

Non-Statutory

Drugs Policy

Purley CE Primary School

Date of policy: November 2009

Review date: March 2017

Next Review Date: Spring 2019

Learn to love, love to learn



PURLEY CHURCH OF ENGLAND PRIMARY SCHOOL

DRUGS POLICY

Location and dissemination

A copy of the policy can be found in the policy folder in the school office and on the school network (staffcom directory) and on the school website.

The purpose of the policy

The purpose of the school drug policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health & safety of pupils and others who use the school
- Clarify the school's approach to drugs for staff, pupils, governors, parents/carers 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 values and ethos of the school
- Reinforce the role of the school in contributing to local and national strategies

Definition of 'Drugs'

This policy uses the definition that a drug is:

'A substance people take to change the way they feel, think or behave'.

(United Nations Office on Drugs and Crime)

The term 'Drugs' includes

- All illegal drugs
- All legal drugs including alcohol, tobacco and volatile substances which can be inhaled
- All over-the-counter and prescription medicines

Statement on Drugs

- At Purley Primary School we believe that drug education is vital to ensure the health and well-being of the school community.
- 'illegal and other unauthorised drugs are not acceptable within the boundaries identified within the policy'
- This policy links with our safeguarding policy

Responsible staff member:

The role of the drugs co-ordinator: *The drugs co-ordinator is the headteacher*

Responsibilities include:

- Advising the Governing Body on the development of drugs education
- To plan write and keep under review the policy documents and requirements of the National Curriculum
- To ensure that teachers are following the policy and ensure that appropriate learning activities and activities are planned for.
- To attend training

Drug education

At Purley Primary School we believe that drugs education for our young pupils should be taught as part of our personal, social and health education programme and citizenship. We aim to enable our pupils to make healthy informed choices by promoting self- esteem and teaching them to make decisions about their health and development.

Staff will keep particular care of vulnerable pupils and those with SEN /pupil diversity and engage the help of other organisations e.g. Child Protection officer.

Methodology and Resources

learning methods will be used

- Role-play
- Discussions
- Drama
- Debates
- Creative writing
- Questionnaires
- Structured games
- Circle time,
- External visitors i.e. school nurse, PCSO

Knowledge and understanding

- Safe and unsafe substances used in the home and school and simple safety rules
- Medicines and tablets the reasons people use them, simple safety rules and school rules
- People who are involved with medicines and drugs e.g. health professionals
- People who can help pupils when they have questions and concerns
- All drugs can be harmful if not properly used

Skills

- Communicating feelings and concerns about illness and taking medicines
- Following simple safety instructions when and how to get help from adults

Attitudes

- Respect and caring for oneself and valuing the uniqueness of one's own body
- Respect and caring for others
- Realising that it is sometimes appropriate and important to say "NO."
- Realising that adults or older children are not always friends.

Management of drugs at school

The first concern in managing drugs or drugs incident is the health and safety of the school community and meeting the pastoral needs of the pupils. As this is a primary school it is highly unlikely that we will have to deal with a drug-related incident, however there needs to be procedures in place just in case a drug related incident occurs.

Medicines - see Medicines Management Policy

Alcohol - If alcohol is authorised at school, for example at parent/carer events, the arrangements for storage or use should be agreed and adhered to. It is an offence under the Licensing Act 1964 to sell alcohol without a licence. However, no licence would be needed by the school to offer alcohol at school events where no sale takes place. Any alcohol found in pupil's possession should be confiscated and returned to parents. The school may offer guidance on 'energy drinks' as these can contain levels of caffeine inappropriate for children.

Solvents – any solvents in school are kept in a locked cupboard away from children. A COSHH register is kept with school.

Illegal Substances - The possession, use or supply of illegal and other unauthorised drugs within school boundaries is clearly unacceptable and in dealing with drug related incidents the schools primary concern will be with the health and safety of those involved and of the school community as a whole.

