Moorside Community Primary School
Head Teacher – S Lawler-Smith

MOORSIDE COMMUNITY PRIMARY SCHOOL

PRIMARY DRUGS EDUCATION POLICY
This policy was disseminated to:

- Staff
- Parents
- Governors

How was the policy information disseminated?

- Staff via email and staff notice board
- Parents via the website, newsletters, prospectus
- Governors via Governing Board Meetings.

Location and dissemination:

A copy of the policy can be found in the school office, on the staff room notice board and on the school website, www.moorsideprimary.co.uk

1. Context:

Moorside Community Primary School is a co-educational day school, for children between the ages of 3 and 11. The school aims to be a place which is exciting and stimulating yet stable and secure, where personal growth can take place in an atmosphere where individual children and their backgrounds are valued, where success and high standards are achieved without spontaneity and experiment being inhibited by fear of failure and where happy and caring relationships between people can grow. This policy has been developed as part of a whole school ethos to develop healthy children with high self-esteem who are able to take responsibility for their own learning and actions.

Moorside is committed to investing in our pupil’s health and well being and we believe that all children are entitled to a curriculum which explores drug related issues at a stage appropriate to their development and takes account of the particular circumstances and culture of the groups and communities to which they belong. This includes those children with special educational needs.

Drug education forms part of an overall strategy for PHSE which aims to equip children with the skills and knowledge to prepare them for adult life.

This policy links with the following policies:

- Health and Safety Policy
- Medicines Policy

Key reference documents used to form this policy are:

- Drugs: Guidance for Schools DFES 2004
- Drug, alcohol and tobacco education -curriculum guidance for schools at key stages 1-4 (QCA 2003)
- Leicestershire Healthy Schools ‘A Toolkit for Schools’
- Drugs – Joining Forces – Guidance for Police Working with Schools & Colleges
- Misuse of Drugs Act 1971

2. The purpose of the policy:

The purpose of the school drug policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health & safety of pupils and others who use the school
- Clarify the school’s approach to drugs for staff, pupils, governors, parents/carers and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and values and ethos of the school
• Provide a basis for evaluating the effectiveness of the school drug education programme and management of incidents involving illegal and other authorised drugs
• Reinforce the role of the school in contributing to local and national strategies

3. The Boundaries of the Policy
This policy applies to all school staff, pupils, parents/carers, governors and other partner agencies working with the school. This policy applies to day and residential trips, and when schools are deemed in loco-parentis.

4. Definition of ‘Drugs’:
This policy uses the definition that a drug is:

‘A substance people take to change the way they feel, think or behave’.

(United Nations Office on Drugs and Crime)

The term ‘Drugs’ includes
• All illegal drugs
• All legal drugs including alcohol, tobacco and volatile substances which can be inhaled
• All over-the-counter and prescription medicines

5. Statement on Drugs:
• Moorside Primary School acknowledges the important role schools play in tackling drug misuse, by providing drug education and pastoral support to all pupils and identifying those vulnerable to drug misuse so that pupils who need extra help either receive it in school or through referral to other services
• Illegal and other unauthorised drugs are not acceptable within the boundaries identified within the policy
• This policy links with our medicines and health and safety policies.

6. Responsible staff members:
• Head Teacher
• Governing Board

7. Drug education:
Includes:
• Drug education is delivered as part of PSHE and citizenship and also through relevant topics in science and also through opportunities in Literacy, for example persuasive writing
• The teaching programme ensures that there is progression from the Foundation Stage to Year 6 with topics and issues being included which are appropriate to the age and maturity of pupils.
• Key Stage 1 focuses on medicines and how to be safe, being ill and getting better, being safe with household substances and risks. Key Stage 2 focuses on effects and risks of smoking and alcohol, resisting pressure to do wrong and making safe decisions. In Year 6 specific education about drugs will take place.
• Our drug education programme is adapted from the recommended Drug Education curriculum for KS1 & 2 and forms part of our PSHE scheme of work.

8. Methodology and Resources:
Active learning methods used:
• Role-play
• Discussions
• Drama
• Debates
• Creative writing
• Questionnaires
• Structured games
• Circle time,
• The Life Education Caravan

9. Staff Support and Training:
We take advantage of the support, advice and training provided by Salford LA and other local organisations.

10. Assessment and Monitoring:
The Head Teacher, Assessment Co-ordinators and Governors are responsible for the overall monitoring of the quality of Drugs Education within the PSHE and Citizenship framework.

11. Management of drugs at school:
The first concern in managing drugs or a drugs incident is the health and safety of the school community and meeting the pastoral needs of the pupils.

