



CRICKLADE MANOR PREP

Smoking, Drugs and Substance abuse Policy

Whole School	Agreed	Published	Review Date
Yes (including EYFS)	Jun 2020	Jan 2020	Jan 2022

1. Introduction

Staff responsible for these issues: The DoS and DoPC are responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with any external agencies to support the curriculum.

The Headmaster has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services.

This policy is informed by:

The UN Convention on the Rights of the Child

Control of Substances Hazardous to Health Regulations (COSHH)

DFE - Drugs guidance for schools 2004

Links to the UN Rights of the Child

Article 33

Governments must protect children from the use of illegal drugs.

Article 6

Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.

Article 24

Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.

2. Aims and Objectives of the Policy

Cricklade Manor Prep exists to provide the focus for our children to develop to their full potential, both as individuals and as members of the school and wider community in a secure, caring and happy environment. Children, parents, school staff and governors work in partnership for the benefit of all.

As a school, we seek continually to enrich the lives of those entrusted to our care through a broad and balanced curriculum, designed to meet the needs of each child, enabling them to acquire the skills, attitudes and values necessary for life.

In accordance with these values, this policy aims to set out the school's approach to teaching and learning about drugs, smoking & alcohol and [school's] management of situations involving drugs. We follow the law around smoking, illegal drugs and alcohol.

Although it is highly unlikely that illegal drugs will be in our Prep School, we

believe that drugs play a part in the lives of every one of us and recognize that drug use and misuse can have a serious effect on health, well being and academic achievement. We therefore have a crucial role to play in drug prevention and education.

Prep School aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe. Through this policy we aim to give a clear message to all parents, staff and visitors about using the school site and our approach to smoking, alcohol and drugs.

3. Definition of Drugs

A drug is defined as any substance which, when taken into the body, affects the chemical composition of the body and how the body functions. (See: appendix)

The definition of drugs given by the United Nations Office on Drugs and Crime: “A substance people take to change the way they feel, think or behave”.

This refers to all drugs whether:

- Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids
- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, shisha and volatile substances (solvents, aerosols, petrol & butane)
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines e.g paracetamol
- Prescribed medicines
- Electronic cigarettes
- And other drugs such legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes that currently have no restrictions (although laws about selling to under 18s and use in public places are to be put in place)

Definitions of other key words

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

Our school operates a smoke free site and takes the matter of illegal drugs very seriously as part of our Healthy School programme. We are aware of the increasing problem of drug misuse throughout the country.

4. Drug Education Curriculum

Drug education within the school is mainly delivered as part of the PSHE and citizenship programme but not exclusively. It also forms part of the science curriculum. It is also part of our wider SMSC curriculum and our Cricklade Manor Prep values. Our PSHE curriculum will also play a part in drugs education. There needs to be progression from reception to Year 6 with topics and issues included

which are appropriate to the age and maturity of pupils.

The goal of drug and alcohol education is:

For pupils to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to their own actions, both now and in their future lives.

The learning objectives for drug and alcohol education include:

Attitudes and Values.

- to examine own opinions and values
- to promote a positive attitude to healthy lifestyles and keeping self safe
- to enhance self awareness and self esteem
- to value and respect self and others
- to value diversity and difference within society
- to promote a sense of responsibility towards the use of drugs

Personal and Social Skills

- to identify risks to health
- to communicate with peers and adults, including parents/carers and professionals
- to learn how to give and get help
- to develop decision-making, negotiation and assertiveness, particularly in situations related to drug use
- to develop an appreciation of the consequences of choices made
- to be able to cope with peer influences, and in resisting unhelpful pressures from adults and the media
- to make sensible informed choices
- to be able to talk, listen and think about feelings and relationships
- to develop critical thinking as part of decision-making

Knowledge and Understanding

- to develop an understanding of drugs and of the effects and risks of using drugs
- to gain an understanding of how the body functions
- to gain an understanding of what is safe and appropriate drug use
- to gain an understanding of the role of drugs in society and the laws and rules relating to their use
- to gain knowledge of people who can help if pupils have worries and an understanding of confidentiality
 - To gain an understanding of the changing nature of relationships, including families and friends, and ways of dealing positively with change.

Our curriculum ensures that we are covering the statutory requirement in science which may include drugs education. In KS1 the science curriculum covers Animals and Humans (human body; offspring; senses; healthy living). In Y4 - Animals and humans (nutrition and digestion) In Y5 - Living things and their habitats (life cycles; reproduction; impact of lifestyle on human body) In Y6 - Living things and their habitats (classification of living things; birth to old age)

Drugs education is covered in PHSE:

Year 1 - Physical: Keeping safe and healthy
Year 2 - Physical: Keeping myself healthy
Year 3 - Physical: Safe and healthy at home, school and locally
Year 4 - Physical: Helping others to keep safe
Year 5 - Physical: Drug education
Year 6 - Physical: Safe and healthy in the future

How it is taught (including involving outside contributors)

A wide range of active teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values about drugs, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.

