storer.

To be updated – **November 2016**