



### Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

**“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”**

### Mission Statement

*The Grange Community Primary School allows everyone to participate by:*

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling all children to become confident and successful learners.
- Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.
- Being a partner in the education of our pupils and being committed to working in partnership with our parents and wider community.

*The Grange Community Primary School encourages everyone to excel by:*

- Working for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Endeavouring to be a centre for outstanding teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

*The Grange Community Primary enables everyone take pride in their achievements by:*

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by quality teaching.
- Building and developing upon individual strengths and talents.

### 1. Introduction

We recognise the increasing drug use in society. The acquisition of knowledge, understanding and skills which enable young people to consider the effects of drugs on themselves and others is therefore of vital importance.

**The term 'drug', throughout this document, includes medicines as well as tobacco, alcohol, illegal drugs, solvents and glues. We recognise the importance of exploring the beneficial use of drugs as medicines as well as the harmful effects of drug misuse.**

This policy document identifies effective strategies that we will implement in this area of the curriculum and takes account of the guidance from the DfE Drug Advice for Schools 2012:

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

Whilst PSHE education remains a non-statutory subject, section 2.5 of the National Curriculum framework document states that: 'All schools should make provision for personal, social, health and economic education (PSHE), drawing on good practice.'

It goes on to note that:

*'Schools should seek to use PSHE education to build, where appropriate, on the statutory content already outlined in the national curriculum, the basic school curriculum and in statutory guidance on: drug education, financial education, sex and relationship education (SRE) and the importance of physical activity and diet for a healthy lifestyle.'*

Despite this flexibility, all schools have statutory duties to meet. As section 2.1 of the National Curriculum framework states:

*'Every state-funded school must offer a curriculum which is balanced and broadly based and which:*

- *promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society.*
- *prepares pupils at the school for the opportunities, responsibilities and experiences of later life'.*

These duties are set out in the 2002 Education Act and the 2010 Academies Act. Schools also have statutory responsibilities in relation to promoting pupil wellbeing and pupil safeguarding (Children Act 2004) and community cohesion (Education Act 2006). PSHE education plays an important part in fulfilling all of the responsibilities.

This policy applies to School premises, day trips, and residential visits.

### 2. Aims and Objectives

The Grange believes that the essential aim of drug education should be to give pupils the facts (appropriate to their age and level of understanding), to emphasise the benefits of a healthy lifestyle and to give children and young people the knowledge and skills to make informed and responsible choices now and in later life.

We have prioritised the following objectives:

- To promote pupils' self-esteem and confidence.
- To give accurate information about drugs.

- To consider and/or challenge attitudes pupils may have regarding drug use and misuse.
- To provide opportunities for pupils to be equipped with and practise the skills they need to avoid the misuse of drugs.
- To help pupils to distinguish different drugs, consider their use misuse, benefits and harm.
- To minimize the harm from drugs to pupils.
- To help pupils to distinguish different drugs, consider their use, misuse, benefits and harm.
- Ensure that parents and the community are informed of our policy.
- To establish procedures for responding to drug incidents
- To develop a whole-school approach to drug education in the context of the Science curriculum and the Personal, Social, and Health Education programme.
- To provide an environment where pupils feel safe in discussing their views/experiences of drug use/misuse.

### **3. Management and co-ordination**

In accordance with government guidance The Grange has a designated PSHE Lead who is responsible for the management of drug education within the school. The leader has responsibility for supporting policy implementation by providing advice and support to governors, senior managers, curriculum leaders, classroom teachers and support staff.

The co-ordinator will therefore ensure that:

- The Drug Education Policy is disseminated to all members of the school community and is discussed and understood.
- Clear roles and responsibilities for policy implementation are identified.
- The underpinning aims and values and attitudes towards drug education are made explicit.
- The development of good relationships is promoted within and beyond the school.
- The equality of opportunity is promoted.
- Provision is made for ongoing professional development within the field of drugs awareness and education

### **4. Staffing and Staff Development**

All staff, including support staff, needs access to professional development and support that relates to the drug education curriculum and its style of delivery. A range of provision will be identified that meets staff needs across a range of roles and responsibilities. Areas of individual staff development will be identified through existing staff development systems. This will be ascertained through staff performance management meetings and staff audits.

### **5. Curriculum organisation and planning**

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and be appropriate to the age and experience of our pupils. Drug education will be delivered in this school through a combination of planned curriculum opportunities and whole school approaches. We will provide all pupils with drug education as an integral part of our Personal, Social and Health Education (PSHE/SRE education).

