

Drugs Education Policy **and Procedural guidelines for drug related incidents.**

Approved by the Curriculum and Standards Committee on 7th March 2023. This document will be reviewed every two years.

Headteacher **P.Lyall**

Chair of Committee **J.Darmanin**

Review: **February 2025**

Safeguarding statement of intent:

Safeguarding all our children is of paramount importance to us therefore, all necessary risk assessments are carried out prior to any activity. Enhanced DBS checks are carried out when recruiting new staff or volunteers. When welcoming visitors we check whether they have a DBS and carefully monitor their contact with children according to the regulated activity rules in the DBS guidelines. We are a "Safer School" and at least one member of staff and governors who are involved in the recruitment process have attended "Safer Recruitment Training." New staff are made aware of all the related Safeguarding documents including the Child Protection policy as part of the induction process and all staff receive Child Protection Awareness training regularly.

This policy relates to and complements other school policies:

- PSHE
- Science
- Behaviour
- Visitors code of conduct
- RSE
- Safeguarding & Child Protection
- Equal Opportunities
- Physical Education

Introduction

For the purpose of this policy, the term 'drugs' refers to substances that change the way the body or mind work, including:

- Alcohol
- Tobacco
- Volatile substances (aerosols, solvents, glue or petrol)
- Caffeine
- Over the counter/prescribed drugs e.g. painkillers, antibiotics
- Illegal drugs e.g. ecstasy, cannabis, cocaine, crack and heroin
- Novel new psychoactive substances

'Drugs misuse' is defined as the non-medical uses of drugs that are only intended for use in medical treatment, the use of drugs that have no accepted medical purpose (DfE circular 4/95).

Drugs play a part in the lives of everyone and it is a feature of our society that children and young people will be exposed to legal and illegal drugs, whether in the home, the wider community or in the media. The majority of school-aged pupils do not use or abuse illegal drugs. Some will be curious and will experiment, others will use as a means of being part of a group/gang, establishing status and self-identity. Both can have serious health and legal consequences. Others will use substances as a coping mechanism related to emotional and mental health, sexual identity or dealing with unresolved adverse childhood experiences.

Rationale

At Hodnet School we aim to ensure that our approach to drugs is a whole school one, designed as part of our commitment to, and concern for, the health and wellbeing of our whole school community.

The purpose of having a drug education policy is to ensure that all pupils receive consistent, clear and thoroughly planned lessons appropriate to their age and stage of maturity, understanding and knowledge. That the approaches and processes that we follow for drug related incidents are clear for all pupils, staff, parents and the wider community. Our approach is based on evidence based guidance provided by

Public Health England and national organisation such as MENTOR and the Alcohol Education Trust and the PSHE Association.

We aim to manage drugs in a way which enables pupils to access educational opportunities in a safe environment. We manage drugs, which are medicines, as well as legal and illegal drugs in a lawful, responsible way, which ensures the health and safety of individuals and community.

Social and educational outcomes for young people are likely to be better if they attend school regularly. Young people who are unable to access education because they need to take medicine at school or, because they have been excluded for smoking, drinking or using illegal drugs are more likely to develop problematic drug use. Good management of drugs in schools is therefore closely aligned with, and to ensuring educational attainment and achievement for all.

Drug Education contributes to children's health and safety; it is part of a broad and balanced curriculum. An understanding of drugs enables pupils to make informed decisions and forms part of the schools duties under safeguarding 'Keeping children safe in education.

This policy relates to, and complements other school policies: Safeguarding, PSHE and Citizenship, Science, behaviour/discipline and anti-bullying. Medicines, educational visits, smoking and equal opportunities

In developing this policy the following individuals have been consulted or involved: Governors, head teacher, school staff, parents and pupils
Alice Cruttwell Public Health Curriculum Advisor, Gavin Hogarth Partnership Officer, Drug and Alcohol Team, School nurse, community police liaison etc.

CONFIDENTIALITY

The welfare of children will always be central to the school's policy and practice. All pupils need to feel able to talk in confidence to a member of staff about a drug-related problem. However, in line with Safeguarding procedures, teachers will not be able to promise complete confidentiality and information about a child in relation to drugs will follow the same procedure as for other sensitive information.

