



Drug, Alcohol and Tobacco Policy

Teaching of drug, alcohol and tobacco education and managing related incidents policy.

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| Review Frequency | Biannually |
| Most Recent Review | Autumn 2021 |
| Next Review Due | Autumn 2023 |
| Head Teacher |  Leah Wright |
| Governor | |

1) Definitions and terminology:

The United Nations Office on Drugs and Crime define drugs as 'A substance people take to change the way they feel, think or behave'.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids and khat
- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, shisha and volatile substances (solvents)
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines
- And other drugs such legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes.

This policy also includes the teaching of alcohol and tobacco use under its drugs education curriculum.

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence

2) Aims and objectives:

This policy was adopted to be more than a reference point in case of incidents: it will drive a proactive strategy for prevention of drug and alcohol misuse, and early intervention. This policy strives to ensure a comprehensive drugs education scheme of work is provided to all children in our school, as well as ensuring staff are confident in delivering the content of this scheme of work.

Through the development of this policy, we are ensuring that all staff know how to deliver the content but also know what safeguarding routes to follow should an incident arise.

Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

Aims of drug education

The aim on drug, alcohol and tobacco education is to give pupils information about drugs and help them develop the skills and attitudes to make healthy and safe decisions about drugs, alcohol, tobacco and medicines.



To achieve this, our drug education programme will help pupils:

- Gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs
- Develop skills to manage situations involving drugs, alcohol and tobacco including assessing and avoiding risks, assertiveness and refusal skills and helping others
- Explore their own and other peoples' attitudes to drugs, alcohol and tobacco, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences
- Understand where to seek help and advice if they are worried about themselves or others in relation to drugs and alcohol.
- Understand the law surrounding drugs and alcohol
- Give a clear view on the use of drugs in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give information about what is taught and how it is taught
- Give guidance to teachers, support staff and visitors about drug education

Where is it taught in the curriculum?

Teaching about drugs, alcohol and tobacco is taught through PSHE and citizenship and in science where it is required in the National Curriculum.

3) Curriculum overview:

What is taught?

We reflect the requirements and guidance in the science national curriculum, the non-statutory framework for PSHE and citizenship and the content suggested in Ealing's PSHE and Citizenship scheme of work.

The below scheme of work shows what is taught in each year group. Objectives and key learning intentions are set for each lesson and on medium term plans. Drug education focuses on knowledge and understanding, skills and attitudes and the teaching programme ensures that there is progression from Year 1 to Year 6 with topics and issues included, which are appropriate to the age and maturity of pupils.

| <u>Year Group</u> | <u>Topic</u> |
|-------------------|---|
| 1 | 1. To identify how to stay healthy |
| 2 | 1. Explore substances and situations that are safe and unsafe including medicine 2. To be able to identify hazardous substances 3. To consider safety rules for at home and school |
| 3 | 1. To know what effect smoking has of the lifestyle of a smoker 2. To know the effects of smoking on the body and understand the effect of passive smoking 3. To understand how society responds to the impact of smoking and passive smoking |
| 4 | 1. To understand the effect alcohol has on the body 2. To understand the risks related to drinking alcohol 3. To consider how society limits the drinking of alcohol |
| 5 | 1. To understand a range of legal and illegal drugs, their risks and effects 2. To explore attitudes and beliefs relating to drug use 3. To understand ways of resisting drug use |
| 6 | 1. To understand effects, risks and law relating to cannabis 2. To understand the risk of Volatile Substance Abuse (VSA) 3. To know where to seek help and advice |

Our curriculum ensures that we are covering both the statutory requirement in science to teach Year 6 to recognise the impact of drugs and alcohol on the way their bodies function and the non-statutory science guidance to teach Year 6 how some drugs and other substances can be harmful to the human body and the relationship between diet, exercise, drugs, lifestyle and health.

How it is taught (including involving outside contributors)

A wide range of active teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values about drugs and alcohol, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.

All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

Drug education is taught by the class teacher and sometimes involves the school nurse or other professionals, including Ealing's Health Improvement Team. Where external visitors are involved, a

copy of this policy is made available to them before the session, there is also an opportunity for the external contributor to meet with the teacher to discuss expectations etc.

