

## **APPENDIX A – WHAT IS TAUGHT AND WHEN**

- Drug education should be delivered through personal, social and health education (PSHE) and citizenship and fulfil the statutory requirements of the National Curriculum Science Order. It should start in Key Stage 1 and develop through each of the Key Stages to ensure continuity and progression.
- The National Curriculum states that:  
'Personal, social, health and economic (PSHE) education is an important and necessary part of all pupils' education. All schools should teach PSHE, drawing on good practice, and this expectation is outlined in the introduction to the proposed new national curriculum.'
- PSHE is a non-statutory subject. However it is expected that schools to use their PSHE education programme to equip pupils with a sound understanding of risk and with the knowledge and skills necessary to make safe and informed decisions.
- 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.'
- the statutory elements of the National Curriculum that are related to Drugs Education are found in the science curriculum which states that by the end of each Key stage the following should be taught:

### **By the end of Key Stage 1 pupils should be taught:**

Describe the importance for humans of exercise, eating the right amounts of different types of food, and hygiene.

### **By the end of Key Stage 2**

- Recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function. Non-statutory guidance states '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.'
- Resources we use to support Drugs Education include (but not limited to):
  - Wiltshire Learn for Life Programme
  - Information on individual substances can be found within specific teaching resources and via the FRANK website ([www.talktofrank.com](http://www.talktofrank.com)) In addition to this we have visits from:
    - ✓ Life Education Centre
    - ✓ School Health Nurse
    - ✓ Police Liaison Officer
    - ✓ Child and Family Support Worker
- We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. We are careful to negotiate the use of visitors in line with the protocol for using visitors in Wiltshire Schools, so 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 pupils.
- The programme is regularly evaluated through recorded pupil feedback and staff discussions.

## **APPENDIX B – DEFINITIONS**

- 1. Drug related incidents** – A ‘Drug Related Incident’ may potentially involve any member of the school community (e.g. children, parents/carers, visitors, staff, governors, contractors) and any of a possible range of drugs including medicines, tobacco, alcohol, volatile substances, illegal drugs and psychoactive substances (“legal highs”). Incidents can involve suspicions, observations, disclosures or discoveries involving illegal and other unauthorised drugs.

Examples of drug related incidents may include:

- drugs or associated paraphernalia found on the school premises
- a pupil who demonstrates an inappropriate level of understanding for their age
- a pupil found in possession of drugs or paraphernalia
- a pupil who is found to be supplying drugs on the premises
- a pupil, parent/carer or staff member who is thought to be under the influence of drugs
- a staff member having information that supply of drugs is taking place in the local area
- a pupil discloses that they or a family member/friend are misusing drugs

## **2. Illegal and unauthorised drugs**

**2.1 Illegal Drugs** includes all drugs as defined by current legislation.

**2.2 Alcohol** - with the exception of authorised events and occasions, alcohol is not permitted on the school premises and will be treated as an unauthorised drug under the terms of this policy. Where the use of alcohol is authorised (e.g. for a school, community or staff event), organisers of the event must comply with current legislation and licensing laws. Any alcohol kept on the school premises, either before or after the event, must be stored in a secure place (e.g. locked cupboard or shed) to which no unauthorised person can gain access.

**2.3 Medicines** - where children are taking prescribed medicines, these must be left at the school office and a form granting permission for their administration must be completed by the parent/carer of the child concerned. The school can refuse to administer medicines if it so wishes. Some medication is required to be kept locked up and the school follows the guidelines as laid out in Wiltshire’s Health and Safety Manual. Prescribed medicines are kept either in the safe (e.g. Ritalin) or the fridge (e.g. Penicillin).

**2.4 Tobacco** - in compliance with current legislation, the school is a smoke free site (including ‘E-Cigarettes’)

**2.5 Volatile Substances** - all substances that are authorised for school use are stored in compliance with current Health and Safety Legislation and procedures as outlined in Wiltshire’s Health and Safety Manual are adhered to. (Please also refer to the school’s Health and Safety Policy).

**2.6 Psychoactive substances**– drugs which are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as an illegal substance under the Misuse of Drugs Act The production, distribution, sale and supply of these substances is an offence.

- 3 School boundaries** - the legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds and fields. It also includes any venue managed and being used by the school for a specific purpose (e.g. school trip, visit, sports event).

- 4 Adults** - this includes all members of staff who work at the school on a full time, part time, temporary or supply basis. It also includes all adults who come into the school to provide any kind of additional services (e.g. Study Support and clubs, music lessons, specialist services, outside agencies etc.), governors, parents, visitors and volunteers).
- 5 Medical emergency** - a medical emergency can be defined as when a person:
- is unconscious
  - is having trouble breathing
  - is seriously confused or disorientated
  - has taken a harmful or toxic substance
  - is otherwise at immediate risk of harm to themselves and/or others.
- 6. Vulnerable children** - some pupils are more vulnerable to drug misuse than others where they are exposed to drug use by other members of their families. However, it is not always the case that children whose parents/carers use alcohol, legal or illegal drugs will be at greater risk of emotional and/or physical harm or will necessary suffer from neglect. Drug or alcohol use in themselves are not a reason for considering a child to be at risk of abuse or neglect but may be one of a range of factors to be assessed.

Where problems are suspected or observed, or if a child discloses difficulties at home and it is not a child protection issue, the school should follow procedures as outlined in the Drug Policy. Where it is deemed to be a safeguarding issue, the procedures as set out in the school's Child Protection Policy should be followed.

