

St Peter's CE Primary School, Chippenham Mews, London W9 2AN



Drug, Alcohol and Tobacco Education Policy

This policy was written and adopted in May 2018

To be reviewed: May 2020

UNCRC Commitment:

St Peter's CE Primary is fully committed to recognising, respecting, promoting and implementing the Rights of the Child as set out in the United Nations Convention on the Rights of the Child. As a Rights Respecting School, we strive to place the Rights of the Child at the very heart of our policies and practices.

Article 17 You have the right to get information that is important to your well-being

This policy is published on the school website, available for staff, parents and visiting speakers to access. Schools are obliged to fulfil their statutory duty to promote pupil's well-being. This policy acts as the school's central reference point for the management of drug and alcohol incidents and for teaching and learning in drug and alcohol education as part of personal, social and health education.

The purpose of the drug, alcohol policy

The school's drug and alcohol policy acts as a central reference point to inform school staff, parent/carers, health professional and visiting speakers. It covers the school's role and responsibilities for the content and organisation of drug and alcohol education, the management of drug and alcohol incidents within the school boundaries and on school trips.

The term 'drug' throughout this document is used to refer to: all illegal drugs; all legal drugs including alcohol, tobacco, shisha, volatile substances, poppers and e-cigarettes; all over the counter and prescription medicines and other drugs such as new psychoactive substances ('legal highs').

Roles and responsibilities

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The Head Teacher has overall responsibility for drug issues in the school and delegates the responsibility for the development, monitoring and reviewing the drug and alcohol policy to the PSHE subject leader.

The member of staff responsible for the co-ordination, development, monitoring and evaluation of drug education is the PSHE subject leader. The member of staff who oversees and coordinates the management of drug related incidents is the Headteacher.

The school's stance towards drugs Illegal and other unauthorised drugs are not acceptable on the school premises, school journeys, residential courses, educational visits and extracurricular activities. Smoking is not permitted anywhere on the school site.

The policy and the guidelines within are applicable to all staff, pupils, parents/carers, governors, visitors and partner agencies working within our school. The 'boundaries' of the school, in relation to this policy, include the school building, the playground and directly outside the school gates. It is not acceptable for staff, visitors and people helping at school to smoke, drink alcohol or use drugs in the presence of pupils.

The use of alcohol on the school premises is at the discretion of the Headteacher and is in line with the school's Code of Conduct.

Confidentiality

Staff working with pupils cannot offer unconditional or absolute confidentiality. Staff have an obligation to pass information on to the school's Designated Safeguarding Lead, if what is disclosed indicates that a pupil is at risk from harm. Staff in the classroom establish boundaries where pupils feel safe and respected whilst protecting privacy. Pupils are reminded during lessons that if they divulge anything that indicates that they may be at risk from harm then this information has to be passed on. The teacher might explain to pupils that it is better not to say anything personal to do with drugs or drug taking during class discussions.

If a pupil discloses information regarding their own or others drug use, this will be passed on as a safeguarding issue. Visiting speakers when working in the classroom are bound by the same conditions and must pass on any information they feel needs responding to via the member of staff present. Age appropriate information on drugs and support services will be available for pupils.

The drug, alcohol and tobacco education curriculum

Drug, alcohol and tobacco education is developmental and appropriate to the age and needs of pupils. It is part of a well-planned programme, delivered in a supportive atmosphere, where we aim for all pupils to feel comfortable to engage in open discussion and feel confident to ask for help if necessary.

Drug, alcohol and tobacco education:

- ensures that pupils are able to make informed, healthy choices and appreciate the benefits of a healthy lifestyle now and in the future
- helps pupils develop personal and social skills when making decisions and managing situations where drugs are concerned.

- provides accurate information which includes where to go for support and help
- supports pupils in coping with the pressure and influences that may lead to the misuse of drugs
- facilitates pupils in exploring their own and other people's attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring social influences.

