

# Ringway Primary School Drugs & Alcohol Policy (Healthy Schools)

Ringway Primary School

The Future  
The Future  
starts here

Our aim is to provide the foundations for a positive future for our pupils.

A future where pupils learn to stay safe, to understand the importance of a healthy lifestyle  
, and to enjoy all they do.

A future where they are both literate & numerate & can think critically. A future where they  
make a positive & respectful contribution to their culturally diverse community .A future  
where they show mutual respect & tolerance at a local, national & global level.

A future where they aspire to be the best they can be & achieve their full potential.

Created: Mr. D Crone

Reviewed: 28/01/18

Signed C of Gov.....

## **Policy Development Process**

This policy was developed in consultation with Ringway Primary School, Healthy Schools and Greater Manchester Police. The policy is available on the school's website. 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.

### **1. Purpose of the Policy**

At Ringway primary School, we have a caring ethos and are aware of pupil's entitlement to information, skills and values needed to understand and to be able to cope with the pressures and dangers of living in a drug using society.

We are particularly aware of the social and economic needs of many within the community and the subsequent issues which arise and therefore the importance of a comprehensive and regularly updated Drugs and Alcohol Policy. Broadly speaking, the school is located in an area of the country that has historically been affected by high rates of drug, substance and alcohol misuse and dependency.

### **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 e.g. solvents, drugs known as New Psychoactive Substances (NPS) (formerly known as "Legal Highs") 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.

### **5. Drug Education - Aims and Objectives**

Drug Education is an important aspect of the curriculum. Our drug education aims and objectives 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.

#### **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.
- 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:

- Increase pupils' knowledge and understanding and clarify misconceptions about
  - the short and long term effects and risks of drugs
  - the rules and laws relating to drugs
  - the impact of drugs on individuals, families and communities
  - the prevalence and acceptability of drug use among peers
  - the complex moral, social, emotional and political issues surrounding 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.

## 6. Implementation, Methodology and Resources

Drug education should be delivered through well-planned education programme, where children can focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles. At Ringway, we use the **PRIDE 123** drugs education programme.

School staff are best placed to decide on the most appropriate response to tackling drugs within the 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 and 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.

Where required, specialist support in the delivery of drug education can be accessed to ensure the needs of pupils are met (e.g. via Safer Schools Partnership Officers/Integrated Neighbourhood Policing team, school nurse, Healthy Schools). A teacher will always be present when visitors are working with pupils.

## 8. Staff Support and Training

Staff can access training to deliver Drugs Education through the Healthy Schools team. We aim to ensure that at least one teacher in each year group has had relevant training. Relevant training may include the following:

- Healthy Schools Training
- PRIDE 123 for primary schools
- Good practice in Drugs Education

## 9. Assessment, monitoring, evaluation and reviewing

Assessing the quality and success of the delivery of the drug education programme takes place via the PRIDE 123 Evaluation Tool. The Healthy Schools Coordinator may also monitor examples of work.

## **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. The Headteacher (or Deputy Headteacher, if the head is unavailable) will respond to media questions.

## **11. Informing Parents/Carers**

In cases of substance-related incidents, the school will inform parents or appropriate responsible adult about the incident. In instances involving substance misuse or supply on the premises parents will be informed at the earliest opportunity. 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 Headteacher 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 e.g. Eclipse (specialist drugs service for young people in Manchester). 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 behavioural policy. Guidance on dealing with specific incidents is given in the flow chart at the end of this document. The 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/Headteacher to begin further investigation.
- The law permits school 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 providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.
- 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 Healthy Schools (Drugs and Alcohol) Specialist for advice and guidance and/or the police Safer Schools Partnership team/Integrated Neighbourhood Policing Team.

### 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. For in-country advice the school will contact the British embassy or consulate.
- Where appropriate, a clause will be inserted in consent forms; that if a pupil breaches the rules and is returned home, the parents/carers will meet the cost of such arrangements.

#### 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 the Drug Incident Co-ordinator / 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 the school's No Smoking policy/Substance Misuse Policy for staff.
- 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. Nevertheless, not informing the police may prove to be counter-productive for the school and the wider community. 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 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.
- The police should be involved in the disposal of suspected illegal drugs.
- 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).
- Headteachers 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

- DfE: 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 DfE 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. Training is offered by Healthy Schools for pastoral staff to be able to identify and refer appropriately to Eclipse and support young people who may present as misusing substances.

### If a drug incident occurs it needs recording

- Staff will record drug related incidents using CPOMS and these will be monitored by the Drug Incidents Co-ordinator for the school. Staff should record facts, 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 from the document 'A Model Policy to Support School Attendance through the Effective Management of the Administration of Medicines and of Pupils with Reduced Mobility, March 2011' available through the School Health Service.

