



Crowan Primary School - Drug and Alcohol Education (& substance misuse) Policy

(School policy on drugs education and dealing with drug-related incidents)

*This policy is based upon the Department for Education and Skills 'Drugs: Guidance for Schools (2004) and is supported by Cornwall Healthy Schools advice on policy.

Ratified by the Governing Body on -

Signed:
(Chair of Governors)

Next review date: **Spring 2023**

**this policy to be reviewed every 2 years*

**PSHE/Designated Drugs Action Co-ordinator: Mr. Paul Hunkin
(Head Teacher)**

Healthy Schools Co-ordinator: Mrs. Claire Atkins (Class Teacher)

1. Definition - What is a Drug?

This policy uses the definition that a drug is 'a substance which people take to change the way they feel, think or behave' (United Nations Office on Drugs and Crime)

This policy covers a range of drugs including medicines (all over-the-counter and prescription medicines), all legal drugs (including tobacco, alcohol, solvents/volatile substances which can be inhaled) and illegal drugs.

In line with both national advice and local guidelines, it covers the education of children at Crowan Primary School about drugs through the school curriculum and the misuse of drugs by children and adults.

2. Introduction - Drug education is part of the National Curriculum Science Orders which are mandatory for all primary school pupils. Delivery can also be through well-planned Personal, Social, Health and Economic (PSHE) Education.

3. Rationale - Crowan Primary School is committed to the health and safety of everyone here and we will work together with parents and the local community to enable pupils to

make healthy, informed choices and to discourage the misuse of drugs.

We are an accredited Healthy School and adhere to the principals of the Cornwall Healthy Schools programme.

Current research indicates that drug use both legal and illegal is prevalent amongst young people in and beyond Camborne, the nearest town to our school.

As part of Crowan Primary School's care and welfare of its pupils, we believe we have a duty to inform and educate children about drug use.

Drugs are a reality in children's lives and schools share responsibility with parents and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy, informed choices by increasing knowledge, challenging attitudes and practising skills.

We also believe that the misuse of any drugs by members of the school community cannot be condoned and will be dealt with fairly, consistently and clearly with regard to the needs of the school and the individuals concerned.

Fundamental to the school's values and practice is the principle of sharing the responsibility for the education of children with parents, keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy.

There are a number of ways in which we aim to help children understand the implications of drug use and misuse. We recognise that drugs impinge on many of our children's lives in a variety of ways and that the subject needs careful handling. We are also aware of the impact of national initiatives and publicity campaigns. We aim to provide different perspectives on the issue and to provide opportunity for the children to ask questions and to share their existing knowledge. There may be many misconceptions which will need to be addressed in a sensitive and factual way. Where teachers are unsure, it is acceptable to refrain from answering a question until clarification has been sought.

4. Context - Children and young people grow up in a society where drugs of all kinds are widely used and where they are surrounded by media images of drug use. As a result, young people are highly aware of drugs. Although figures show a decline in drug use amongst children and young people, continuing drug and alcohol education at primary and secondary schools is key to the reduction.

Crowan Primary School's drug and alcohol policy was produced following consultation between staff, school governors and representatives of the parents of the school. It is available to download from the school website where it can be translated into different languages to meet the needs of our community. The policy forms part of our PSHE curriculum which also includes Relationships and Sex Education.

5. The purpose of this policy – Drug and alcohol education is an important aspect of the curriculum for all schools. It aims to develop the following knowledge, skills and attitudes amongst the pupils:

Knowledge

To increase pupils' knowledge and understanding and clarify misconceptions about:

- The short and long term effects and risks of drugs
- The rules and laws relating to drugs
- The impact of drugs on individuals, families and communities
- The prevalence and acceptability of drug use among peers
- The complex moral, social, emotional and political issues surrounding drugs

Skills

To develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- Assessing, avoiding and managing risk
- Communicating effectively
- Resisting pressure
- Finding information, help and advice
- Devising problem-solving and coping strategies
- Developing self-awareness and self-esteem

Attitudes

To enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including:

- Challenging stereotypes
- Exploring media and social influences

6. Aims – Our policy aims 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

7. Roles and responsibilities – The teaching staff at Crowan Primary are responsible for delivering our agreed drug education programme (Years 1-6) as part of the school's PSHE curriculum. This ensures a consistent approach which will be enhanced by the teacher's prior knowledge of a class and individual pupils.