Establishing a safe and supportive environment

Boundaries for discussion and issues of confidentiality are discussed before drug and alcohol education lessons begin. Each class/group works together to establish its own ground rules about how they would like everyone to behave in order to learn. Distancing techniques such as role play, third person case studies and an anonymous question box are employed when engaging pupils concerning sensitive issues.

Good practice in teaching and learning

- Using the correct terminology makes clear that everybody understands and avoids prejudiced based language
- Lessons contain a variety of teaching methods and strategies that encourages interaction, involvement and questioning: working individually, in pairs and groups; discussions; role play; prioritising; quizzes; research; case studies; games; circle time; visiting speakers.

Drug and alcohol education is best taught by the class teacher as part of an ongoing curriculum. Visiting speakers can offer a different perspective and reinforce the teaching within the classroom. Visiting teachers are briefed by the class teacher about the level of pupil awareness; ground rules of the class; the context/purpose of the visit and what pupils know and what they need to know. Visiting speakers are given a copy of the school drug and alcohol policy which they are expected to follow.

Assessment

Lessons are planned starting with establishing what pupils already know. In this way, teachers can also address any misconceptions that pupils may already have. This can be done in a variety of ways, including:

- brainstorm and discussions
- draw and write activities to find out what pupils already know

Pupils may be assessed in alcohol and drug education in the following ways:

- pupil reflective assessment sheets at the end of each topic
- written or oral assignments
- pupil self-evaluation
- reflective logbooks

- quizzes 4
- one to one discussion, if appropriate

Monitoring and evaluation

Monitoring and evaluation help to plan future lessons and enable teachers to review the programme to improve the teaching and learning.

The PSHE subject leader is responsible for the monitoring and evaluation of drug, alcohol and tobacco education. A range of methods are used including:

- lesson observations
- what individual teachers added to or deleted from the lesson content
- pupils completing end of topic evaluations
- data collected from initial need assessment is compared to same assessment at end of topic. Resources

The school's responses to drug related incidents

The school will have a variety of responses to a drug related incident after considering: the user's response; whether it is a one off incident or longer term situation; the drug involved; the user's motivation; how the drug was being used and in relation to the safety of others; knowledge of the pupil and their home circumstance; if supplying, the extent of this; other people involved.

After due consideration and consultation, the next response may be one of the following:

- monitoring the situation;
- additional support, advice and education;
- referral to specialist agency; counselling; behaviour support plan;
- pastoral support programme;
- withdrawal of activities/privileges;
- case conference;
- informing the police or safer schools officer;
- informing trading standards (regarding local sales of legal drugs to children);
- exclusion,(permanent exclusion will only be used as a final resort, after all other approaches have been explored).

In all drug related incidents in school, the Headteacher, in consultation with key staff will decide on responses, including the use of sanctions and/or counselling and support.

Dealing with suspicion, rumour or disclosure about drugs

Staff should not assume use of drugs on the basis of rumour or behaviour alone. If there is suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved. Sensitive information regarding suspicion or rumour about

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drugs and drug misuse should be passed onto the Headteacher who will decide how to deal with it through monitoring or passing the information on to other relevant agencies.

If a pupil discloses their use of drugs or that of another person, staff will be non-judgemental and show care and concern for the pupil. The pupil will be reminded that the information they have given will have to be passed on through the school's pastoral system. The school will assess the pupil's welfare support and needs and if necessary involve external support for the pupil and where appropriate, the family.

Finding drugs or drug paraphernalia on school premises

There are regular checks of the school grounds by school site staff who know how to safely deal with drug taking materials or syringes. Pupils are taught not to touch any needles or syringes they may find and to inform a member of school staff immediately.