This will take the form of:

- **Discrete curriculum time**

by identifying drug education within the planned curriculum for all pupils – especially PSHE.

- **Through and in other curriculum areas**

by identifying and planning for opportunities within other curriculum areas especially within Science, PSHE and Citizenship

Teaching about safety and relationships as part of PSHE education contributes to how we approach the safeguarding of pupils. It helps our children to recognise when they and others are at risk and equips them with the skills, strategies and language they need to take appropriate action.

**In Key Stages 1 & 2 a planned programme of drugs education will be delivered based upon the PSHE and the Science curriculum.**

### **Children will be taught:**

What is safe to put into/onto the body and what substances can be harmful if not used Properly.

- That all medicines are drugs but that not all drugs are medicines
- The places that are safe, where to get help and the people in the community who can help them
- The rules for keeping safe at home and at school
- When to keep a secret and when to tell
- That they have rights over their own bodies
- That some people need drugs to live a normal life and that some drugs can prevent the development of diseases e.g. immunisation.

In addition, Year 5 and 6 children will be taught:

- About a range of legal drugs encountered in everyday life
- To have some understanding of the effects of legal drugs and any associated risks
- That some substances are illegal
- To have some understanding of the effects and consequences of illegal drugs and associated risks
- School rules/safety rules relating to medicines, alcohol, tobacco, solvents and illegal drugs
- That discarded syringes and needles can be dangerous.

- **Content and delivery**

In both key Stages we follow Discovery Education, SCIB, SCARF and Cornerstones Fundamental British Values schemes. SCIB is a group led by police to help ensure all children in Banbury are receiving the same messages/lessons about drug misuse and how with that can come exploitation. SCIB have put together a curriculum for all local schools to follow and deliver annually. The curriculum was written by local teachers and is age appropriate for primary and secondary age children.

Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of pupils. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.

### **6. Visits/Visitors**

Drug Education in our school is supported by the following: School Health Nurse, Police Liaison Officer, IMPs project, Junior Citizen Project.

We use the visits and visitors to support our planned teacher-led programme of education in line with national and local guidance. We are careful to ensure that their contribution fits our needs and they are clear how their input fits into our planned programme. The class teacher is always present when visitors are working with our children.

### **7. Partnerships**

The school values its work in partnership with parents and carers and with the wider school community and sees this as an essential element of developing this policy and the school's drug education programme. We also aim to support parents in their efforts to inform their children. We do this through newsletters and the school website.

### **8. Equality of Opportunity**

The school has a commitment to Equal Opportunities and this will be built into all aspects of drug education. We recognise that some pupils with learning difficulties may need more help than others in understanding what sorts of behaviour are/are not acceptable. Where pupils are taking prescribed medication they will be helped to distinguish between appropriate and inappropriate drugs.

### **9. Monitoring, Evaluation and Review**

Provision for drug education, including the personal development of pupils, will be monitored, evaluated and reviewed by Leaders in Learning, the PSHE Leader and the class teachers. This will be done by checking that whole school drug education objectives are met, standards of teaching and learning expected are achieved, there are adequate resources and schemes of work are being taught appropriately.

### **10. Managing drug related incidents: routine arrangements**

#### **• Medicines**

An up-to-date list of children taking prescribed drugs – e.g. for asthma, diabetes, ADHD etc – will be kept in the school office and circulated to all teaching staff. Parents must notify the class teacher in writing if any medicines need to be taken in school hours. Medicines are locked in the first aid cabinet in the Medical Room and children are supervised by an appropriate adult, when taking their medicine. All medicines, including inhalers, will be clearly marked with the child's name and class. Inhalers will be kept by the child concerned or, in the case of Key stage 1 and Foundation Stage children, the class teacher.

#### **• Alcohol**

No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises except under the direction of the Head Teacher. E.g. raffle prizes, social events etc.

Anyone under the effects of alcohol will be asked to leave the premises and return at a later date.

### • Tobacco

This school is bound by the Oxfordshire County Council Smoking Policy and smoking is not permitted anywhere on the school site. The school and car park is a no smoking site (including e-cigarettes) - indoors and outdoors, including school vehicles - at all times. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on the school premises, they will be confiscated, and the parents informed. If pupils are found smoking on the site the Head Teacher must be notified and will take appropriate action.

**Any disregard for school restrictions on smoking will be treated as any other breach of school discipline.**

### • Solvents

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of solvent based products.