All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

Drug education is taught by the class teacher and sometimes involves the school nurse or other professionals, including the police.

We welcome the involvement of visitors from external agencies to complement the core delivery by teaching staff.

5. Confidentiality and child protection

Confidentiality is an important consideration with respect to drugs and the boundaries of confidentiality will be made clear to pupils. Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and citizenship programme. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Head teacher.

It may be necessary to invoke child protection procedures if a pupil's safety is under threat. In such circumstances the Designated teacher for Safeguarding will be involved. Relevant examples include a disclosure of illegal drug use by a pupil, and reporting of problematic substance misuse in the family home.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Headmaster in liaison with the designated child protection officer with the child's welfare a priority.

6. Management of Authorised Legal Drugs in School

This school has agreed that there are circumstances, when some legal drugs are authorized for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

(i) Medicines

The approach to access and administration of medicines is set out in the school's First Aid Policy. The principles underlying this are to:

- Recognise individual medical needs and promote inclusion to provide an education for all pupils, supporting their medical needs.
- Undertake to contact parents/carers if a pupil is ill during the school day.

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in our policy on supporting pupils with medical needs. The decision to allow pupils to self administer medicines rests with the Headmaster

Asthma inhalers, held in school with written parental consent, are kept secure with safe and easy access for school staff authorised to administer. Children's personal inhalers are taken on all off-site visits and held by the accompanying school staff.

Staff are aware of any serious medical conditions which affect pupils in their class.

The School Nurse will be informed of any children attending the school with medical conditions. Advice will be sought on ensuring they have an appropriate care plan and that school staff are trained to administer any medication required for the day to day management of their condition in school or during a medical emergency.

(ii) Hazardous chemicals and volatile substances (solvents)

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

In the event of a child or adult whom is required to use medical sharps to address the management of their health condition (e.g. insulin or gluco blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site. Solvents or hazardous chemicals legitimately used carefully by school staff or pupils are stored securely in the appropriate area and managed in a way to prevent inappropriate access or use.

(iii) Alcohol

There are occasions when alcohol is authorised at school during parent's events (with the appropriate license) and staff social events.

Staff and parents should not bring alcohol on to the school site other than on a pre approved basis.

Any member of staff who appears to be under the influence of drink (or other illegal drugs) which prevent them from fulfilling their duties will be asked to leave the premises immediately. Where necessary disciplinary procedures will begin.

(iv) Smoking

Since July 2007 it has been illegal to smoke in any enclosed or substantially enclosed public place that is open to the public.

We are a smoke free school and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises. The school site is defined as anywhere within the school boundary. Any staff members who smoke are required to leave the site when doing so. Smoking breaks are only taken as part of official breaks and not as additional breaks.

All visitors, contractors, volunteers and delivery staff are required to abide by this policy. Smoke free signage is prominent around our school grounds.

E-cigarettes (sometimes known as nicotine vaporisers)

Although e-cigarettes are not covered by smoking legislation we are not allowing the use of e-cigarettes by pupils, staff, parents, contractors or visitors on the school premises and strongly discourage parents using them when collecting their children from school.

7. Educational visit/social events

The school's drug education policy applies during school visits and school social events.

During educational visits:

- Staff will be briefed about procedures and responsibilities before all visits, which will include the issue of consumption of alcohol and smoking by staff. On school residential trips, staff may drink in moderation but one member of staff (minimum) must not drink each evening in order to accompany a child to hospital if necessary.
- Adults should keep any personal medication in a safe place
- A nominated first aider will be responsible for the safe storage of any pupils' medicines and supervision their administration
- Pupils will be reminded about the relevant school rules in advance.

School social events:

- At all social events organised by the school the responsibility for the conduct of the pupils present remains with the parent/carer.
- At such events the school 'No Smoking Policy will be enforced.
- This school will not condone the use of any illegal substance by any individual during social activities connected with the school.
- Adults at designated school functions, subject to compliance with licensing law and within reasonable limits, may consume alcohol.

8. Management of Drug Related Incidents

In this school, a drug-related incident includes any incidents involving any drug that is unauthorized and therefore not permitted within the school boundaries.

Drug related incidents in a Prep school rarely involve illegal substances but can involve:

Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local shop, the Site Manager finding used syringes in the

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

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorized legal drug), which takes place within the school boundaries. This covers; on or near the school premises, within the school day and during term time, on school visits, school journeys and at school social events. These rules apply equally to staff, pupils, parents and carers, governors and those working and visiting the school.

Any tobacco, alcohol, solvents or illegal substances found on pupils will be confiscated. If necessary a pupil will be asked to turn out their own pockets or bags, with another member of staff present. A personal search can only be carried out by police officer or parent / carer.

Substance misuse at school is a serious matter. If a pupil is discovered with tobacco, alcohol, solvents or illegal drugs, then a fixed period exclusion will be a consideration. More serious disciplinary consequences will be considered, together with support needs and child protection, dependent upon individual circumstances.