WORKPLACE HEALTH

Members of staff need to be aware of procedures in relation to working and drug taking. Staff need to be clear about how they may access support, if required.

Aims and objectives

This policy aims to highlight the school's positive and proactive approach to

Part one: Drug Education

Part two: Drug related incident management

Part three: Staff roles and responsibilities

Appendix:

1. Drug related incident examples
2. Drugs and sex related litter
3. Drug related incident checklist and record form for staff
4. Useful resources and contacts

Part one: The curriculum

Drugs education is delivered in science as part of national curriculum as well as in PSHE (personal, social and health education). Other curriculum subjects make contributions towards the teaching of drug education and cross-curricular links and opportunities in RE, English, Drama etc. are utilised.

National Curriculum, The science statutory requirements:

The National Curriculum requires or recommends the following elements of Drug Education to be taught:

- **At Key Stage 1:**
5 – 7 year olds should be taught about what humans need to stay healthy (non-statutory). This could include the role of drugs as medicines.
- **At Key Stage 2:**
10 - 11 year olds must be taught (statutory) to recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function. Non-statutory recommendations include pupils learning 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.

Over and above the minimum requirements of the National Curriculum, the content of our Drug Education policy is left to the discretion of individual headteacher, staff and governing bodies to determine what, if any, additional drug education should take place. Our school decides what is appropriate for the needs of their own pupils in Hodnet.

The key principles behind our [curriculum design](#) are based on these wishes for our children:

To be happy, respectful and kind

To be confident with a strong sense of self-belief

To be resilient

To be excited and inspired by learning

To be an independent learner and a creative thinker

To have high aspirations

To be creative

To have eyes open to a world beyond their immediate surroundings

To be an effective communicator

To have the knowledge and skills they need to succeed

At Hodnet, our PSHE programme is planned and taught in line with national curriculum guidance, DFE guidance, PSHE association recommendations, and

Ofsted requirements and MENTOR toolkit, quality standards for-effective drug and alcohol education (ADEPIS)

Our PSHE curriculum is designed using the 1Decision scheme which is comprehensive in its coverage of themes and topics affecting young people and families. We also use Shropshire's Respect Yourself scheme to support with RSE and Drugs education and the St Johns Ambulance materials to cover first aid. Each of these schemes together provide the comprehensive coverage needed for our learners with regards to Drugs Education.

Our PSHE curriculum is a co-ordinated, planned, progressive, age-appropriate and spiralsed programme which addresses the following themes:

- keeping and staying safe
- keeping and staying healthy
- our world
- relationships
- being responsible
- hazard watch
- computer safety
- feelings and emotions
- fire safety
- growing and changing
- the working world
- a world without judgement
- first aid

Drug Education at Hodnet aims to:

- Enable pupils to make informed healthy and safe choices by increasing their knowledge, challenge their understanding and develop their skills.
- Support pupils to develop positive self-esteem and resilience in order to help them assert themselves, respond to pressure, make responsible decisions and seek help, support and advice to keep them and others safe from harm.
- Provide accurate, factual and upto date information about substances.

In PSHE we use a wide range of teaching and learning approaches. We undertake assessment for and of learning and the pupils will be engaged in identifying what they currently know and understand. Myths and misinformation will be discussed, attitudes and values will be challenged and realistic case studies and scenarios will be explored in order to assess risk, consider options and consequences. Research and good practice guidelines from the PSHE Association and MENTOR have been taken into account.

Part Two: Drug related incident procedure

School Boundaries

- The school boundary is the school perimeter fence.
- The school day is 8.45a.m. to 3.15 p.m. Extended to 7.45am – 5.45pm for those in Breakfast Club and Wraparound Care provision on site.
- If a drug related incident takes place in the immediate vicinity of the school, near the start or end of the school day, at an after school club or at an evening school event, it will be dealt with at the discretion of the Headteacher or other designated member of the senior management team.
- Drug related incidents occurring during school day trips or residential trips will be dealt with as if it had occurred within the school's boundaries.