8. Curriculum content – The **Christopher Winter Project** scheme of work for Drug and Alcohol Education (endorsed by Cornwall Healthy Schools) will be used as the foundation for our provision. Further teaching about drugs and alcohol will take place within planned science topics, and discussions may arise incidentally during other lessons (including Physical Education, Relationships and Sex Education, literacy..)

Year 1- Medicines and People Who Help Us

Lesson 1: Staying Healthy

Lesson 2: Medicines

Lesson 3: Who gives us medicines?

Year 2- Keeping Safe

Lesson 1: Risk

Lesson 2: Hazardous Substances

Lesson 3: Safety Rules

Year 3- Smoking

Lesson 1: Why People Smoke

Lesson 2: Physical Effects of Smoking

Lesson 3: Smoking and Society

Year 4 – Alcohol

Lesson 1: Effects of Alcohol

Lesson 2: Alcohol and Risk

Lesson 3: Limits to Drinking Alcohol

Year 5 – Legal and Illegal Drugs

Lesson 1: Legal and illegal Drugs

Lesson 2: Attitudes to drugs

Lesson 3: Peer Pressure

Year 6 – Preventing Early Use

Lesson 1: Cannabis

Lesson 2: Volatile Substance Abuse (VSA) and Getting Help

Lesson 3: Help, Advice and Support

Year 6: Programme of Study (statutory requirements) - Animals including humans

- Identify and name the main parts of the human circulatory system, and describe the functions of the heart, blood vessels and blood
- Recognize the impact of diet, exercise, drugs and lifestyle on the way their bodies function

Notes and guidance (non-statutory) - 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.

9. Methodology and resources - The teaching staff will ensure an active learning approach is used in the delivery of drug and alcohol education to ensure that all pupils are fully engaged. There will be opportunities for pupils to actively participate and reflect on their learning through discussion, small group activities and role play.

The Christopher Winter Project CD-ROM will be used as a source for teaching resources, with appropriate visual aids and objects borrowed from the Health Promotion Unit/Cornwall Healthy School.

Occasionally visiting agencies, organisations or individuals will be used to enhance our core provision. These will be managed by the class teacher and they will operate within our school policies and protocols for child protection & safeguarding and confidentiality ([see our Visitors' Policy](#)).

DfES Drugs: Guidance for Schools (2004) states that: 'Teachers should always maintain responsibility for the overall drugs education programme. External contributors should not be used as substitute teachers, nor should they constitute the entirety of a school's drug education programme. When working directly with pupils they should add a dimension to the drug education programme that the teacher alone cannot deliver.'

All pupils will follow a drug education programme that is responsive to their needs and relevant to their age, experience and maturity. It will focus on the development of self-esteem and decision making skills.

Circle Time - These informal opportunities are taken to enable children to discuss topical issues as they arise in the media, at home and in the locality. The teacher facilitates the discussion, handles any remarks leading to possible disclosures and established ground rules.

10. Special Educational Needs & Inclusion - Our drug and alcohol education forms a part of our overall PSHE curriculum. Sensitive information will always be handled in line with the school's child protection and safeguarding procedures.

It is appropriate that all children have access to the information covered in our drugs education programme, unless an individual's special educational needs is such that the content would be meaningless or incomprehensible to them.

Arrangement should be made within classrooms to enable the inclusion of most pupils with special educational needs either through additional Teaching Assistant support or the adaptation of curriculum materials. In most cases the largely discursive nature of the subject will mean that all children have equal access.

It should be noted that some children will need to use medication regularly as part of their own special needs. This might be for either physical or emotional reasons. Care should be taken at all times to draw a distinction between different types of drugs use and enable children to see the value that drugs can have in our society to large groups of people.

There might be opportunity for individuals with first-hand experience of taking medication for particular ailments to share their experiences and discuss some of the side effects and benefits that such reliance at times can have. Any such involvement should be discussed with the child concerned and their parents.