### **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\* ..... unless there are changes to National or Local Guidance.

\*It is recommended that this policy is reviewed no more than two years from the date completed.

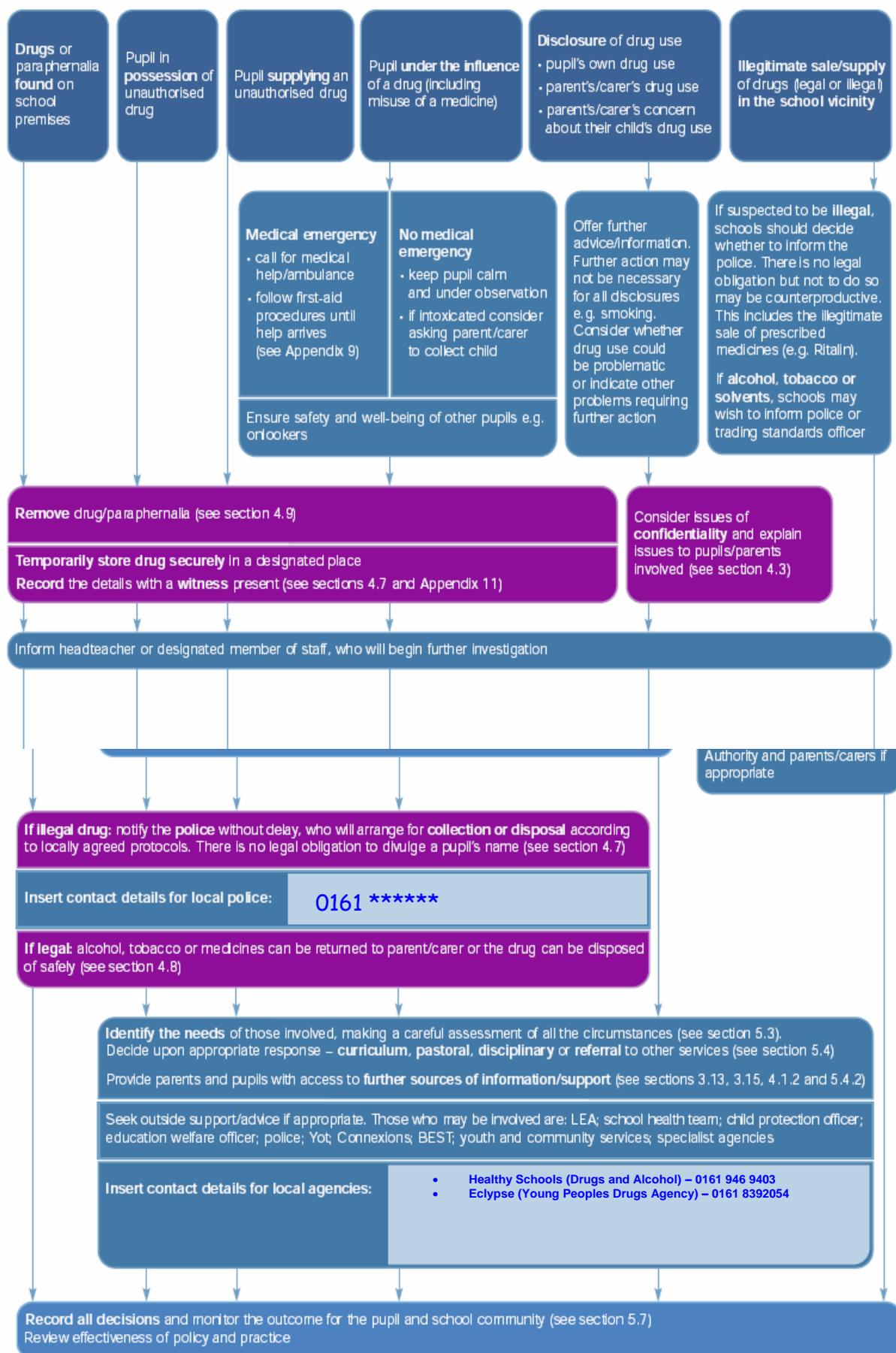
#### **Policy, Leadership and Management**

The named governor with the responsibility for Healthy Schools is Lyndsey Brunt.

#### **Important Phone Numbers**

- Healthy Schools - Drugs and Alcohol: 0161 946 9403
- Eclipse: 0161 273 6686

## Responding to drug related incidents – an example of a flow chart to assist schools



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