Health and safety of the child should always be the principal concern when responding to all incidents.

Key Procedural Issues

1. Always inform the Headteacher.
2. For Safeguarding issues, refer to school's Safeguarding Policy. Designated Safeguarding Leads are Mrs Penny Lyall, Mrs Ceri Williams, Miss Jenny Darmanin.
3. Record ALL drug related incidents.
4. Disposal of illegal substances must be witnessed. Police can dispose of drugs for schools.

Part Three: Staff roles and responsibilities

The governing body is responsible for:

- Authorising the Drug Education policy and any subsequent reviews of the policy and ensuring that the terms and ethos of this policy are followed.
- Review the policy every two years
- Monitor the number and nature of drug related incidents and the outcomes, including any disciplinary action

The Headteacher is responsible for:

- Ensuring that the terms and ethos of this policy are followed:
- Appointing senior leadership team to implement the policy, and ensure a planned drug education curriculum is delivered in line with recognised good practice.
- Teachers are provided with training and guidance to deliver drug education and respond to drug related incidents
- Students are aware of the rules on drugs and the consequences
- Clear procedures for drug related incidents, sanctions consistent with the schools behaviour management policy
- Liaison and co-operation with external agencies and organizations.

The Personal Social Health Education Lead is responsible for:

- Reviewing and updating the Drug Education policy and Scheme of Work in the context of the PSHE programme and in light of research, local and national data, initiatives and change,
- Monitoring the effectiveness and quality of the planned and delivered curriculum for PSHE/Drug Education.
- Providing leadership and training for teachers
- Auditing and monitoring resources for effective teaching and learning
- Annual PSHE report to governors including recommendations and identification of opportunities and threats to good practice.

All staff are expected to: follow the terms and ethos of this policy.