The school has the powers, with police assistance if necessary, to remove anyone from the site who is causing a nuisance or disturbance. This includes being intoxicated. The safety of pupils during the journey to and from school is important. If staff have concerns about the safety of a pupil due to parent / carer intoxication then discussion will be held with the adult and a possible referral made to the MASH team.

School responses to drug-related incidents

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

- The head teacher and deputy will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst also taking account of the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort
- Any action taken will be in line with the school's behaviour policy and in conjunction with the Barnet Exclusion Officer.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headmaster, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.
- Incidents will be reported to the Chairman

Possible responses might be:

(i) Support and counselling

If a pupil has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we will seek support from our Education Social Worker and if appropriate refer to a specialist agency

(ii) Sanctions

Where a school rule related to drug use, is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headmaster and consistent with the behaviour policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed

Procedures for managing incidents

Reporting a drug-related incident

All drug-related incidents are reported to the Headmaster

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.

Recording the drug-related incident

All drug-related incidents are recorded . The form is given to the DSL and kept confidential in the the office.

In all drug-related incidents the Headmaster, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

It is very rare for Prep-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.

Medical emergencies when a pupil is unconscious as a result of drug use

Staff with first aid qualifications should be called immediately but the pupils not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

Intoxication, when a pupil is under the influence of a drug

The pupil will be removed to a quiet room and not left alone. The first aider and Headmaster called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

Discovery/observation

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

If the substance is suspected to be illegal, staff can take temporary possession of it

- it will be confiscated, in the presence of a second member of staff as witness

- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited to the Head and Deputy Head
- the pupil will be taken to the school office and the Head or Deputy Head called and the pupils questioned
- the police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- we will record details of the incident, including the police incident reference number
- we will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so
- identify any safeguarding concerns and develop a support and sanctions response including internal/external exclusion whilst investigations are carried out.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

Searches

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.

If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.

Teachers can search pupils' bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a Senior member of staff present. If consent is refused the decision to search will be taken by the Headmaster.

We will inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

Dealing with drug-taking materials

The Site Manager makes regular checks of the school grounds and knows how to deal with drug-taking materials, including needles, in line with health and safety advice.

Disclosure when a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality. The Headmaster or Deputy should be informed as soon as possible so that appropriate support can be found. The Designated teacher will be informed and we will follow

the Child Protection procedures.

Suspicion/rumour. Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

Intoxicated parents/carers

Our schools rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

Needs of pupils

We are sensitive to the needs of students whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

9. Staff matters including training

All staff are expected to work within the agreed policy, their own professional and employment terms and conditions and the Staff Code of Conduct.

We take advantage of the support, advice and training provided by Wiltshire LA and other local organisations. The PSHE Lead has opportunities to develop their skills in planning drug education, through support from MASH.

10. Implementation, monitoring and review

Implementation of the policy is the responsibility of the Head and Governors through the Teaching & Learning committee.

Parents can access the policy on the school website
Staff can access this policy via the school shared drive

This policy will be reviewed annually.

If an incident should occur, the policy is reviewed in the light of that incident

Links to Other Policies

This policy should be read in conjunction with the following policies;

Health and Safety,

Behaviour,

Safeguarding

First Aid

Staff Code of Conduct

Parent Code of Conduct

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	December 2015	Ann Pelham	Written as a draft
1.1	May 2016	T&L committee	Review and adopt

Signed by

	Name	Signature	Date
Headmaster	Ann Pelham		
Chair of Governors	Andrew Ballam Davies		

Distribution

Shared with
<ul style="list-style-type: none"> • Staff via school server • Parents via Website • Governors via committee meetings

Date for next review
Summer 2017

APPENDIX

Support Agencies

National

- **Talk To Frank** - 0800 776600
www.talktofrank.com
- **Drinkline** - 0800 9178282
www.alcoholconcern.org.uk,
- **ADFAM** - 020 7 928 8898
Waterbridge House, 32-36 Loman Street, London. SE1 0EH.
The national organisation for the families and friends of drug users
www.adfam.org.uk
- **Drugscope** - 020 7928 1211
Waterbridge House, 32 - 36 Loman Street, London SE1 0EE.
DrugScope is a UK charity that conducts research in the drugs field and provides drugs information to professionals and the public.
www.drugscope.org.uk
- **Release** - 0207 729 5255
388 Old Street, London, EC1V 9LT
Also, Drugs in Schools Helpline by RELEASE - 0345 366666
www.release.org.uk
- **RE-SOLV** - 0808 800 2345
30a High Street, Stone, Staffordshire, ST15 8AW
The Society for the Prevention of Solvent Abuse
www.re-solv.org/
- **Childline** - 0800 1111.
Studd Street, London. N1 0QW
www.childline.org.uk

For Parents

www.lifebyles.gov.uk (help drugs/alcohol/healthy eating etc)