Drugs (legal or illegal) related incidents can generally be placed into one of three categories

- Rumours of use or dealing on or off the premises
- Actual use or dealing on or off the premises, including a first aid response
- Disclosures of own or others use from a student or parent and requests for help and support

Responses will need to be equally varied from the punitive to the pastoral.
(Scenarios given in Appendix 3)

- If a pupil voluntarily discloses information about drug abuse it is important to:
 - not to over-react
 - listen to the pupil
 - record the incident
 - never guarantee confidentiality
 - inform the Headteacher
- Recording of incidents should include:
 - the date and time of retrieval
 - the size and appearance of the substance
 - the names of those concerned
 - the action taken
- Recorded incidents should be taken directly to the Headteacher.
- Responding to the needs of those involved in any incident in line with school behaviour policy
- If the substance is known to be illegal the police must be informed (Appendix 2)
- All drugs or drug paraphernalia should be taken to the office and put in the safe being mindful of own safety.
- **Searching**
Storage areas within the school are the property of the school and the Headteacher or representative may authorise a search. This must be carried out in the presence of a witness. If in the unlikely event of it being

necessary to search a pupil then a police officer will be required and parents must be informed.

Finding drug misuse

If children are found with tobacco, alcohol, glue or over the counter medicines parents will be informed and appropriate steps taken. In an emergency the well-being of the pupil is paramount.

In all instances:

- separate the child from the rest of the group
- decide and implement the next step in terms of the child's welfare
- inform parents

Articles confiscated and not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation why it is inappropriate to return the items to the child.

Confidentiality

At Purley Primary School we feel that all sensitive information is only disclosed internally or externally with careful attention to pupil's and families' rights and needs.

Involvement of parents/carers

Parents will be informed by the head teacher of any incident involving drug misuse.

In most cases at Purley Primary School we would fully expect to involve parents at the earliest opportunity with regard to the unauthorised use of drugs and this will be made clear to pupils. A request for confidentiality is not possible in relation to

- Child protection
- Co-operating with a police investigation
- Referring to an external agency

At Purley Primary School we encourage parental involvement in developing and reviewing the policy and their child's drug education.

Staff development

All staff need to:

- Understand and support the rationale and aims of drugs education
- Be aware of the legal implications and their responsibilities.
- Have opportunities for training

The role of the Governors

Governors will be consulted on our policy as part of our usual procedures regarding policy development.

This policy will be reviewed every two years or sooner if there is any change in legislation.

Appendix 1

Useful contacts and references

Support for young people in West Berkshire:

- **The Edge:** advice and support services for young people about drugs and alcohol. Other services (e.g. for friends, families, carers etc.) also available as well as school assemblies and workshops. www.edgecrew.co.uk

Advice and information for schools:

- **Department for Education:** essential for monitoring changes and updates in current policies, guidance and advice www.dfe.gov.uk
- **Drug Education Forum:** national organisations committed to improving the practice and profile of drug education in England www.drugeducationforum.com
- **DrugScope:** offers a wide range of drug and alcohol information and resources www.drugscope.org.uk
- **Health & Wellbeing in schools coordinator:** 01635 503654 www.westberks.gov.uk/schoolshwb
- **PSHE Association:** advice on developing drugs education www.pshe-association.org.uk
- **Mentor:** charity offering support, information and free resources to schools www.mentoruk.org.uk
- **Thames Valley Police:** can be contacted with non-urgent enquiries regarding any drug/alcohol incidents call 101
West Berkshire Safer Schools Officer call 101
- To establish the Neighbourhood Policing Team responsible for your area go to www.thamesvalley.police.uk
- **Safer Communities Partnership:** Team Manager 01635 264703
- **West Berks Local Safeguarding Children Board:** coordinates how agencies work together to safeguard and promote young people and to ensure the effectiveness of safeguarding arrangements www.westberkslscb.org.uk
- Commissioning Manager (Substance Misuse) 0789242123
- Exclusions Officer 01635 503409
- West Berkshire Council Public Relations Manager 01635 519125