11. Parental Involvement - This policy has been developed to reflect national and local guidance in relation to the teaching and learning of drug and alcohol education. It will be reviewed every two years by teaching staff, governors and representatives of the parent community.

Parents are invited to inspect the school drug policy and representatives support the Local Governing Body in making decisions about drugs education practice.

Parents are informed about their children's curriculum on a termly basis. Where appropriate, this includes an overview of drugs education coverage. Where parents do have concerns they should be invited into school to share these and to see any materials that are being used.

It might also be appropriate for the school nurse to be invited in to discuss issues relating to drugs with parents and staff as and when the need arises.

12. The role of governors - The governing body must ensure that the school has an effective programme for PSHE (including drug and alcohol education) and that its policies and procedures meet statutory requirements.

The governing body will appoint a named governor to liaise with staff members, including the Headteacher and Subject Leader for PSHE, and to monitor the implementation of the agreed policies, scheme of work and programmes of study.

The Headteacher and Subject Leader for PSHE will be required to evaluate the success of the PSHE teaching and learning across the school and to report to the governors when required.

Together the governors, Subject Leader and Headteacher will strive for improving standards across the school and may use the following to help identify what is working well and what requires further development:

- Use of feedback from parent interviews
- Parent, pupil and staff questionnaires
- Pupil conferencing
- Lesson observations
- Discussions with teachers and Teaching Assistants
- Review of drug related incidents

Discussion as part of the School Council business can provide additional anecdotal information.

13. Child Protection -

In the event of a disclosure - There may be times during discussions about drugs when children make disclosures. Where this is the case, the teacher should sensitively listen to what the child has to say whilst also avoiding further disclosure in front of the class. At the end of the lesson it might be appropriate to spend some time with the child allowing them the opportunity to speak but following the safeguarding and child protection policy, not asking questions or writing anything down at this stage.

Confidentiality cannot be promised.

As soon as is practical, the class teacher should pass on their own concerns to the designated person who will follow the agreed procedure for disclosure handling. The class teacher should always ensure that they remain calm and not appear shocked by what children might have to say.

It is important that children understand the ground rules and that they do not put pressure upon one another to reveal personal information.

14. Management of drugs at school -

Drug use on the premises - 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 does occur.

The Headteacher will be responsible for co-ordinating the management of drug-related incidents, offering support and liaising with outside agencies.

The roles of all concerned are clearly given in the Cornwall Council 'Procedure for Managing Substance/Drug Related Incidents involving Pupils'.

- Our school policy makes it clear that drug use on the premises is not acceptable except in the case of prescribed medication which is known to the Headteacher and its use managed ([see SPCMAT Health & Safety Policy](#))

The possession, use or supply of illegal and other unauthorised drugs within the school boundaries is unacceptable.

This includes:

- Smoking on or around the school premises either during the school day or during evening events
- Alcohol on the school-site during the school day
- Alcohol consumed by parents/carers/visitors in the school playground
- Adults on the school premises who are evidently under the influence of alcohol or substances which impair their judgement
- Adults in known possession of alcohol or illegal substances around the school premises

The limit of the 'school boundaries' includes the school buildings and grounds, within any form of transport used to convey children from Crowan Primary School, or within any location visited by the children on a school trip, including sports fixtures and residential experiences. This policy covers all staff, pupils, parents/carers, visitors, contractors, people on work experience, and partner agencies linked to Crowan Primary School.

There is a procedure for the management of drug-related incidents - developed within the school in accordance with guidance from Cornwall Council.

Where school staff suspect that there is transgression of these guidelines, the Headteacher (or deputising senior member of staff) should be informed immediately at which point a judgement will be made as to whether they should:

- Approach the individual
- Call the police
- Make arrangements to isolate the individual to ensure the safety of children on the school site

At all times the safety of the children remains the key factor in any decision made whilst staff should also be alert to the danger they may bring on themselves by certain courses of action. Any repeat of transgressions might be referred to Cornwall Council in order for legal action to be taken.

