



Drugs, Alcohol and Tobacco Policy

	Name	Signature	Date
Prepared by:	Lisa Gafa, PSHE Lead		23.2.22
Checked and Reviewed by:	Sam Drake, Headteacher		9.3.22
Approved by:	Curriculum and Standards committee Name: Madhavan Raman (Chair)		9.3.22
Document Title:	Presentation Policy		
Version Number:	1	Date of Next Review:	March 2023

INTRODUCTION

Staff responsible for drugs issues: The PSHE Lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with any external agencies to support the curriculum.

The Headteacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services. The Deputy Head is responsible for developing, monitoring and reviewing the drugs policy.

There is also a governor with a lead on drugs issues who liaises with the school about curriculum and policy.

BACKGROUND INFORMATION ABOUT THE SCHOOL

West Hampstead Primary School is a larger-than-average primary school with Early Years Foundation Stage provision for children in two Reception classes and one full-time Nursery class. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. The school has a specially resourced provision for six physically disabled pupils. These children are fully integrated into the school. Pupils are from a wide variety of minority ethnic backgrounds with no dominant group. A large majority speak English as an additional language. The proportion of pupils known to be eligible for free school meals is above average. More pupils join and leave school part-way through their primary education than is usually the case. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress. The school manages a breakfast club.

LINKS TO OTHER POLICIES

This policy should be read in conjunction with the following policies; PSHE and Citizenship, Health and Safety, Behaviour, Medicines in School.

DEFINITION OF DRUGS

This guidance describes drugs as "A substance people take that changes the way they feel, think or behave". This refers to legal and illegal drugs:

- Drugs that are illegal* (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, Novel Psychoactive Substances (NPS-formerly known as "legal highs") 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, e-cigarettes, shisha and volatile substances (solvents)
- Drugs that are legal to use such as poppers, caffeine drinks
- Over the counter and prescription medicines

*Nitrous Oxide is not illegal under the Misuse of Drugs Act but is illegal to produce, supply, sell or import for human consumption under the Psychoactive Substances Act 2016

Definitions of other key words

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.

WHY A POLICY IS NEEDED

We understand that drugs play a part in the lives of every one of us and recognize that drug use and misuse can have a serious effect on health, well being and academic achievement. We have a crucial role to play in drug prevention and education. The DfE advises all schools to have an up to date policy.

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.

HOW THE POLICY WAS DEVELOPED AND THE CONSULTATION PROCESS

This policy was drafted by the PSHE Lead, following advice from Camden's Health and Wellbeing Team.

We have taken account of key national and local guidance including:
DfE Relationships Education, RSE and Health Education statutory guidance June 2020
Programme of Study produced by PSHE Association Jan 2020
Camden's example Drugs policy (September 2020)

APPROACH TO SAFEGUARDING PUPILS FROM DRUG AND ALCOHOL HARMS

As part of being a healthy school we take a proactive and whole school approach through

- Teaching a planned drug education programme in PSHE and Citizenship and Science informed by the views of pupils and staff that equips pupils with the knowledge and skills they need
- Considering carefully our responses to drug-related incidents
- Having clear school rules and sanctions
- Providing access to specialist support and advice for pupils at risk of drug-related harm and those with drug or alcohol misuse in the family
- Providing a clear curriculum to support teaching about drugs, alcohol and tobacco
- Raising pupils' academic achievement and sense of belonging in school

DRUG EDUCATION

Drug education covers the teaching about drugs, alcohol and tobacco (including e-cigarettes and shisha) and is a key part of preventing drug misuse and promoting the health and wellbeing of young people.

Aims of drug education

- To give pupils age-appropriate and accurate information about the effects and risks of substances (including substances in the home, and alcohol, tobacco, medicines, volatile substances and illegal drugs)
- Help pupils to develop the skills and attitudes to keep safe, manage situations make healthy and responsible decisions

Where is drug education taught in the curriculum?

Teaching about drugs, alcohol and tobacco is taught mainly through PSHE and Citizenship and in Science

What is taught?

The content reflects

- Statutory Health Education-by the end of primary, pupils should know the facts about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug-taking.
- Statutory Science
- Year 6 have to be taught to recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function (this can be taught earlier in KS2)
- *Pupils should learn how to keep their bodies healthy and how their bodies might be damaged – including how some drugs and other substances can be harmful to the human body. Pupils might work scientifically by: exploring the work of scientists and scientific research about the relationship between diet, exercise, drugs, lifestyle and health*

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

- gain knowledge and understanding about the effects and risks 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 keep safe and manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others
- explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences

Drug Education in our PSHE and Citizenship curriculum

Key Stage1 focuses on what are safe and unsafe substances, what medicines are, why people take medicines and how to take medicines safely, being ill and getting better and what to do if someone persuades you to take something dangerous.

Key Stage 2 focuses on what a drug is (legal and illegal), the effects and risks of drugs; particularly tobacco (including shisha) and alcohol, managing peer influences and resisting pressure to take risks and be able to make safe decisions.

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 reception to Year 6 with topics and issues which are appropriate to the age and maturity of pupils.