Locally available training/support:

The Edge Project Manager 01635 582002

West Berkshire Safer Schools Officer 101

National advice and support organisations:

- **Drinkline:** a free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 08009178282
- **Family Lives:** a charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents: telephone 0800 800 222
- **FRANK:** national drugs awareness campaign to raise awareness amongst young people, their parents/carers www.talktofrank.com. Schools can receive free resources, updates, newsletters etc.
- **Smokefree:** NHS Smoking Helpline www.nhs.uk/smokefree

For advice on First Aid/What to do in an emergency:

- **FRANK:** Advice on what to do to help someone who's having a bad reaction to drugs www.talktofrank.com/emergency-help
- Resuscitation Council (UK): Guidelines for resuscitation procedures www.resus.org.uk/pages/GL2010.pdf

List of contributors	Contact Numbers
<ul style="list-style-type: none">• School Nursing Team• West Berkshire Youth Service	01635 273384 01635 519554 Ext: 2554
Other Agencies	Contact Numbers
<ul style="list-style-type: none">• Community Pharmacist• West Berks Drug and Alcohol Action Team (DAAT)• Police	0118 984 2935 (Lloyds – Pangbourne) 01635 264606 101

Appendix 2

Guidance for schools: Drugs – Involving the Police

Misuse of drugs is often associated with levels of poverty, deprivation and crime. While there is some correlation, the growth in drug misuse is such that it affects all our communities irrespective of social disadvantage or privilege and new ways of tackling substance misuse issues have to be found.

Whilst schools should have an effective education programme and policy and procedures for dealing internally with drugs related incidents, there are occasions when circumstances arise which cause schools to involve the police.

Police drug operations within schools are an emotive subject that requires careful planning and clarity of search powers. Recent publicity about the use of "sniffer" dogs has caused further questions as to the legality of certain actions.

It has been decided therefore to provide head teachers with this specific advice and guidance on what to expect if the decision is taken to contact the Constabulary.

DfE and ACPO "Drugs Advice for schools" (September 2012)

All schools should refer to the document "Drugs Advice for schools" published by the DfE and ACPO in September 2012. This is a comprehensive document which outlines how to deal with substance misuse incidents, what should be included in a schools drug policy, and who should be involved in the consultation, dissemination and evaluation of the policy.

Police Involvement

Schools have no legal obligation to report an incident involving illegal drugs to the police. Nevertheless, not informing the police may prove to be counter-productive for the school and wider community.

The law permits school staff to take temporary possession of substances suspected of being illegal drugs for the purposes of preventing an offence from being committed or continued - provided that all reasonable steps are taken to destroy the substance or deliver it to a person lawfully entitled to take custody of it (see DfE/ACPO guidance, page 5).

Cannabis has been re-classified as a Class C drug. As such it remains an illegal substance. Small quantities of this substance coming into the possession of staff may be disposed of independently but with a second member of staff present and the incident being recorded.

The following are the most common Class A & B drugs and substances suspected of being any of these should be retained for disposal by the police: heroin; ecstasy; LSD; cocaine; crack cocaine and amphetamines.

When suspected illegal substances are handed over to the police, there is no obligation to identify the person from whom they were taken. However, the police will expect to be given any information that may assist in identifying those dealing in drugs.

Schools should be aware that once a police officer (as opposed to a member of school staff) finds illegal drugs on a pupil, the school's discretion as to what action to take no longer exists.

Urgent action required

Where a school has recovered drugs from a pupil, or suspects that a particular pupil is in possession of an illegal substance the police may be asked to attend. Where the pupil is suspected of having possession but has refused to hand it over to a member of the teaching staff, only a police officer has powers available to search under the Misuse of Drugs Act 1971. The police officer attending will seek to obtain the reasonable grounds required for searching from information given by school staff.