If there is concern that parents/carers collecting a child/children may potentially place that child at risk, the school can, in extreme circumstances, refuse to hand over the child/children. The appropriate services would then be notified immediately.

The school has a separate policy and procedure for the administration of medicines in keeping with guidance from Cornwall Council.

15. Drug use by pupils - It is very rare for primary school pupils to be identified as taking non-medicinal drugs. However, on occasions it might come to the attention of staff that children have been smoking or drinking or taking drugs or be in the company of adolescents who are.

Each case should be taken individually and the appropriate course of action decided by the Headteacher/senior teacher.

Alternatives include:

- Use of the school behaviour policy
- Referral to parents/carers
- Referral to the police
- Referral to social services
- Referral to another external support agency
- Counselling and support for individual children
- Any combination of the above

Decisions will be based upon the immediate and long-term safety of the child involved and the nature and time of the incidents. Parental involvement in any discussion is crucial except where the incident is one considered to relate to child protection. In this case the child protection procedures should be followed and immediate referral made.

17. Drugs found on the school premises -

Alcohol and Tobacco - Parents/carers will normally be informed and given the opportunity to collect the alcohol or tobacco product.

Needles/sharps - These will be removed by the identified member of staff using thick leather gardening gloves, placed in a plastic container and sealed with tape.

Illegal Drugs - Temporary possession of these should be taken in the presence of another adult. The drugs should be sealed in a plastic bag with details of the time and date when found. The police should then be notified. The drugs should be kept in a locked cabinet in the school office until collected.

18. Continuing Professional Development – The Headteacher and subject leader for PSHE will ensure that the school's policies and procedures are reviewed and revised as necessary to reflect statutory expectations and guidance. Information will be disseminated to other members of staff through staff meetings, and appropriate training arranged where necessary.

Mr. P. Hunkin attended the Christopher Winter Project sex and relationship training and drug and alcohol education training on 6/6/14 and the teaching staff received up-dated training on 30/4/18.

19. Assessment, monitoring, evaluation and review – The implementation of this policy will be monitored by the subject leader for PSHE, the Headteacher and governor with responsibility for pastoral care and wellbeing.

All teaching staff will be responsible for delivering the agreed programme for drug and alcohol education, for assessing the outcomes for pupils and for contributing to the evaluation of the programme.

It is useful to incorporate a before and after assessment of children's understanding of drugs and their use. For example, an initial lesson might request children to draw examples of different drugs. This can provide a basis upon which to discuss what children perceive as a drug. At the end of the unit a similar activity will hopefully demonstrate conceptual development. Where particular issues remain this should be noted on feed forward information as well as being clarified with the group itself.

Assessment for learning is an integral part of our teaching. Children should be asked to share their level of understanding, the most effective teaching techniques and what they believe will help them further as units of work progress. In some cases, group work will enable children to support one another.

The elements of drug education that form part of the Science curriculum will be assessed in accordance with the requirements of the National Curriculum.

20. Management of drug-related incidents – The first concern in managing drugs or drugs incident is the health and safety of the school community and meeting the pastoral needs of the pupils.

Within the school's PSHE programme, the role of pupils in supporting each other and responding safely and effectively to emergencies including drug-related incidents is made clear in a manner appropriate to the age and stage of development of each child.

21. Procedures – Any member of staff who suspects a pupil of being involved in a drugs-related incident must report the matter immediately to the Headteacher, who will ensure that the procedures as laid out in Cornwall Council's policy are put into

practice. (See Cornwall Council 'Procedure for Managing Substance/Drug Related Incidents involving Pupils' below).

- If a pupil is found to be in possession of drugs or drug-related equipment on school premises, the parents/carers will be informed immediately and will be asked to attend the school as a matter of urgency. In such a case, the school will also involve Devon and Cornwall Police in line with Cornwall Council policy.
- **Medicines** - see [SPCMAT Health & Safety Policy](#)

Tobacco - the whole school and school grounds are designated 'No-Smoking' areas.

Alcohol - no alcohol may be consumed during the course of a normal school day.

Solvents - the school will ensure that potentially harmful substances are stored safely, and pupils supervised carefully in the event of them having to be used in the course of their work. The use of aerosol deodorants is not permitted because of the potential risks to people with asthma or other bronchial problems.