## **APPENDIX C - PROCEDURES FOR DEALING WITH DRUG RELATED INCIDENTS**

### **GUIDANCE FOR STAFF**

- The purpose of this document is to outline to all staff the procedures that should be followed when dealing with a drug related incident.
- It is important that all staff are familiar with the school's Drug Policy as these guidelines cannot be read in isolation. The policy and accompanying appendices provide further information and definitions.
- The School's Drugs Coordinator is Claire Hann-Perkins. In her absence, advice should be sought from the Head Teacher or another member of the SMT.

### **Important notes:**

#### **1. Confidentiality:**

- Pupils need to feel able to talk to members of staff about drug related problems without fear of being judged or reprimanded. However, teachers cannot and should not promise total confidentiality and parameters need to be made clear to pupils. A pupil's request for the disclosure of sensitive information should be honoured unless this would prevent a teacher from fulfilling their duty in relation to child protection, co-operating with a policy investigation or referral to external services. You should advise a child that you need to seek advice from the SDC.
- If a pupil chooses to disclose that they are using a drug without medical authorisation, particularly when seeking support, this information should not be used against them. A teacher might point to sources of confidential information and advice and to treatment to help those who are misusing illegal drugs. It would only be in exceptional circumstances that sensitive information is passed on against a child's wishes and then the child should be informed first why this needs to happen. These exceptions would be where there is a child protection issue or where a life is in danger. Staff should be committed to protect a young person's anonymity where their disclosure may implicate others.

#### **2. Drug related incidences:**

- Examples of drug related incidences are given in Appendix B and you should be familiar with these.

#### **3. Cause for concern:**

- Where you have cause for concern over the behaviour or actions of a member of staff, you need to follow the guidelines as outlined in the school's 'Whistle Blowing Policy' (A9).
- Where you have concerns over the behaviour of a parent/carer or any adult collecting a child from school you should advise a member of the SMT as soon as possible and seek their support. Remember that your prime concern is for the well-being of the child and this might mean that you do not believe that adult collecting the child is in a fit state to take responsibility for them. In such cases we would seek to work with the adult to make alternative arrangements for that child's care. When possible, immediate assistance should be sought when dealing with such incidences.

### **Procedures to follow when dealing with drug related incidences:**

1. Alert the SDC to the incident or, in her absence, the Head Teacher or a member of the SMT.
2. Where the incident involves the disclosure of information that comes under the umbrella of child protection, seek the advice of the Designated Safeguarding Lead for Child Protection or in his absence the Deputy Designated Safeguarding Lead or a member of the SMT. Either write down notes of any conversation which you might have during the incident or as soon as possible afterwards. It is better to

write notes during your conversation with the child but ask permission and explain to them that it will help you when deciding on your next steps.

3. Where the incident involves the disclosure of information that does not come under the umbrella of child protection, notes of the conversation still need to be made either during the course of that conversation or immediately afterwards. As in point 2, ask the child if they mind you taking notes and explain that it is to help you remember important information that will help you when deciding what to do next.
4. With any other type of drug related incident, summon the help of the SDC, Head Teacher, or a member of the SMT to assist as soon as possible.
5. Try to establish the nature and seriousness of the incident. Listen carefully to what people have to say and ask open ended questions rather than closed or loaded questions. Make a note of the names of all of those involved in the incident or might have witnessed the incident.
6. If you are dealing with a medical emergency, issue a red card so that a qualified first aider can be brought to the scene as quickly as possible.
7. Where illegal or unauthorised drugs are discovered and subsequently confiscated, this must be done in the presence of another adult. You should make a list of what is taken and ensure that both adults sign and date it. Procedures for dealing with confiscated drugs are detailed below.
8. Head Teachers 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, which include drugs.<sup>1</sup> This should be done in front of a second adult witness.
9. All drug related incidences must be reported and you will be required to make a contribution towards the completion of the form which will be used (see Appendix E). Make sure that you make comprehensive notes as soon as possible after the incident and that you have the names and details of any witnesses who were also at the scene or any adults who witnessed a search or confiscation of any substances.

#### **Procedures for the searching of pupils, with and without their consent**

The procedures that the school must follow when searching a pupil are clearly laid out in the guidance provided by the DfE 'Searching, screening and confiscation, advice for head teachers, school staff and governing bodies (2018)', which forms Appendix E of this policy. Staff who agree to carry out searches must be familiar with these procedures.

#### **Procedures for the temporary storage and disposal of drugs:**

When the search of a pupil or their possessions results in the discovery of controlled drug, suspected controlled drugs or any substances which the pupil is not permitted to have at school or which the member or staff believes could be harmful or detrimental to good order and discipline, the following procedures should be followed:

- ensure that a second adult witness is present throughout the process
- put the seized item/s in a plastic bag together with details of the date and time of the seizure/find and the name of the witness present and then seal the bag
- store the bag in a secure location such as safe or other lockable container with access limited to senior members of staff
- if you believe it is a controlled substance, notify the police straight away, who will then collect, store and dispose of it in line with locally agreed protocols. The law does not require the school to divulge to the police the name of the pupil from who the drugs were taken but it is advisable to do so

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<sup>1</sup>Link to searching guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching\\_screening\\_and\\_confiscation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)

- record full details of the incident, including the police incident reference number
- inform parents/carers unless this is not in the best interests of the pupil
- identify any safeguarding concerns and develop an appropriate support and disciplinary response

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