Non-urgent action required

Schools may have cause to suspect that illegal drugs are in wider circulation in or around the school. If the decision is taken to involve the police in seeking a resolution, initial contact must be with the PCSO.

Joint discussions about the perceived problem need to take place before a decision is made as to whether/what type of police action is required. From a police perspective, any operation will only be based upon recent and credible intelligence.

Head teachers are not empowered to authorise the police to conduct general searches of pupils or their personal property. Under normal circumstances the police will not use passive¹ or proactive² dogs to search pupils and their property unless there has been sufficient evidence to obtain a search warrant under the Misuse of Drugs Act from a magistrate.

Because of limited resources, demonstrations of drugs searches by police dogs are not available on request but are sometimes arranged as part of a wider response to suspected drug use. Where such a demonstration is arranged it will not be used surreptitiously as a detection exercise and participating volunteers will be sought from staff and not pupils.

If Police are invited to become involved in dealing with suspected illegal drug possession, the school should have procedures in place of how to deal with the aftermath of such operations. Involvement of the police should be covered in the schools drug policy or as a separate set of procedures.

These guidelines must be read in conjunction with the DfE/ACPO Drugs Advice for Schools (page 5).

Options other than police action

- 1) Existing Drugs Education Programme that is being delivered in the school
- 2) Heightened awareness via assemblies
- 3) Further support via Healthy Schools Advisors who provide training, guidance and support on drugs policies and best practise for drugs education to Local Education Authority (LEA) primary and secondary schools.

Appendix 3

Procedure for managing a drug/substance related incident

Procedure for managing a substance related incident.	
Procedure	Check and initial
1. Assess medical needs of pupil(s). Provide medical help as needed.	
2. Confiscate any legal or illegal substance (ensure witness present). Ask what it is, the information may needed by health professionals. If required provide a sample to the attending paramedics.	
3. Store carefully and record details	
4. Inform Headteacher	
5. Assess and clarify the situation <ul style="list-style-type: none"> ● Is it suspected substance misuse/possession? ● Is it an accident? A deliberate act? ● Does it involve possession? Supply? Use? 	
6. Assess the support needed for the pupil(s) and the school <ul style="list-style-type: none"> ● Parents ● The Edge 01635 582002 ● School Nurse ● Help for Families ● CASS 	
7. Clarify the legal situation. You may wish to contact your Safer Schools Officer on 101 but you are not obliged to.	
8. Consider response to the situation. Please call School Exclusions Officer 01635 503409 <ul style="list-style-type: none"> ● Removal of privileges ● Behaviour contract ● Detention/internal exclusion/isolation room ● In school intensive programme (PSP) ● Short term exclusion 	
9. Complete DRI form. Keep original, omit pupil's name and send a copy to West Berkshire Council To: School Exclusions Officer, Education Services, West Street House Newbury RG14 1BZ	

Appendix 4

Primary Drug Scenarios

- A pupil demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age, e.g. a year 4 pretends to roll/build a joint/spliff in the playground.
- Drugs or associated paraphernalia are found on school premises; e.g. a year 3 pupil finds a used syringe on the playground.
- A pupil is found in possession of drugs or associated paraphernalia E.g. a year 5 pupil drops from their school bag a packet of large cigarette papers with some of the card torn off.
- A pupil is found supplying drugs on school premises, E.g. a year 6 pupil is selling cigarettes.
- A pupil, parent/carer or staff member is thought to be under the influence of drugs, e.g. a drunken parent arrives to take a child home.
- A staff member has information that the illegitimate sale or supply of substances is taking place in the local area, e.g. a teacher overhears a pupil saying that they knew another pupil who bought lighter fuel from the local shop.
- A pupil discloses that they or a family member/friend are misusing drugs, e.g. a year 3 pupil drops a piece of cannabis on the floor and when asked what it is and where he got it he says he doesn't know what it is, but his dad was cutting it up on the kitchen table.