### • Illegal drugs

No illegal drugs are allowed to be brought on to or used on school premises. If a pupil, parent, visitor or member of staff is thought to be in possession, or using such substances, then the Head Teacher must be informed, and immediate appropriate action taken. To protect the health and safety of the school community regular checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

**Incidents :** All incidents will be recorded by the Designated Safeguarding Lead.

## 11. Pupil Discipline and Support

The Headteacher will be responsible for deciding how to discipline a pupil following any drug-related incidents and all factors influencing the incident will be taken into account. Our Behaviour Policy has clear sanctions for breaking school rules and a variety of consequences/sanctions are possible. Exclusion may be appropriate in rare and serious cases.

## 12. Confiscating an illegal drug and its disposal

The Site Manager will look for signs of drug misuse during regular checks of the school site to include the car park and surrounding land and will make arrangements for the safe and secure disposal of dangerous matter in accordance with the above guidelines.

## 13. A drug related incident may include any of the following:

- *A pupil who is suspected of being under the influence of a drug*
- *Finding drugs, or related paraphernalia on school premises*
- *Possession of drugs by an individual on school premises*
- *Use of drugs by an individual on school premises*
- *Supply of drugs on school premises*
- *Individuals disclosing information about their drug use*
- *Rumours of drug possession supply or drug use.*
- *Reports of drug possession supply or drug use*

School staff will not attempt to analyse or taste an unidentified drug but will take temporary possession of any drug suspected of being a controlled drug for the purpose of protecting our pupils from harm or committing the offence of possession.

### **14. Guiding principles**

- The Headteacher is responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after making an assessment of the situation and be reported to the safeguarding governor.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use or possession may result in exclusion.
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.

#### **a. Procedures**

##### **• Medical emergencies**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

##### **• Individuals in possession of drugs**

If any pupil or adult on school premises is found in possession of an unauthorised drug it will be confiscated. If the drug is suspected to be illegal, the school will contact the police and immediately hand over the drug. If the substance cannot be legally destroyed or disposed of it will be handed to the police as soon as possible and not stored for any longer than is necessary. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than to conduct a wider investigation. Parents of pupils will be informed and other professionals from the MASH may be informed or consulted as appropriate.

##### **• Support for pupils**

Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the pastoral system to ensure a caring response to pupils in distress. Interventions will be considered if the school feels a pupil is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or that of their parent or carer. Such interventions may include consultation and subsequent referral.

##### **• Recording**

All incidents will be recorded within 24 hours. Forms will be stored securely in the pupil's file on CPOMS.

#### **The school follows the following procedures for managing such an incident:**

- Adult intervention

- Immediate referral to head teacher when solvent or alcohol misuse is suspected.
- Referral to teaching staff who may well have information about the home situation.
- The Head teacher will make a written record of incident and take appropriate action which may include:
  - Communication with child
  - Informing/working with parent(s)
  - Involving Police Liaison Officer in an advisory role
  - Involving external agencies, e.g. Social Services
  - Safe disposal of substances – refer to above, i.e. parents, police, etc.

**\*See Drug Related Incident Policy attached to this policy**

**Staff should remain aware at all times of the agreed guidelines regarding confidential disclosures as set out below:**

### **15. Confidentiality**

Complete secrecy can never be promised to a pupil, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a pupil discloses that they are using a drug without medical authorisation, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

### **16. School Trips and Social Events**

It would not be expected that alcohol, tobacco or other drugs or substances would be taken by students on school trips, the exception to this being prescribed medication for life threatening conditions, the administration of which is the responsibility of the party leader, who must have the written permission from parents.

Tobacco should only be smoked by adult supervisors whilst off the premises.

Personal belongings, e.g. handbags, and their contents are to be the responsibility of their owner and are kept in a safe place.

The PTFA and hirers of the school hall must take a responsible attitude towards the use of alcohol at social events and smoking is to be permitted outdoors, outside the school boundary only.

With reference to events that take place on school premises, e.g. tombolas at the Fete, where prizes of alcohol are available, these will be only handed to adults.

### **17. Visits/Visitors**

Drug Education in our school is supported by the following: School Health Nurse, Police Liaison Officer, IMPs project, Junior Citizen Project.

We use the visits and visitors to support our planned teacher-led programme of education in line with national and local guidance. We are careful to ensure that their contribution fits our needs and they are clear how their input fits into our planned programme. The class teacher is always present when visitors are working with our children.



### **18. Staff Issues**

Teaching and non-teaching staff are to take a responsible attitude towards the use of alcohol and tobacco and must remain mindful of their ability to undertake their duties. Smoking during and after the school day must be off the premises. Staff should present themselves as appropriate role models to the children.

Provision of help and advice for staff who may require it, such as names and addresses of relevant organisations, is readily accessible and centrally located.

