



Drugs & Incidents Policy

Drafted By:	James Dawson
Date:	January 2015
Ratified by <i>Governors</i> :	27.01.15

Winsor Primary School

Statement on Safeguarding

Winsor Primary School is committed to Safeguarding children and complies with the Local Authority School Safeguarding arrangements which encompass the 'DFES 2005' arrangements 'to Safeguard and Promote the Welfare of Children' and all subsequent guidance issued by the DFE up to 'Keeping Children Safe in Education, April, 2014'.

At Winsor Primary School staff and Governors are concerned that all aspects of school life are 'fair' and 'safe' for pupils, staff, parents, carers and all our visitors.

We are committed to multi agency working in order to meet the Every Child Matters agenda and ensure that every child is able to fulfil their potential by overcoming barriers to learning.

Drug Education and Incident Policy

AIM

To help young people resist drug* misuse in order to achieve their full potential in society

**Drug - a psychotropic substance - all legal drugs include alcohol and tobacco, all illegal drugs, volatile substances, and over-the counter and prescription drugs. As defined in the Right Approach: Quality Standards in Drug Education (SCODA 1999)*

Objectives

To enable pupils to make healthy informed choices by providing opportunities for pupils to acquire the knowledge, understanding and skills they need to avoid the misuse of drugs.

To provide a supportive environment and well-structured procedure for any members of the school who require intervention for drug use.

Drug use is drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems, although such harm may not be immediately perceptible. Drug use will require interventions such as management, education, advice and information, and prevention work to reduce the potential for harm.

School Representatives involved in Drug Education and Incidents

Co-ordinator - Mr James Dawson

The co-ordinator will keep updated with local and national issues and disseminate this information to the staff when appropriate. He will initiate the policy review but should be supported by the senior management.

Drug Incidents

The school will follow the process set out in Drugs: Guidance for schools (DFES, 2004) p116 & p117

Sanctions will always be used alongside support and will be in proportion with the offence.

Incidents will be recorded (a suggested example is given in Drugs: Guidance for schools (see appendix 11). These records will be kept in a file in the Head Teachers office. They will be treated as confidential records and only accessible with permission from the Head Teacher.

It is generally good practice to investigate **suspected** drug use by a pupil by looking at factors such as:

- The pupils attendance to school
- Behavioural patterns
- Change in academic attainment
- Personal relationships with other pupils and staff
- Physical appearance
- What's going on for them outside of school as far as possible such as possible family issues

In addition to this the school will provide a combination of the following to help support our pupils who are involved in drug incidents:

- Pastoral Support programme
- Counselling through appropriate agencies
- Mentoring in school
- Supervised break times
- Involvement in extra- curricular activities
- Family conferences
- Research project on the drug related topics
- Early Intervention team

The following list of the sanctions that will be initiated when a pupil is involved in a drug incident:

- Loss of privileges
- Internal exclusion
- Supervised break times
- Specific reporting times with the learning mentor to monitor progress in class

When dealing with a drug incident the relevant policies will be taken into account. These include:

- Confidentiality policy
- Behaviour policy
- Child Protection policy
- Health and Safety policy

This will be especially important if there is a concern for a child's health and safety and/or progress in school due to parents or caregivers drug dependency. In such cases the school will endeavour to provide extra support for the child such as:

- Involvement in after-school clubs
- Mentoring
- Counselling
- Pastoral support programme
- Providing appropriate literature for children of drug using parents and for the parent/career.

This may be done through:

- Suggested involvement in a parent support group
- Keeping open communication between the school and the parent/carer on the child's progress

Permanent exclusion is a last resort, once all other support/sanctions have been tried and the health and safety of staff and students are at risk from the continued presence of the student involved. Evidence suggests that exclusion can leave a pupil at more risk of involvement with drugs and only a minority make a successful transition to another school.

In the event of having concerns about a pupil

- ***Contact the current person responsible for Child Protection to inform social services.***
- Talk to staff and the pupil concerned separately, but keep the discussion general - avoid asking the pupil directly if they are taking drugs; this will usually only cause antagonism and denial
- Monitor the situation and keep detailed, confidential notes until the evidence is strong
- On a case by case approach, judge whether it is appropriate to inform the parents. It may be best to invite them in to a general discussion about the pupil's progress or emotional wellbeing. If you are in any doubt about the decision, please speak to your Drug Education co-ordinator or Senior management team
- Work together as far as possible to put in a supportive strategies for the pupil (as listed in policy) without focusing specifically on the pupil's drug use unless they have admitted use
- Always make information on confidential advice from outside agencies available to all pupils.
- Continue to monitor the pupil

If the school is contacted by media regarding a drug related incident, this should be referred to the SMT

Drug Education

The school is committed to providing an accurate drug education curriculum that meets the statutory requirements as set out in the National Curriculum Science Order September 2000. We use Miss Dorothy.com for KS2(outside speakers may be brought in (NARCONIN)) that empowers our pupils to make healthy informed choices throughout their life.