It is important that drug, alcohol and tobacco education is delivered within a safe, secure and supportive learning environment.

Ground rules/group agreement

A group agreement, established and reviewed periodically through discussion with pupils, helps to foster mutual respect and an environment in which pupils feel comfortable and ready to listen to and discuss each other's opinions. Ground rules should cover issues such as teachers' and pupils' right to privacy and respect, and the boundaries of discussion. Pupils (and teachers) should be discouraged from revealing any personal information that may incriminate them or others, or that they wish to remain confidential. Setting and agreeing ground rules is an important opportunity to remind pupils of ways to ask for help, the support available, the school's confidentiality policy and what may happen should information be disclosed.

Other strategies for teachers to manage sensitive and controversial issues include:

- using distancing techniques, e.g. third-person case studies, role play and theatre-in-education performances, depersonalised discussions, and anonymous question boxes
- dealing with difficult questions on an individual basis, e.g. seeing pupils outside the classroom or referring the pupil to the school nurse or an outside agency. N.B. If a pupil's question raises concern that they may be at risk, the teacher should follow the school's child protection policy
- presenting themselves as facilitators of pupil learning rather than 'drug experts', e.g. suggesting that the pupil or teacher or both research questions where they do not know the answer.

Teachers understand they must differentiate the material given to them for drugs, alcohol and tobacco education as they would with any other material. Some pupils may require a broken down approach to the material depending on their need.

It is the responsibility of the teacher to ensure that every child within their class can access the material.

Training and support for staff

We take advantage of the support, advice and training provided by Ealing Health Improvement and other local organisations. The PSHE Lead has opportunities to develop their skills in planning drug education, through support from Ealing Health Improvement Team. Staff are encouraged to seek help, advice and training if they are not confident in delivering these lessons.

Assessment

Drugs education will be assessed against the aims and objectives of each lesson. Each teacher will provide evidence to show how their class has progressed through the lessons. Evidence of students work is collected in a class PSHE book. Staff or parents can request to see this.



5) Development process:

Ealing advises that all schools have an up to date policy drugs policy, which is a criteria for achieving Healthy Schools London Bronze status.

Although it is highly unlikely that illegal drugs will be in our primary school, we believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, wellbeing and academic achievement. We therefore have a crucial role to play in drug prevention and education. Legal substances such as tobacco and alcohol may be more prevalent in the lives of staff and students, it is therefore critical that a through drugs education policy covers these areas.

Primary aged children need to be protected from the harm that drugs, alcohol and tobacco can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs, alcohol and tobacco in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give information about what is taught and how it is taught.
- Give guidance to teachers, support staff and visitors about drug education.

This policy was reviewed and updated through consultation with staff, pupils, parents and governors.

We consulted with **staff** through staff meeting. Staff will have the opportunity to view the policy and provide feedback.

We consulted with **pupils** by having a focus group where they could share their ideas and opinions around drugs, alcohol and tobacco lessons.

The **governors** of the school were consulted during governing body meetings where this policy and its contents were reviewed and discussed.

Finally we consulted with **parents** through a parent survey to gather their feedback on the drugs, alcohol and tobacco curriculum and to ensure they are aware of procedures related to drug related incidents.

We feel we have engaged the whole school community in the reviewing of this policy as outlined in the DfE guidance of 2012 and we feel the views of all parties is reflected in this policy

6) Location and dissemination:

This policy is to be used by the whole school community (staff, pupils, parents/carers/guardians and governors)

The policy is on the school's website and a copy can be requested from the school office.

Any outside contributors involved in drug education, are made aware of the policy before teaching. Pupils are taught about the content of the policy in drug education through PSHE lessons.

7) The context of the policy and its relationship to other policies:

As part of being a healthy school we take a whole school approach to drugs through

- A planned drug education programme through PSHE and citizenship informed by pupils, staff and parent's views, as well as science
- Carefully considered responses to drug-related incidents informed and supported by the views of the whole school community
- Clear rules and sanctions related to drugs
- Access to specialist support and advice, if needed
- Providing training and support for staff

This policy links closely to our PSHE and RSE policy, safeguarding policy and exclusion policies, which are available on our website.