If drugs or drug paraphernalia are found:

- a judgement should be made based on the type of substance found
- staff should ensure that tobacco, alcohol, solvents or over the counter / prescription drugs are moved to a safe place out of the reach of pupils. The law permits school staff to take temporary possession of a substance that they suspect is an illegal drug, providing that all reasonable steps are taken to destroy the drug(s) or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession of suspected illegal drugs, staff should:

- make sure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and the name of the witness
- store it in a secure place, such as the school safe or other lockable container with access limited to senior members of staff
- contact the local police to dispose of the drugs
- make a confidential record using the CPOMS system

Needles or syringes found on site should be dealt with very carefully:

- the area should be cleared and the paraphernalia guarded until the appropriate handling materials arrive
- Use a sharps box if on site, if not, a suitable container should be found, ideally one with a lid to contain the needle before taking to the nearest health centre for disposal
- use tongs, tweezers or heavy duty gloves to pick up the needle
- wash hands thoroughly afterwards

The area will need to remain cleared until the sharps have been removed. Possession or supplying of unauthorised drugs on school premises/school trips School staff can search a

pupil for any item 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 have reasonable grounds for suspecting that the pupil may have a prohibited item:

- knives or weapons; alcohol;
- illegal drugs; stolen items;
- tobacco and cigarette papers;
- fireworks;
- pornographic images;
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence; or to cause personal injury to, do damage to the property of, any person (including the pupil.)

Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for. Searching, screening and confiscation – Advice for Headteachers, school staff and governing bodies Department for Education 2014

If a member of staff suspects a pupil is in possession of drugs or drug paraphernalia, they can ask the pupils to hand them over, in the presence of another adult. If the pupil refuses then the decision to search is taken by the Headteacher. If a pupil is found with unauthorised drugs whilst in the school's care: Staff will confiscate pupil's property where they believe it to be harmful or detrimental to safety or good behaviour.

If drugs are found, parent/carers are to be informed immediately unless there are child protection concerns. Alcohol, tobacco (including shisha and e cigarettes) and unauthorised medicines brought into school by pupils should be stored and then, if legal for adults, handed over to parents/carers unless there are child protection concerns. If the substance is unknown or deemed to be illegal, then the police are called to dispose of it. (The law does not require the school to divulge the name of the pupil from whom the drug was taken). All drug related incidents are recorded and kept confidential.

Someone under the influence of drugs or alcohol on school premises/school trips

If a pupil is found to be intoxicated as the result of drug use: The health and safety of the person/people involved must come first, whilst taking into account the health and safety needs of the school as a whole. If a pupil is found to be under the influence of a drug and is deemed not an emergency:

- they should be removed to a quiet room and not be left alone
- they will be helped to calm down and medical assistance sought
- school first aiders and the Headteacher should be informed straight away

- Parent/carers should be informed unless there is a child protection issue.

If a pupil is found to be under the influence of a drug and has collapsed or is unconscious:

- they should be placed in the recovery position and an ambulance called immediately
- school first aiders and the Headteacher should be informed straight away
- parent/carers should be informed straight away in all circumstances unless there are child protection concerns
- the incident is recorded on CPOMS and kept confidential.

If a parent or carer is under the influence of alcohol or drugs on the school premises or during a school trip:

- Staff should try to maintain a calm atmosphere.
- If a member of staff has concerns about discharging a child into the care of a parent/carers, they should consider discussing with the parent/carers if other arrangements could be made, for example contacting another family member to take care of the child. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent's/carers' behaviour.
- Where the behaviour of a parent/carers under the influence of drugs or alcohol places a child at risk (or the parent/carers becomes abusive or violent), staff should consider whether to start child protection procedures and/or involve the police. When this is not clear, staff should discuss with their named safeguarding lead or the Children's Services Contact Team. If any of these incidents take place whilst on a school trip, the same procedures will take place and the Headteacher will decide appropriate action and for the continuation of the trip.

Members of staff are aware that whilst responsible for pupils on a school trip, they should not be using alcohol or tobacco or any other unauthorised drug. Children affected by parent/carers' drug or alcohol use (Hidden harm) School staff have knowledge and understanding about hidden harm.

Teachers are made aware that some pupils might be living in a family where there is substance misuse, or they may be caring for parents who have mental health and substance misuse issues.