Illegal Substances - no illegal substances should be brought to school or used on school premises, or at formal or informal events organised by the school.

Sanctions of appropriate severity will be applied in the event of intentional misuse of any of the substances described above by any member of the school community on the school premises or while on school activities, trips and visits.

Sanctions, up to and including exclusion will be applied for: -

- Possession of any illegal drug with the suspected intention to misuse
- Misuse of drugs on school premises
- Supplying/dealing drugs for the purposes of misuse

This is not just a policy for pupils but applies also to all adults working in or visiting Crowan Primary School.

22. Conclusion - The welfare of our pupils and staff is of paramount concern and we will work together with everyone involved with the school to ensure the continued education and well being of all our children.

All staff must be aware of the contents of this policy, the implications for themselves and the education and welfare of pupils.

Additional information –A list of local and national help agencies can be found on the Cornwall Healthy Schools website.

Cornwall Council Procedure for Managing Substance/Drug Related Incidents involving Pupils

(including tobacco, alcohol, solvents, correction fluids, aerosols, pills medicine, controlled drugs etc)

The Headteacher is the school's designated Drugs Action Co-ordinator

- **Stay calm**
- **Send for the Headteacher**
- **Ask for facts**
 1. *What drugs are involved?*
 2. *Have they been consumed?*
 3. *By whom?*
 4. *How much has been taken?*
 5. *Has anyone else also taken the drugs?*

- Ensure the safety of the pupil.
- Isolate from others but **do not leave the pupil alone**. Confiscate the drugs and drug using equipment if open to view. (**You do not have a right to search**).
- Remind pupils of the school's policy on the use of alcohol and other drugs and on confidentiality - need to pass on the information to relevant sources (parents / social worker / police etc.)
- Summon immediate medical support if drugs have been consumed.
- Record the facts and store in a safe place and disclose on a need to know basis.
- If confronted by the media refer to Headteacher. Do not be drawn into a conversation.
- Do not identify individuals to others - even other members of staff. The Headteacher holds the responsibility for appropriate dissemination of information.

AT ALL TIMES ACT IN THE BEST INTEREST OF THE PUPIL

If in any doubt about a pupil's medical safety:

1. *Send for an ambulance.*
2. *Arrange for an appropriate adult to accompany pupil(s) to hospital.*
3. *Make sure the Headteacher is contacted.*
4. *Seek assistance from another member of staff.*

5. *Arrange for safe removal of drugs and/or drug equipment and retain as evidence.*

Headteacher's Role in Managing an Incident:

- Contact police for advice/involvement.
- Inform parents of incident and that police have been contacted.
- Invite parents to school.
- Inform Director of Education as soon as possible.
- Arrange interview of pupil(s) when recovered.
- After investigation, consider further action including exclusion and referral to support agencies.
- Provide feedback to staff involved in the incident
- Refer media enquiries to Cornwall Council press office.

What NOT TO DO in responding to a drug-related incident.

- Do not ask leading questions of the pupil/s involved.
- Do not interrogate or accuse.
- Do not assume guilt.
- Do not detain a pupil in a locked room or provide no access to food or drink.
- Do not remove or search personal belongings or conduct a body search.
- Do not pledge secrecy or keep drug related incidents to yourself.
- Do not rely on memory - make a note of the facts of the incident.
- Do not discuss the occurrence with third parties.

Associated policies -

- [Personal, Social, Health and Economic Education \(PSHE\) Policy](#)
- [Confidentiality Policy](#)
- [Science Policy](#)
- [SPCMAT Safeguarding Policy and Child Protection Policy](#)
- [Policy for the Management of Medical Conditions & the Education of Children with Medical Needs](#)
- [SPCMAT Health & Safety Policy](#)
- [Special Educational Needs and Inclusion Policy](#)
- [Behaviour Policy](#)
- [Curriculum Policy](#)

Headteacher - Mr. P. Hunkin

Subject Leader for Healthy Schools - Mrs. C. Atkins

Governor with responsibility for pastoral care and wellbeing - Mrs. L. Dye