



Highfield Community Primary School

Alcohol and Drugs and alcohol/drug-related incidents 2023

The Aims of this Policy

- To support the school's endeavour to maintain the safety and well-being of all pupils
- To support all the members of the school community by providing clear guidance
- To give appropriate attention to all drugs: legal drugs, medicines, solvents and other socially disapproved of drugs and illegal drugs
- To bring clarity and consistency to the way all staff approach the subject of drugs
- To bring about confident, effective management of all drugs on school premises
- To set down the basis for a planned drug education programme in accordance with LA and national guidance

School's Position on Alcohol and Drugs

The main emphasis of our work in relation to alcohol and drugs is the safety of our pupils. This policy is intended to ensure all pupils are supported consistently whether on or around school premises and whenever the school is responsible for their welfare. At Highfield Community Primary, we recognise that some drugs can have beneficial effects, but we also regard every drug as representing potential for harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs they may come into contact with, their social and legal status and their uses and effects. These choices will include decisions about the use of medicines as well as non-medicinal drugs. It is our aim to help all our pupils to be able to take their place safely in a world where a wide range of drugs exists.

Policy Construction and Review

The policy has been written with careful reference to LA guidance and has involved wide local consultation. It takes into account the current level of understanding of our pupils. It will be reviewed every 2/3 years by the staff and governing body. The policy review will monitor the usefulness and effectiveness of the policy taking into account comments and observations from:

- staff
- governors
- parents
- pupils

changes in the local and national situation with regard to:

- drug prevalence and patterns of use
- educational guidance and identified best practice

and findings from our evaluation of our drug education.

Drug Education

We use drug education to bring about an understanding of the drugs with which our pupils may expect to come into contact. Through drug education we aim to build their self-esteem, their skills and their belief in the significance of their own role in preserving their health and welfare. In addition to building our pupils' competence, we also aim to build their confidence in using their knowledge and skills to make careful decisions.

At Highfield Community Primary School, drug education is a planned and integral element of the PSHE and Citizenship curriculum and is an entitlement of every pupil. Staff delivering the programme are offered training and support in awareness of drugs and in the techniques of drug education. Teaching resources are chosen for their appropriate content and their quality. We recognise that all pupils need accurate, up to date, credible drug information to enable them:

- to understand what drugs are, their uses and their effects
- to be able to discriminate between categories of drugs and identify both the differences and the similarities between them

We recognise that all pupils need:

- to acquire and practise appropriate skills
- to consider, explore (and sometimes re-consider) the attitudes and values they hold as well as those held by others
- to consider the social, health and legal issues raised by drug use
- the confidence and support to be able to cope with situations where drugs are on offer
- to believe they are unique, valuable and irreplaceable
- to believe in their own mortality
- to develop sufficient knowledge, understanding and skills to be able to preserve their own safety
- to know the boundaries set by parents or carers, school and the law
- to know where and how they can get help

We try to assess the needs of the pupils by enquiring about their current knowledge, experiences, concerns and questions. We use a variety of techniques to help us, such as drama, discussion, and small group work and circle time. We use information from such enquiries to help us determine starting points and prioritise the content of drug education.

We deal with the subject of alcohol and drugs through a planned programme and also in response to opportunities as they arise in the classroom. We revisit issues as

the pupils' awareness, readiness and experience grow with time, to build on previous learning.

We ensure that the children know the school rule that all drugs and medicines need to be managed at school by a trained first aider and can only be brought on to school premises with teachers' knowledge and approval. This links with our policies on Health and Safety and Administration of Medicines. As the children progress through the school, they are made aware of the relevant laws and controls that society places on the supply and use of some drugs.

The Drug Education Programme

The content of alcohol and drug education at Highfield Community Primary School will include the requirements of the National Curriculum Science Order / Guidelines on PSHE and Citizenship. The following guidelines are from The National Curriculum Science Order:

- 'At Key Stage 1 pupils should be taught about the role of drugs as medicines.'
- 'At Key Stage 2 pupils should be taught that tobacco, alcohol and other drugs can have harmful effects.'

Further content will be based on guidance in the DfEE booklet *Drug Education: Curriculum Guidance for Schools*. Content is always amended or adapted in the light of individual class needs.

Teachers ensure that the ideas, 'risk', 'danger' and 'harm' are explored progressively through the school so that pupils understand the difference between taking risks and courting danger, the difference between courage and recklessness and individual differences in adventurousness. This is taught in the clear context of the emphasis we place on safety and personal responsibility.

Our drug education programme pays attention to the development of skills and the exploration of attitudes and values as well as ensuring that drug information provided is accurate and relevant.

Our pupils are helped to understand clearly that particular decisions about behaviour may lead inevitably to certain consequences. A range of situations and the pupils' own experiences are used to illustrate this. This links with our PSHE and Citizenship policy.

Every class generates its own ground rules to support feelings of safety and security, and promote open expression of views and feelings. These are reviewed as required.

We try to balance didactic input and written work with active learning methods to ensure pupil participation in all PSHE and Citizenship lessons.