Appendix 1

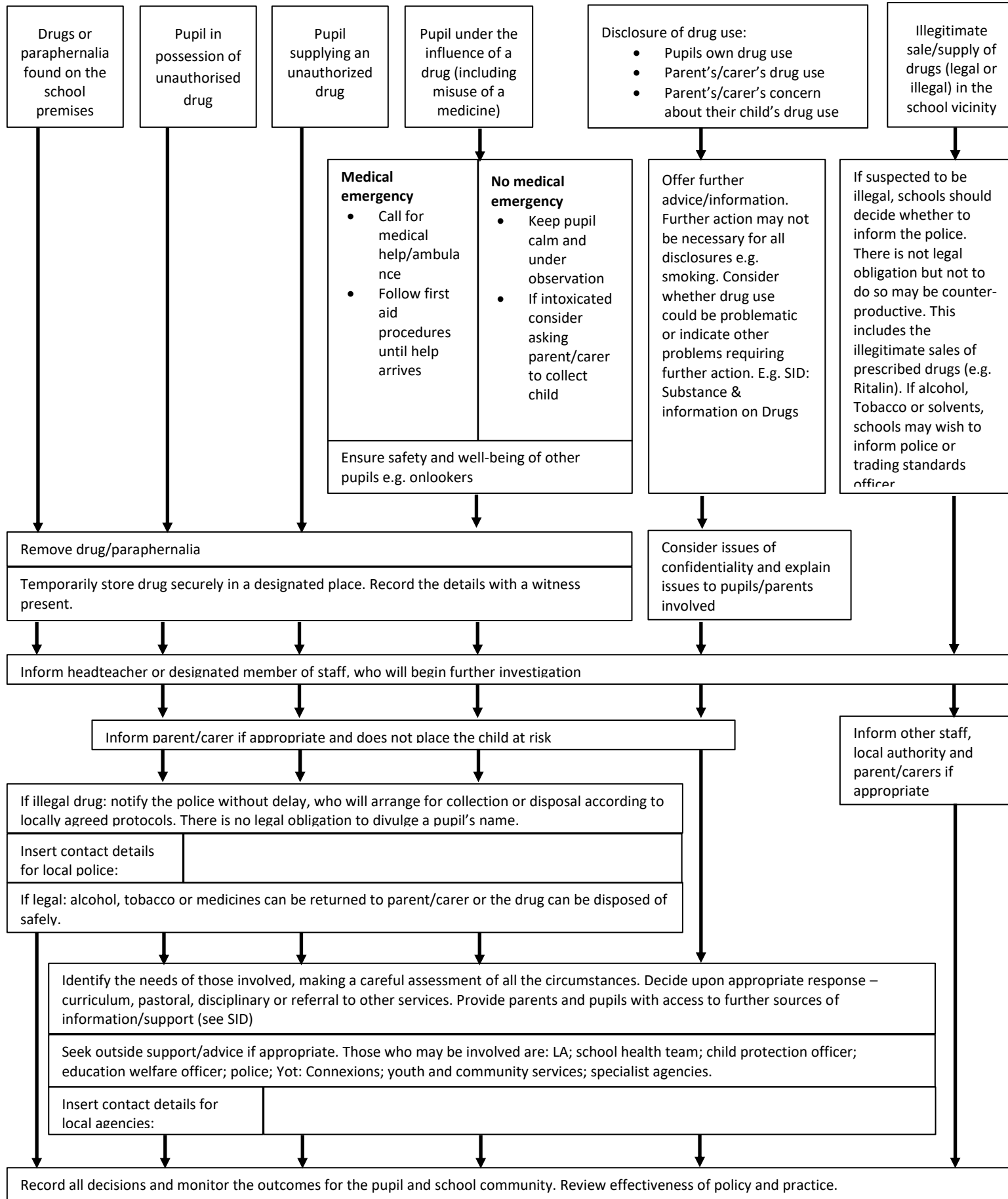
Drug related incidents

| What to do if... | Legal Considerations | Pastoral Considerations |
|---|--|---|
| <p>1. Drugs/alcohol/volatile substance discovered on school premises.</p> | <p>1. If drugs/alcohol are found on school premises, take possession and store securely. (See Appendix 2 drug and sex related litter)</p> <p>2. What is the substance? Seek police advice for analysis/disposal.</p> <p>3. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</p> <p>4. Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, with out consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see notes below).</p> | <p>1. Ensure Head Teacher is informed.</p> <p>2. Discuss with individual(s) or class/school as a whole.</p> <p>3. Monitor the situation.</p> <p>4. Record all incidents and action taken.</p> <p>5. Head Teacher to decide whether to inform parents/carers</p> |
| <p>2. A pupil is found in possession of drugs/alcohol/volatile substance.</p> | <p>1. Confiscate drug/substance found and store securely.</p> <p>2. What is the substance? Seek police advice for analysis/disposal.</p> <p>3. Check whether the pupil is legally entitled to be in possession of this drug/substance.</p> <p>4. Head teachers and staff authorised by them have statutory power to search pupils or their possessions, with out consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see notes below).</p> | <p>1. Ensure the Head Teacher is informed and decide:</p> <ul style="list-style-type: none"> • If, when and how parents/carers are to be informed. • Is assessment needed to determine whether this was a one off or if there are underlying problems/issues? • What targeted interventions might be appropriate –consider Targeted mental health intervention exploration of coping strategies, anger management, sexuality /sexual health issues etc. • Is there pupil/family welfare or safeguarding issues? Referral to strengthening families? Domestic Abuse • Are sanctions appropriate? <p>2. Record all incidents and action taken.</p> |
| <p>3. A teacher suspects a pupil of being under the influence of drugs/alcohol/volatile substance.</p> | <p>1. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p> <p>2. Are there safeguarding concerns? Is the child at risk of 'significant harm'? If so, Head Teacher to contact FPOC for advice and/or referral.</p> | <p>1. Seek medical advice.</p> <p>2. Inform Head Teacher and decide if, when and how parents/carers are informed.</p> <p>3. Record all incidents and action taken.</p> |
| <p>4. A pupil discloses they are using drugs/alcohol/volatile substance.</p> | <p>1. Are there safeguarding concerns? (See above)</p> <p>2. Schools have in 'loco parentis' responsibilities to individual pupils</p> | <p>Head Teacher needs to discuss with pupil in presence of another member of staff</p> <p>Assess individual circumstances</p> |