### **19. Staff training and support**

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The school drugs coordinator, or other appropriate member of staff, will organise training related to the identified needs of staff as required.

### **20. Consultation**

Parents will have access to all policies and these can be requested from the school office and will be available where appropriate on the school website.

The school maintains a liaison with the Police Community Liaison Officer, who regularly visits the school.

### **21. Implementation of the Policy**

It is the role of the Personnel Committee to oversee implementation of this policy and it is the responsibility of all staff to implement the policy. It is the role of the governors to support staff and parents in the implementation of this policy. The policy will be deemed successful if it fulfils the aims and follows philosophy set out.

### **22. Monitoring and Reviewing Policy**

In order to maintain the effectiveness of the policy, on-going monitoring will be carried out by the LiLT and relevant governors.

This is seen as part of the P.S.H.E. programme.

### Drug Related Incident Policy

**The misuse of any drug is regarded as a drug related incident. Children, parents, staff or visitors should immediately inform the school's Head teacher if:**

- Any evidence of drug/substance use, possession or dealing is found on school property
- A child is thought to possess such evidence or discloses information about their own drug use
- They hear reports of a child being offered such evidence
- A child's behaviour/personality changes as a result of possible drug digestion or substance use
- They hear reports or rumours of parents, staff, pupils or visitors mis-using drugs

### Whole School Procedures for staff

The Head teacher will be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies. The Head should also be notified immediately any evidence of drug/substance misuse is uncovered.

- Any staff finding such evidence should assess whether it is safe to retrieve themselves or whether the Head or Deputy should be called to make necessary arrangements. Children should be kept away as a first priority.
- The Head may keep such evidence for police to collect and may pass on information to the police about drug/substance related activities by parents or older children.
- Any incident involving a member of staff will be dealt with in line with school discipline procedures.
- The Head will investigate any report by staff about any child suspected of involvement with drug/substance misuse. Parents may be notified – the doctor or school nurse may be notified.
- All incidents and responses will be recorded within 24 hours. Any records of such incidents will be placed in a separate confidential file and kept in the Head's office. The Head will decide if the information is to be passed on to the next school.
- The consequences of drug related incidents involving pupils would broadly follow the same procedures as written down in the school's behaviour policy. Evidence of drug use or possession will not necessarily result in exclusion. Pupil exclusion will only be considered in serious cases and will be in accordance with DCFS guidance on exclusions. A case conference will be called if necessary. Each case will be assessed and levels of sanctions may vary according to the seriousness of the incident and the pupil's involvement. This policy also relates to our child protection policy.

### The Headteacher will then assess:

- The legal requirements
- The involvement under defined circumstances of outside agencies including informing the police where appropriate
- The types of behaviour and the school's proposed course of action in response to them
- The involvement of parents
- Arrangements for recording incidents and informing others of incidents, for example: the LA or Social Services/MASH
- Arrangements for safeguarding samples
- Health and welfare procedures

### Points to consider in each case;

- young people's circumstances and age
- previous drug related incidents relevant to this young person

- drugs involved
- where the incident took place
- nature of the offence – use, supplying or selling
- what support can be offered

The response needs to be based on a sensitive assessment of all the information available

### **Drugs related incidents**

The five situations that precipitate the need for reaction are:

#### **Rumours or suspicions** – about drugs use, possession or dealing

- Staff should be cautious and collect evidence before confronting pupil
- Drug users are not easily identifiable through physical or behavioural changes and due caution should be observed, particularly if an adult is suspected of drug misuse
- Drug co-ordinator and /or Head should be informed so that they may pass information on to relevant agencies if appropriate

#### **Disclosure** – when the information is actually passed on to a member of staff

- Confidentiality is a factor here, but if the disclosure constitutes a child protection issue the Headteacher must be informed immediately. It is important to act in the best interests of the child concerned. The child must be aware that you may need to pass on the information. Staff need to carefully define and communicate the boundaries of confidentiality offered

#### **Discovery** – of drugs use, possession or dealing

- The substance should be confiscated without confrontation
- The School's PCSO/LADO will help and advise as well as being able to get the substance analysed
- Other professionals such as the Youth Service, police, GP, Social Services etc., will be informed or consulted as appropriate
- Parents will normally be informed unless this poses a risk to the child

#### **Intoxication** – on school premises

- It is important to protect the person who is under the influence from harm and they should be kept under observation. The incident should be recorded to help the doctor

#### **Emergency** – loss of consciousness due to drug use or disclosure with no physical symptoms

- If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

An up-to-date list of children taking prescribed drugs is kept in the office.