We are careful to monitor and record the drug education work done in each class and the progress the pupils demonstrate in terms of their knowledge, skills and changing attitudes. This helps us review progress and evaluate the effectiveness of

our work. Much of this has also been used to support the school's application for the Healthy School Award.

Use of Outside Speakers and Visitors

We are supported in our alcohol and drug education work by outside agencies such as community police, school nurse, Gateshead Schools' Drug Education Support Teacher (GSDEST). We negotiate the role of all contributors so that their contribution fits our needs and they are clear what has gone before and what is expected of them. The class teacher is always present when visitors are working with our pupils.

Drugs on School Premises

Action will be taken in response to issues raised by situations involving drugs observed, reported or suspected beyond the boundaries of the school premises. Some options follow.

- Alcohol and tobacco are only allowed on to school premises in the possession of adults
- Highfield Community Primary School is a no-smoking building/grounds at all times in compliance with the LEA's policy

This is reflected in the school's 'Policy for No-smoking in School'.

- Staff and other adults at school are only permitted to drink alcohol on social occasions, when no pupils are on the premises

Pupils are not permitted to be in possession of or use alcohol, tobacco, matches, lighters, sniffable products or any illegal drugs at any time. Any found will be confiscated and only returned to parents. Parents will be informed as a matter of course. Illegal drugs will be confiscated, sealed, recorded in the school's Drug Incident File in the Headteacher's office, secured in the Headteacher's filing cabinet, and the police informed.

Medicines

Medicines will be kept in the school office, medical fridge or a locked medicine cabinet depending on the medicine. Medicine managed by pupils ie inhalers will be with teacher supervision. The authorisation and recording forms for these procedures are kept in the school office. Health and medical records will be updated as and when we are informed by the parents.

If any pupil is thought to be under the influence of a drug, medical help will be sought at once and first aid given if required. In addition routine enquiries to try to find out what drug is involved, its source and whether any other pupils are involved will be undertaken. The priority will be pupils' safety. Lists of current first aiders are displayed in several locations throughout school.

Possession of Drugs

If any pupil is found in possession of an unauthorised drug, it will be confiscated and secured in the Headteacher's filing cabinet. If the substance is suspected to be an illegal drug, it will be given to the police and a careful record kept in the school's Drug Incident File. The Headteacher must be informed and will take the lead in deciding how to respond further. Each situation will be judged individually. Parents will normally be informed and other outside professionals such as the LA, police, GP, social worker, Education Welfare Officer will be informed or consulted as appropriate. A careful investigation will be undertaken to try and determine the source of any drug and the involvement of any other pupils. Careful records will always be kept.

The range of sanctions used for rule breaking will be similar to those for other transgressions and will depend on the nature and gravity of the offence. Exclusion will only be considered in serious cases and will be in line with DfE and LA guidance on exclusions. A case conference will be called if it is judged necessary.

Rumours or suspicions will be fully and promptly investigated. The Headteacher will take the lead.

Complete secrecy can never be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else. In particular, if a pupil chooses to disclose in confidence that they are using a drug without medical or teacher authorisation, this information will not be used against them. However, action will be taken to ensure the pupil comes to no serious harm if this is considered a risk. This is in accordance with the school's policy on Child Protection. Confiscation of the drug (if at school) and involvement of parents are routine. Other options include:

- involvement of police
- referral to other agency as appropriate.

The effectiveness of any response to an unplanned drug incident in school will be assessed and procedures reviewed by the Headteacher as soon as possible. Procedures will be amended as a result if necessary.

The Pupils' Needs

The needs of pupils will be considered following action to preserve safety. This will include offering support through the pastoral system and referral if necessary, to ensure a caring response to pupils in distress. Interventions will be considered if the school feels that any pupil is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or their parents'. Such interventions could include consultation with parents and other agencies, possible case conference and subsequent referral.

Local sources of support for pupils and parents in connection with drug issues are displayed in the main entrance and the school's community room.

Parents and Carers

At Highfield Community Primary School the wishes of parents are considered carefully. We try to ensure parents are aware of how we deal with drug issues and we provide drug awareness evenings as needs arise. Parents are welcome to come to the school and talk to us about any concerns or questions they have.

Parents and carers are routinely contacted as soon as the school has evidence of involvement of pupils with unauthorised drugs, unless this might compromise the pupil's safety.

There needs to be sensitivity to the possibility that parents/carers may themselves be involved with drug use in a way that raises issues of child protection.

In-service Training

The Staff Development Officer, currently the Headteacher, is responsible for assessing the training needs of staff and for securing funds and suitable training to meet those needs.

We always try to evaluate the quality and effectiveness of training received and to disseminate useful information further at staff meetings. The Headteacher and the Drug Co-ordinator liaise on this and on any requirement that the school make bids for external funding.

Liaison with other Schools

Where feasible, we consider joint training with other schools in our area to maximise cost effectiveness, share experience and practice.

Communication with the Media

In the event of or need for communicating with the media over a drug-related incident, the Headteacher and governing body will where appropriate seek the advice and guidance of an LA officer.