As this is a primary school it is highly unlikely that we will have to deal with a drug-related incident, however there needs to be procedures in place just in case a drug related incident occurs.

It is also highly unlikely that the police will need to become involved, however if in the unlikely event that the police are contacted this will be handled in line with the Salford LA’s Guidance for Schools document. (See appendix one).

Drugs (legal or illegal) related incidents can generally be placed into one of three categories

• Rumours of use or dealing on or off the premises
• Actual use or dealing on or off the premises, including a first aid response
• Disclosures of own or others use from a student or parent and requests for help and support

Responses will need to be equally varied from the punitive to the pastoral.

See Appendix 2 Moorside Primary School's Management of Incidents Involving Drugs.
12. Confidentiality:
In managing drugs Moorside Primary School has regard to the issues of confidentiality. Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. 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:

- Safeguarding of Children
- Co-operating with a police investigation
- Referral to external services

Every effort will 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 safeguarding 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 would 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 safeguarding issue
- Where a life is in danger.

13. Involvement of parents/carers:
In most cases at Moorside Community Primary School we would fully expect to involve parents at the earliest opportunity with regard to the unauthorised use of drugs and this will be made clear to pupils. However, there may be occasions where a request for confidentiality should be honoured unless this is not possible in relation to

- Safeguarding
- Co-operating with a police investigation
- Referring to an external agency

An agreement to keep information confidential will always include the Head Teacher as well as the member of staff concerned.

The school will encourage parents/carers to approach the school if they are concerned about any issue related to drugs and their child. The school will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups as appropriate.

Parents/carers under the influence of drugs on school premises
When dealing with parents/carers under the influence of drugs on school premises, staff should try to maintain a calm atmosphere. If the member of staff has concerns about discharging a pupil into the care of a parent/carer they must contact the Head Teacher or Assistant Head Teacher who will consider whether it is appropriate to invoke child protection procedures and/or involve the Police.

14. The role of the Governors:
As part of the general responsibilities for the strategic direction of our school, governors at Moorside have a key role to play in the development of the school’s policy on drugs.

Governors are involved and informed with regards to development and implementation of the school’s policy on drugs via the Curriculum Committee. They would also be informed on drugs issues as they affect the school via this Committee.

15. Liaison with other schools:
Establishing the local drug situation, the content of drug education, the management of incidents, training opportunities and transitions between schools is a routine element of liaison between our local schools, both primary and secondary.

APPENDIX 1
GUIDANCE FOR SCHOOLS FROM SALFORD LA TO HELP IN DEALING WITH DRUG RELATED INCIDENTS

Drug related incidents are not a common occurrence; however, they can cause considerable concern for staff in dealing with the issues in the best interests of both the individual pupil and the school as a whole. This guidance document is intended to provide support networks to school if dealing with such incidents.

The Head Teacher and the Governing Board would decide on the most appropriate course of action. However, there are agencies that provide support and advice at each stage of the process.

Dealing with Drug Related Incidents

What is a drug?
Any chemical substance that affects the mental or physical reactions of the individual.

What is a Drug Related Incident?
Actual or suspected use/possession of substances that the individual has not been given permission to use within the school policy for the administration of medicines and prescribed medication.

The Law on Drugs:
It is an offence under the Misuse of Drugs Act 1971:
1. to supply or offer to be supplied a controlled drug to another in contravention of the Act:
2. to be in possession of, or to possess with intent to supply to another, a controlled drug in contravention of the Act: it is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to destroy the drug or to deliver it to the custody of a person lawfully entitled to take custody of it.
3. The occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis: or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.

Drug Related Incidents that Schools may have to address
Drug related incidents can take many forms:
- Discovery of suspected illegal substances or possible drug using equipment
- Actual use of the substance on school premises
- Actual possession of the substance on the school premises
- Reported concerns by peers, parents or teaching staff
- Pupil or pupils in a state of intoxication, for no known reason, from an unknown substance.
- School based investigation that results in disclosure about one or more pupils supplying substances to other pupils in school.

How Schools Can Best Respond to Specific Incidents
The safety of the child must be the paramount consideration. Ensure the child’s personal safety by applying the First Aid Procedures of the School. Once the safety of the pupil has been secured it is important that the school has clear procedures for dealing with incidents:
- Any incident must be immediately reported to the Head Teacher or the person acting in that capacity.
- Any suspected illegal substance must be confiscated from the child and placed in a secure place i.e. (the safe).
- Two important questions now need to be answered;

(a) What is it?
(b) Is it an illegal substance?