In addition, in order to ensure that the drug education programme reflects the views of pupils and is appropriate and relevant to them, Key Stage 2 pupils take an active part in planning the programme through a range of ways such as:

- consultations with pupils through the school council
- completing end of topic evaluations
- assessments at the beginning of teaching drug education to establish prior knowledge and understanding

The drug education curriculum is reviewed as part of the annual PSHE and Citizenship review led by the PSHE Lead.

How it is taught (including involving external organisations):

A wide range of participatory 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, 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, and 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.

Who teaches drug education?

Drug education is taught by the class teacher. There are occasions that we might involve an external organisation or the school nurse for their expertise. When external organisations are used, the lessons are planned with them and the teacher is always present. We check the organisation and ensure they have the necessary experience and skills to deliver drug education to primary pupils. We use the Camden protocol for external organisations.

How pupils' learning is assessed

Pupils' progress in drug education is assessed as part of PSHE and Citizenship assessment and Science assessment. Pupils' knowledge, attitudes and skills are assessed through a range of methods including end of topic self-assessment and teacher assessment.

How drug education is monitored and evaluated

Monitoring and evaluation help to plan future lessons and to review the teaching programme and improve the quality of teaching and learning.

The PSHE Lead is responsible for monitoring and evaluation. A range of methods are used including lesson observations and looking at pupils' work. Teachers use the scheme of work to monitor what they are covering and record whether they make changes.

Pupils and teachers evaluate the drug education programme through completing end of topic evaluations and specific evaluations of outside contributors.

There is an annual PSHE and Citizenship review that involves school council representatives, and takes account of the drug education evaluations. This review is fed back to staff and pupils and the drug education programme updated as a result of the evaluations.

TRAINING AND SUPPORT FOR STAFF

All staff who teach drug education participate in training through a range of activities including; staff INSET, Camden training, team teaching and observing other teachers. We take advantage of the support, advice and training provided by Camden's Health and Wellbeing Team.

Staff take part in an annual training needs assessment that includes drug education.

Information and teaching strategies gained from staff attending external training are shared with other staff through staff meetings and INSET.

The PSHE Lead has opportunities to develop their skills in planning drug education, through support from Camden's Health and Wellbeing Team.

MANAGEMENT OF DRUGS IN SCHOOL

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 covers; on or near the school premises, within the school day and during term time, on school visits, school journeys and at school social events.

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

Management of authorised legal drugs

This school has agreed that there are some 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. The decision to allow pupils to self administer medicines rests with the Headteacher.

Those pupils in Years 3 to 6 that need inhalers, are responsible for their administration and carry them for easy access, and parents complete a permission form. Asthma inhalers for pupils in other years, are kept with the teacher for safe and easy access.

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.

(ii) Hazardous chemicals and volatile substances (solvents)

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

In the event of a child or adult who 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.

(iii) 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 POLICY

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.

Staff, parents and pupils who want to give up smoking have access to the free NHS stop smoking service in Camden, Breathe. The service can be accessed on <https://www.breastopsmoking.org/> or contacted on 0203 633 2609, both group and one to one support is available. We display information about giving up smoking on displays around the school and on parent and staff notice boards.

E-cigarettes (sometimes known as nicotine vaporisers)

Although e-cigarettes are not covered by smoking legislation we are following Camden's approach and not allowing the use of e-cigarettes by pupils, staff, parents, contractors or visitors on the school premises and including when parents and carers collect their children from school.

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 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, a member of the public phoning the school to say they have seen pupils smoking in Camden.

School responses to drug-related incidents

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

- The Headteacher and Deputy Head 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 Early Help 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.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately 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, from local shops.

Recording the drug-related incident

All drug-related incidents are recorded using **CPOMS**.

Any information shared on CPOMs is confidential and shared with the Headteacher.

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 Headteacher and Deputy Head
- the pupil will be taken to the school office and the Headteacher 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
- 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 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 pupils 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.

CONFIDENTIALITY

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and citizenship programme. 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 Head teacher.

WORKING WITH PARENTS/CARERS

The school welcomes parents/carers who wish to share with us, their concerns about drugs. We involve parents/carers when reviewing the drugs policy and hold regular sessions/workshops to explain what is taught in drug education, as well as give up to date information about drugs and where they can get further information, help and advice.

Parents/carers will be informed immediately if their child has been involved in a drug-related incidents. 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.

INVOLVING POLICE

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact the West Hampstead Police Station 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.

REVIEWING THE POLICY

This policy is reviewed every two years by a working group consisting of; the PSHE Lead, school council representatives, parents, staff, governor responsible for drugs issues, Camden's Health and Wellbeing Team, school nurse and Deputy Head.

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.

DISSEMINATING THE POLICY

Parents/carers are made aware of the policy through the newsletter and at meetings when new to the school. The policy is on the school's website. Copies of the policy are in the staff handbook, the Governors' handbook and Policy reference file, in the school office and staff and governors new to the school are made aware of the policy.

External organisations involved in drug education, receive a copy prior to teaching.