8) Local and national guidance:

All young people need high quality drug and alcohol education so they have a thorough knowledge of their effects and harms and have the skills and confidence to choose not to use drugs and alcohol. Schools have a clear role to play in preventing drug and alcohol misuse as part of their pastoral responsibilities to pupils. (HM Government, 2010).

Schools are advised to have a written drugs policy to act as a central reference point for all school staff. (DfE and ACPO drug advice for schools 2012)

9) Where and to whom the policy applies:

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorised legal drug), which takes place within the school boundaries, this includes drug paraphernalia. This covers; on or near the school premises, within the school day and during term time, on school visits, school journeys to and from school and at school social events.

These rules apply equally to staff, pupils, parents and carers, governors and those working and visiting the school.

10) The school's stance towards drugs, health and the needs of pupils:

Management of authorised legal drugs

This school has agreed that there are circumstances when some legal drugs are authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

(i) Medicines

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in our policy on supporting pupils with medical needs. The decision to allow pupils to self-administer medicines rests with the Headteacher.

Schools are allowed to keep a salbutamol inhaler for use in emergencies. It is only for children who have written parental consent, who have been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication. **Please see our school protocol for using the emergency inhaler as part of our supporting pupils with medical conditions policy.**

Asthma inhalers, held in school with written parental consent, are kept secure with safe and easy access for school staff authorised to administer. Children's personal inhalers are taken on all off-site visits and held by the accompanying school staff.

Staff are aware of any serious medical conditions which affect pupils in their class.

The School Nurse will be informed of any children attending the school with medical conditions. Advice will be sought on ensuring they have an appropriate care plan and that school staff are trained to administer any medication required for the day to day management of their condition in school or during a medical emergency.

Hazardous chemicals and volatile substances (solvents)

Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in the Health and Safety Policy.

In the event of a child or adult whom is required to use medical sharps to address the management of their health condition (e.g. insulin or gluco blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site.

Alcohol

There are occasions when alcohol is authorised at school during parent's events and staff social events. Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.

Smoking including e-cigarettes

We are a smoke free school and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises or in sight of the school. Smoke free signage is prominent around our school grounds.

We display information about giving up smoking on displays around the school and on parent and staff notice boards.

11) Management of drug related incidents

Definition of a drug-related incident

In this school, a drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries.

Drug related incidents in a primary school rarely involve illegal substances but can involve:

Pupils bringing unknown and potentially illegal drugs or paraphernalia into school, pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local shop, the school keeper finding used syringes in the playground or a member of the public phoning the school to say they have seen pupils smoking in Ealing.

School responses to drug-related incidents

In all drug-related incidents the following principles will apply:

- The head teacher and deputy will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst also taking account of the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort
- Any action taken will be in line with the school's behaviour policy
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk
- The Headteacher, in consultation with key staff, will decide whether a disciplinary and/or counselling action should take place
- Incidents will be reported to the Chair of Governors

Possible responses might be:

(i) Support and counselling

If a pupil has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we will seek support from our Education Social Worker and if appropriate refer to a specialist agency

(ii) Sanctions

Where a school rule related to drug use is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the behaviour policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed

Procedures for managing incidents

Reporting a drug-related incident

All drug-related incidents are reported to the Headteacher and designated safe guarding lead.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform police immediately of any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students in local shops.

Recording the drug-related incident

All drug-related incidents are recorded using EdAware, the school safeguarding platform. This is then sent digitally to all DSLs.

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

It is very rare for primary-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.

Medical emergencies when a pupil is unconscious as a result of drug use

Staff with first aid qualifications should be called immediately but the pupils not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

Intoxication, when a pupil is under the influence of a drug

The pupil will be removed to a quiet room and not left alone. The first aider and Headteacher called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

Discovery/observation

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

If the substance is suspected to be illegal, staff can take temporary possession of it

- it will be confiscated, in the presence of a second member of staff as witness
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited to the Head and Deputy Head
- the pupil will be taken to the school office and the Head or Deputy Head called and the pupils questioned
- the police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- we will record details of the incident, including the police incident reference number
- we will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so
- we will identify any safeguarding concerns and develop a support and sanctions response including internal exclusion, whilst investigations are carried out.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

Searches

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances, which are not believed to be illegal/controlled drugs, these can be confiscated, where staff believe them to be harmful or detrimental to good behaviour.