| | | |
|---|--|---|
| | <p>and the whole school community.</p> <p>3 do or do not have to inform police? Considerations – discuss with parents first unless implicated</p> | <p>Decide whether and when to inform parents/carers.</p> <ul style="list-style-type: none"> • Is there pupil/family welfare or safeguarding concerns? (See above) • If there is a need for targeted intervention / support • Explore a range of solutions to address pupil's difficulties, sanctions and cautions re exclusion as appropriate • Permanent Exclusion will be a last resort |
| <p>5. A pupil discloses a parent/carer/relative is misusing/selling drugs/alcohol/volatile substance.</p> | <p>1. Are there safeguarding concerns? (See above)</p> <p>2. There are no legal obligations to inform the police but informal advice may be useful.</p> | <p>1. Inform the Head Teacher.</p> <p>2. Are there pupil/family welfare or safeguarding issues? (See above)</p> <p>3. Who should be informed? (Confidentiality and trust are key issues)?</p> <p>4. How will the pupil be supported? School?</p> <p>Strengthening Families ECINS/External agency?</p> |
| <p>6. A parent/carer arrives intoxicated on school premises.</p> | <p>1. Safety and well-being of pupil is paramount.</p> <p>2. There are no legal obligations to contact police unless child protection concerns are raised and/or a violent incident takes place.</p> <p>3. Record all incidents and action taken.</p> | <p>1. Attempt to maintain a calm atmosphere.</p> <p>2. Are there concerns about discharging the pupil into the care of the parent/carer (e.g. they intending to drive child home)? If so, alternative arrangements to be made</p> <p>3. Are there safeguarding concerns? (See above)</p> <p>4. Is the parent/carer aggressive/violent? DA and Substance misuse statistics contacting police.</p> <p>DA triage system</p> |
| <p>7. A pupil discloses friends are misusing/selling drugs/alcohol/volatile substance.</p> <p>Rumours of students, parents/carers or family members using drugs</p> <p>Students talking about their drug use</p> | <p>1. Are there safeguarding concerns? (See above)</p> <p>2. There is no legal obligation to inform the police but informal advice might be useful.</p> | <p>1. Inform Head Teacher.</p> <p>2. Verify information.</p> <p>3. Are there pupil/family welfare or child protection concerns?</p> <p>4. How is the issue to be approached sensitively?</p> |
| <p>8. Head Teacher becomes aware of</p> | <p>1. There is no legal obligation to do so, but Headteacher is advised to</p> | <p>See pastoral response to no. 3.</p> |

| | | |
|---|--|---|
| <p>the availability/sale of drugs/alcohol/volatile substance in the school vicinity.</p> | <p>seek police advice.</p> <p>2. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</p> <p>3. It is illegal to sell alcohol to persons under the age of 18. It is illegal to sell cigarettes to anyone under the age of 18. It is illegal for shopkeepers to sell solvents and volatile substances to anyone under the age of 18 if they believe that the substances are going to be misused.</p> | |
| <p>9. A discarded syringe/needle is found in the school vicinity.</p> | <p>There is no legal obligation. But head teachers is advised to seek police advice</p> | <ol style="list-style-type: none"> 1. See appendix 2 2. Pastoral response to no. 1 3. Contact Shropshire team for clean-up service? Tel: 0345 678 9006 4. Check this is available to which schools – private? Academies |

Appendix 2: Responding to incidents involving drugs



Appendix 2: Laws related to controlled substances

If a substance is controlled by the Misuse of Drugs Act, there will be offences related to:

Possession and use, possession with intent to supply, production, cultivation or manufacture, supply or offer to supply, importation or exportation, the occupier of premises knowingly permitting or allowing premises to be used for drug related production or supply

The offences committed and hence the legal consequences depend on the class and amount of drug.