Class teachers are often the first professionals to notice parental substance misuse. For the safety and welfare of the pupils, any concerns must be reported appropriately to the lead professional in school for safeguarding and child protection. The school's safeguarding policy should enable any incident to be dealt with in a professional and appropriate manner.

Pupils experiencing parental drug/alcohol misuse may feel worried or concerned, or may blame themselves for it. Families experiencing this often foster a culture of secrecy, in which children are discouraged from revealing anything about this issue, making it difficult for children in this position to talk about it. These are the most important messages for pupils:

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- Drugs/alcohol can change the way a person behaves
 - Adults do not always act in a responsible way
 - Children are not responsible or to blame for adult's behaviour
 - They have a right to share concerns, bad feelings or things that worry them
 - They can access information about who they can approach to ask for help
 - They are not alone – there is always someone else who has had similar experiences
 - If they are worried about a person's drug/alcohol use, it is best to tell a trusted adult.
- Schools should aim to support pupils and their families in accessing services.

St Peter's Primary School Smoking policy

The purpose of the policy

The purpose of this policy is to ensure that the school is a smokefree environment for everyone. We aim to provide our pupils with consistent messages and non-smoking role models within the school regarding tobacco, e shisha, shisha pens, e cigarettes and all other varieties of the product. This policy applies to pupils, staff, parent/carers, visitors and contractors to the school. It applies to all activities held in the school including before or after school sessions and any outside activity the school is used for. It links with the school's safeguarding, confidentiality, health and safety, drug and alcohol policies and is in line with the Islington Smoke Free Guide.

Responsibilities

Smoking will not be permitted in any part of the school's premises or vehicles. The enforcement of this total smoking ban is the responsibility of the Headteacher and all members of staff. Staff who smoke are only permitted to do so when they are on a break and off and out of sight of the school premises. Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of second hand smoke on pupils and colleagues.

Staff should ensure:

- they wear a jacket whilst smoking and remove it once they re-enter the building
- wash their hands after smoking
- wait ten minutes after smoking before coming into contact with pupils

APPENDIX 1 Local support services

Westminster commissions a range of local drug and alcohol services to provide advice, information and treatment. Their website is comprehensive and gives links to many organisations.

<https://www.westminster.gov.uk/health-and-wellbeing-2>

Information and advice websites and helplines

Drugs

- FRANK 0300 123 6600 www.talktofrank.com Free, confidential advice about drugs for adults and young people.
- ADFAM 020 7928 8898 www.adfam.org.uk Information and advice for families of drug and alcohol users – the website has a database of local family services.
- The Invisible Elephant provides a wealth of information and advice, with details of local support groups and services. <http://invisibleelephant.co.uk/>

Smoking

- Kick it is a free scheme offering friendly advice to help you stop smoking for good. You'll get 1-to-1 support from trained advisors, as well as group support sessions.

<https://kick-it.org.uk/> Helpline 020 3434 2500

- Thrive Tribe offers a youth-led stop smoking service. As well as helping you to quit, you'll learn about how the tobacco industry targets young people to make money. <https://thrivetribe.org.uk/programmes-for-adults/> 0203 434 2520
- Smokefree NHS www.nhs.uk/smokefree National website encouraging people to quit smoking, with information and advice.
- Quit 0800 00 2200 www.quit.org.uk Independent charity that aims to help smokers to stop, and provides advice and information.

Alcohol

- Change4life www.nhs.uk/Change4Life Government health campaigns, information and advice on a health issues, including alcohol (Choose less booze).
- Don't bottle it up www.dontbottleitup.org.uk Facts and advice about alcohol.
- Drink aware www.drinkaware.co.uk Facts and advice about alcohol
- The Alcohol Service offers advice and support to anyone aged 18 or older with issues around alcohol misuse. <https://www.changegrowlive.org/>
- DAWS is your Drug and Alcohol Wellbeing Service – offering substance misuse services within three London boroughs: the City of Westminster, the London Borough of Hammersmith & Fulham and the Royal Borough of Kensington and Chelsea.
<http://wellbeing.turning-point.co.uk/centrallondon/about-us/>