If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the member of staff will discuss with the Headteacher, who may decide to carry out a search in the presence of another member of staff. The Headteacher is the only person authorised to carry out a search, unless they are not the same sex as the pupil and then the Headteacher will authorise a senior member of staff. The search will take place in school or where staff have lawful control of pupils.

We will keep a record of the search and inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

Teachers can search pupils' bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

Dealing with drug-taking materials

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

Disclosure: when a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality. The Headteacher or Deputy should be informed as soon as possible so that appropriate support can be found.

Suspicion/rumour: staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

Intoxicated parents/carers

Our schools rules for drugs apply to all people, who are on the school premises, and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

Needs of pupils

We are sensitive to the needs of students, whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

Parents

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken

by the Headteacher in liaison with the designated child protection officer with the child's welfare a priority.

Police

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact our local police officer immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.

18) Confidentiality: In managing drugs schools need to have regard to issues of confidentiality. Pupils need to be able to talk in confidence to staff without fear of being judged or told off. However teachers cannot and should not promise total confidentiality. The boundaries of confidentiality is made clear to pupils through the PSHE and citizenship programme.

The welfare of children will be central to our policy and practice. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Headteacher.

If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services

Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information. It may be necessary to invoke local child protection procedures if a pupil's safety is under threat. It should be only in exceptional circumstances that sensitive information is passed on against a pupil's wishes, and even then the school should inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger

19) Reviewing the policy: This policy is reviewed every two years by the entire school body. This includes staff, pupils, parents/carers/guardians and governors.

If an incident should occur, the policy is reviewed in the light of that incident. The review will include feedback from the evaluations of drug education, included in the annual review of PSHE and Citizenship.

Appendix 1:

Relevant local and national guidance

- [Drugs: Guidance for Schools & Curriculum Standards](#) KS1, KS2, KS3, KS4 (DfES, 2004)
- [Dfe and ACPO drug advice for schools](#) – advice for local authorities, headteachers, school staff and governing bodies (September 2012)
- [Mentor, reviewing your drug and alcohol policy a toolkit for schools](#) (2012)
- [Criminal exploitation of children and vulnerable adults: county lines - GOV.UK \(www.gov.uk\)](#) (2020)

Appendix 2:

Useful local and national contacts

There are a number of documents and sites that will help you in the writing and implementing of the policy for Drug education and dealing with drug related incidents.

- alcoholconcern.org.uk

A UK charity aiming to combat alcohol misuse and providing services for problem drinkers and their families.

- alcoholics-anonymous.org.uk

The official UK website for Alcoholics Anonymous.

- Drugwise.org.uk

DrugWise is the UK's leading centre of expertise on drugs. The site provides balanced and up-to-date drug information to professionals and the public.

- nacoa.org.uk

This website offers information, advice and support to children of problem drinkers. Also provides useful information for professionals who deal with children of problem drinkers in their everyday work – educating them as to their specific needs.

- www.nta.nhs.uk

The National Treatment Agency for Substance Misuse (NTA) (now part of Public Health England) aims to improve the availability, capacity and effectiveness of drug treatment in England

- talktofrank.com

FRANK is a national drug education service jointly established by the Department of Health and Home Office. It is intended to reduce the use of both legal and illegal drugs by providing information on drugs and alcohol.

- thesite.org.uk



The Site offers a guide to life for young adults, aged 16-25. Information on drugs, sex, housing, finance, money, careers.

- urban75.com/Drugs/

Urban75 is a UK-based e-zine aimed at young people and teens. Good unbiased drugs information.

- wreckedwd.co.uk

NHS-sponsored Wrecked and Wasted website aimed at teens/young people to be a guide post for information on drugs and alcohol