We are guided by the 1988 Education Reform Act that asks schools to provide a broad and balanced curriculum that:

- Promotes the spiritual, moral, cultural, mental and physical development of the pupils at the school and of society.

- Prepares pupils for the opportunities, responsibilities and experiences of adult life.

The curriculum will reflect a balance between:

- Personal and social skills
- Knowledge and understanding
- Attitudes and values

Drug education is an integral part of the school's PSHE programme.

The school will use a range of teaching active teaching methods and resources. It will ensure that pupils have opportunity to discuss these issues as well as gain the necessary knowledge and skills, to make informed choices.

Pupils will self-assess and evaluate alongside the teachers assessment of the progress made by individuals in this subject.

Assessment and Monitoring

The teaching and delivery of Drug Education within the school may be monitored by Senior Management and /or the Drug Education and PSHCE co-ordinator (if separate people) to monitor the appropriateness of contents and to support the whole school approach to delivering lessons of a high standard. This may inform future training at a whole school or individual level.

Training

Staff should feel confident in their knowledge and delivery of the subject. They should understand the contribution drug education makes to the social development of their pupils. They also need to consider their own experience of, and attitudes to, drug use and what the collective standpoint of the school is.

As part of the schools commitment to providing a comprehensive scheme of work, the training needs of the staff will be monitored regularly as part of the review of the Drug Education Policy. Basic training will be updated on a regular basis to all teachers of PSHE.

More detailed training will be made available to the lead for Drug Education in the school and those that request additional support.

To ensure that PSHE lesson planning and delivery is in line with school policy, lessons will be monitored as part of the school's monitoring system.

Budget

The secured budget for the investment and renewal of drug education resources, staff training and use of outside visitors will be included in the annual PSCHE budget for the school.

Resources

Resources will be bought with reference to DFES Drugs: Guidance for Schools and the school's Equal Opportunities policy so that they are as accessible and relevant to all the pupils as possible.

The school's Drug education policy will be available to all staff and visitors.

Use of Outside Visitors

The use of outside visitors and agencies can be highly valuable when preparation and evaluation are given to the visit. School staff will remain present in all sessions.

Educational Visits, travel to and from school

Consult with the whole school staff, parents and students. Areas to clarify are the geographical limits of the policy, expectations of staff, students and parent helpers and sanctions.

Are adults with classes allowed to smoke (drink alcohol), especially applies to residential trips, etc. What do parent helpers on trip do about having a cigarette?

Use of Alcohol and Tobacco on School Premises

Our school is a smoke free zone.

Alcohol is allowed on school premise for private hire and school functions. This is only made available to staff when children are not present.

Medicines

Children's medicines are stored in a locked cupboard in the first aid room. These are only available to the first aiders who will then give them to the children to take. Children are supervised when taking any medication. For those children needing asthma pumps everyday pumps are kept in the classroom and in the medical room. The children are supervised by the class teacher or teaching assistant when taking their pump.

Inhalers are kept in the medical room at Winsor Primary and are supervised by the Welfare Assistant. They may be administered by this member of staff or any first aider. Epipens are also stored here for those with nut allergies. Training is offered on the correct way to use these.

If a doctor prescribed medicine which are required to be given at school then a parent should complete a request form.

Prescribed eye drops for hayfever sufferers and cream for severe excema can be administered by the school's first aiders.

Painkillers will only be given if accompanied by a doctor's letter.

School Grounds

The site supervisor or any other staff that find drug related paraphernalia in the school grounds should clear the area of children. Needles and the like present an infection risk and need very careful handling/disposal. Report any such find immediately to the Head Teacher. The incident will be investigated as appropriate. Syringe disposal can be organised through the council.

Whole School Approach

The following steps will be taken to ensure that there is a whole school approach that encourages ownership and a continued awareness amongst the school and wider community.

- Theatre in Education
- Notice board with current news, information, projects for local young people and where they can get help and advice (agencies will be happy to supply information for this).
- Significant parts included in student handbook, parent prospectus etc.
- Parent evenings on sensitive issues
- Health weeks in school
- Assembly topics.
- Flow chart for dealing with drug incidents (see appendix)

Useful Contacts:

Newham Drugs Team	0207 474 2222
Drug and Alcohol Service for London	020 8257 3068
SPARK (Newham substance misuse Education, Information and Training Service)	020 7702 1990 /0002
	sparkadmin@dasl.org.uk

Live Line	020 8552 5636
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Families Anonymous	020 7498 4680
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Monitor and Review

Policies to be reviewed regularly in line with the school's policy review cycle to take account of new developments.

Reviewed: Feb 2015

Date of next review: Feb 2017

APPENDICES

Drug use referral: decision flow chart