In order to answer these questions the school should contact the City of Salford Police Drugs Co-ordinator’s Office (0161 872 5050). A Police Officer will then arrange for the collection and analysis of the substance as soon as possible.
• As soon as the substance has been legally dealt with, the school has the much more complex issues of dealing with the incident in the best interests of the individual and the school. It would therefore be advisable for the school to contact the Duty Officer of City of Salford’s SMART (Substance Misuse Advice and Referral Team) (0161 743 0167) who will give advice and guidance on possible courses of action in relation to informing parents and formulating a strategy for dealing with the broader issues. This may involve intervention by a range of agencies.

• Having taken advice the Head Teacher and the Chair of Governors will determine the appropriate course of action and implement that action plan.

NB In line with the school’s Safeguarding Policy, it is important that the incident and the response of the school and other agencies is documented for the protection of both the school and the pupil.
MOORSIDE COMMUNITY PRIMARY SCHOOL
MANAGEMENT OF INCIDENTS INVOLVING DRUGS

The following table provides guidance for school staff in handling a drug related incident.

<table>
<thead>
<tr>
<th>WHAT TO DO IF</th>
<th>ACTION</th>
<th>REGULATIONS</th>
<th>OTHER CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drugs of materials connected with drugs are found on school premises</td>
<td>Inform the Head. Contact City of Salford Police Drug Coordinators Office (872 5050) to request a police officer to collect the substance for analysis. With a witness present, confiscate the substances and store in a designated place. Staff may search school property, e.g. pupils desks if they believe any drugs are stored there. Staff should seek prior consent and it is advised that a second adult witness present. If consent is not given the school may proceed with the search. Searches should be conducted in such a way as to minimise potential embarrassment or distress. Record details. Contact Parents whether or not the result of the search is positive or negative.</td>
<td>It is illegal to search a pupil or their property. It is against the law to knowingly allow premises to be used for production, consumption or dealing of substances.</td>
<td>Consider when and if the parent body should be informed. Consider whether staff/students should be informed and if so, how.</td>
</tr>
<tr>
<td>A pupil is found in possession of drugs</td>
<td>As above Contact SMART team (0161 743 0167) for advice.</td>
<td>School has in ‘locoparentis’ responsibilities It is illegal to search a pupil.</td>
<td>Decide at what point parents/carers are to be informed. Assess whether this is a one-off incident and</td>
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<td></td>
<td>Head Teacher to interview student if advised to do so</td>
<td>whether the pupil requires specialist help.</td>
<td></td>
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<td></td>
<td>Head Teacher to contact parent if advised to do so</td>
<td>Decide which staff if any need to be informed</td>
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<tr>
<td>A Member of Staff</td>
<td>Follow First Aid procedure if necessary.</td>
<td>As above</td>
<td>As above</td>
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<td>a) Suspects</td>
<td>Confirm evidence.</td>
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<td>Consider safeguarding issues.</td>
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<td>b) Has evidence of a pupil being under the influence of drugs.</td>
<td>Inform Head Teacher. Contact SMART team (0161 743 0167) for advice.</td>
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<td></td>
<td>Contact parent/carer</td>
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<td></td>
<td>Depending on advice contact Police</td>
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<td>A pupil discloses that another person using or selling drugs</td>
<td>Inform the Head Teacher</td>
<td>There is no legal obligation to inform anyone</td>
<td>Is this happening on the school site.</td>
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<tr>
<td></td>
<td>Contact SMART team (0161 743 0167) for advice</td>
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<td>Discuss the implications with the SLT</td>
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<td></td>
<td>Interview the pupil if advised to do so</td>
<td></td>
<td>Consider how the police may be involved.</td>
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<td></td>
<td>Record incident</td>
<td></td>
<td>Consider any safeguarding issues</td>
</tr>
<tr>
<td>A pupil discloses that he/she using drugs</td>
<td>Inform the Head Teacher</td>
<td>School has in 'locus parentis' responsibilities</td>
<td>Consider referral to specialist help</td>
</tr>
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<td>Contact SMART team (0161 743 0167) for advice</td>
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<td>Record incident</td>
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<td>The school becomes</td>
<td>Contact Police</td>
<td>No legal obligation to</td>
<td>Consider</td>
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<td>aware that drugs are being sold in the vicinity of the school</td>
<td>Record incident</td>
<td>inform anyone</td>
<td>communication to staff, pupils and parents</td>
</tr>
<tr>
<td>A parent asks for advice about their child’s use of drugs</td>
<td>Offer support and establish issues</td>
<td>There is no obligation to inform the police, but if the act is taking place on school premises there may be legal responsibility to take action</td>
<td>Advise where professional help may be obtained. Discuss with parents how this is affecting the pupil and any potential action by the school</td>
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</tbody>
</table>