Notes re: Searching pupils (Sections 1.4 and 2.4)

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

Prohibited items are: 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:

- i. to commit an offence
 - ii. to cause personal injury to, or damage to the property of, any person (including the pupil)
- A student's desk or locker can be searched if member of staff has reason to believe that it contains Drugs/controlled substances
 - If a member of staff suspects a student is concealing illegal drugs on their person, every effort should be made to secure voluntary production by asking them to empty their pockets/bag etc. This should be done in presence of another member of staff.
 - If the student refuses, the head teacher may contact the police; the student should be isolated and supervised.
 - Physical searches or asking students to remove articles of clothing should never be made
 - If the student does not cooperate and leaves the school premises the police should be informed

Appendix 3

Drugs and sex related litter

Eg. Syringes, needles, condoms, sanitary towels, tablets and capsules

These guidelines are intended to minimise risk to pupils and staff

Any member of staff who becomes aware of paraphilia that may have been involved in drug or sexual use should treat the item as potential harmful to them and others

Inform the head teacher or if item is drug related the police

Disposal – use of gloves /litter pick /grounds person guidance
Do not touch the item, Clean /isolate the area

Appendix 4: Record of incident involving unauthorised drug

1. For help and advice, telephone the LA
2. Complete this form WITHOUT identifying the pupil involved
3. Copy the form
4. Send the copy within 24 hours of the incident to the LA
5. KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

| | | | |
|--|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON school premises | <input type="checkbox"/> | Pupil disclosure of drug use | <input type="checkbox"/> |
| Emergency/Intoxication | <input type="checkbox"/> | Disclosure of parent/carer drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug | <input type="checkbox"/> | Parent/care expresses concern | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | Incident occurring OFF school premises | <input type="checkbox"/> |

| | |
|--|---------------------------|
| Name of pupil *: | Name of school: |
| Pupil's form *: (* for school records only) | Time of incident: am/pm |
| Age of pupil: MALE/FEMALE | Date of incident: |
| Ethnicity of pupil**: | |
| Tick box if second or subsequent incident involving same pupil | Report form completed by: |

First Aid given? YES NO

Ambulance/Doctor called? YES NO

First Aid given by:

Called by: Time:

| |
|---|
| Drug involved (if known): (e.g. Alcohol, paracetamol, Ecstasy) |
| Senior staff involved: |

Drug found/removed? YES NO

Where found/seized:

Name and signature of witness:

.....

Disposal arranged with
 (Police/Parents/Other):.....

If Police, incident reference number:

At time:

| |
|--|
| Name of parent/carer informed *: |
| Informed by: At time: |
| Brief description of incident (including any physical symptoms): |
| Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted) |

* for school records only

** Categories: British, Irish, other White, White and Black Caribbean, White and Black African, White and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.

Appendix 4

MANAGING MEDICINES

See administering medicines policy.

In most cases, parents/carers, not teachers, will administer medicines to their children themselves outside school hours. Where this is not possible:

- Parents/carers of children in need of medication must ensure that the school is accurately advised in writing about the medication, its usage and administration.
 - Pupils may be able to administer their own medication, under supervision, but only with the written agreement of their parents/carers.
 - The Headteacher will make the decision for staff to administer medicines.
 - All medicines will be stored securely with access only by senior staff, such as the Headteacher or a qualified First-Aider.
-
- In the case of asthma, please refer to the Asthma policy.

ALCOHOL ON SCHOOL PREMISES

Alcohol is not consumed on the school premises except for special occasions. On these occasions, the alcohol is stored in a locked cupboard away from all pupils.

Alcohol is also allowed on the premises for some organised events.

Appendix 5

Local contacts and procedures

| HELPLINES | |
|--|--|
| Drinkline | 0300 123 1110 |
| Drinkaware | www.drinkaware.co.uk |
| FRANK (National Drugs Helpline) | 0300 123 6600 www.talktofrank.com |
| Family Lives General advice and support | 0808 800 2222 www.familylives.org.uk |
| Re-Solv (Solvents/Volatile substances) | 01785 817885 (Office) 01785 810 762 (Helpline) www.re-solv.org |