



HEDDON-ON-THE-WALL ST. ANDREW'S CE PRIMARY SCHOOL

WHOLE SCHOOL DRUGS POLICY AND PROCEDURE

'I pray that you will enjoy good health and that all may go well with you.'
3 John 1: 2

Definition – What is a Drug?

A drug is any substance that affects the way in which the body functions physically, emotionally or mentally. Where this policy refers to drugs, this includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (NPS) and volatile substances, unless otherwise specified.

The Purpose of the Policy

The aim of this policy is to clarify the school's role in Drug Education and prevention and to provide information about procedures in response to any drug related incident for all staff, students, parents / carers, Academy Committee members and visitors on to the School site.

Rationale

“As part of the statutory duty on schools to promote students' wellbeing, we recognise that we have a clear role to play in preventing drug misuse as part of our pastoral responsibilities.”

[Department for Education \(DfE\) and ACPO drug advice for schools 2012](#)

Heddon-on-the-Wall St. Andrew's CE Primary School is committed to the health and safety of all learners and will work together with parents / carers and the local community to enable learners to make informed healthy choices and discourage the misuse of drugs by providing a balanced drug education programme, containing accurate and up to date information alongside the development of life-skills.

To Whom Does the Policy Apply?

This policy applies to school students, all staff, governors, parents/carers and all visitors on site.

Where Does the Policy Apply?

This policy applies at all times when staff are acting in loco parentis, this includes educational visits in line with the **School's Educational Visits Policy** and [Northumberland County Council Educational Off-site Visits Code of Conduct](#). The policy applies to learners travelling to and from school on the School bus and during break and lunchtimes. It also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

Roles and Responsibilities

- Headteacher: the Headteacher takes overall responsibility for providing a safe place of work for all staff and learners and as such takes responsibility for this policy, its implementation and for liaison with the Multi-Academy Trust, Academy Committee, parents / carers, Local Authority, media and appropriate outside agencies in the event of a drug related incident. Learners who are suspected of being at risk from drugs will be supported with assistance from relevant agencies; including [SORTED the Northumberland Young People's Substance Misuse Service](#)
- Academy Committee Members: as part of their general responsibilities for the management of the School the Academy Committee play a key role in the implementation of the School's policy for Drug Education and prevention (as referenced in [DfE and ACPO drug advice for schools 2012](#)). They will continue their involvement through regular evaluation of the policy.

The named lead Governor with responsibility for this policy is Mr. G. Stewart.

- All Staff: Drug prevention is a whole school issue. All staff, both teaching and non-teaching should be aware of the policy and how it relates to them should they have to deal with a drug related incident. This includes lunchtime supervisors, caretakers and cleaning staff. If they have any queries or training requirements these should be made known to the **Headteacher**;
- Caretaker: The caretaker regularly checks the school premises - any drugs or drug paraphernalia found will be recorded and reported to the Headteacher and dealt with in accordance with this policy
- Parents / Carers: Parents and carers are encouraged to support the school's Drug Education programme and have access to this policy. They are responsible for ensuring that the guidelines relating to medication in schools are followed.

Parents / carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents / carers, and therefore, it will be handled with care and consideration. The Headteacher will consider if there are any special circumstances, which may temper this right, including any Safeguarding concerns;

- Others within school e.g. volunteers, parent helpers etc: Drug prevention is a whole school issue. Visitors working on the school site should be aware of the policy and how it relates to them.

Drug Education

Aims and Objectives

The main aims of our drug education are to develop the following knowledge, skills and attitudes:

Knowledge

Increase learners' 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

Develop learners' personal and social skills to make informed decisions and keep themselves safe and healthy including:

- assessing, avoiding and managing risk;
- communicating effectively;
- resisting pressures;
- finding information, help and advice;
- devising problem-solving and coping strategies;
- developing self-awareness and self-esteem.

Attitudes

Enable learners to explore their own and other peoples' attitudes towards drugs, drug use and drug users including:

- challenging stereotypes;
- exploring media and social influences.

The school provides a planned Drug Education curriculum as part of PSHE and through the Science National Curriculum. The programme uses the Christopher Winters Project:

Teaching Drug and Alcohol Education with Confidence in Primary School materials and reflects knowledge and understanding, attitudes and personal and social skills. The programme comprises three core lessons per year group and is responsive to the needs of the students and relevant to their age, experience and maturity. The programme involves a wide variety of strategies and is revisited throughout the year as appropriate.

Please see Appendix 1 for the programme overview.

Delivery of the programme is planned by class teachers where appropriate during the School year.

Parents are informed prior to the core sessions being delivered and are invited into School to view the materials if they so wish before they are used with learners.

The school recognises that all learners are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The school will strive to use learners' existing knowledge, beliefs, experiences and their views on what should be included in their Drug Education as a baseline for the development of the programme. Inclusion of this information ensures that the content is contextual, credible and relevant and it provides a baseline against which the programme can be evaluated. Existing knowledge and understanding will be identified and assessed through draw and write activities, circle time, graffiti sheets, questionnaires and through discussion in class.

The school acknowledges that special consideration must be given to particular groups of learners, including learners with special educational needs or disabilities, learners whose parents / carers or relatives use drugs, learners who have missed substantial amounts of schooling, learners vulnerable to drug misuse and those vulnerable to criminal exploitation. The school will ensure an age appropriate focus is placed on Drug Education for these groups and where appropriate will provide targeted interventions that may involve the use of external agencies to enhance delivery.

Methodology and Resources

Drug Education within the school shares the features expected in any other subject area delivered within the school, it will be taught within a safe, secure and supportive learning environment and will be delivered using a variety of interactive and participatory teaching methods and a range of opportunities for learning will be provided. Information about how this is delivered in School can be found within this Policy and on the curriculum leaflets on the School website.

Teachers will always maintain responsibility for the overall Drug Education programme and external contributors will be used to enhance lessons not as a substitute teacher.

When using external contributors the school will ensure that the sessions are pre planned and that the school will adhere to **their visitor guidelines and the [DfE statutory guidance - Keeping Children Safe in Education](#)** (2019)

A teacher will be present at all times when external contributors are delivering sessions.

Staff Support and Training

It is essential that all school staff (teaching and non-teaching) have a general drug awareness and a good understanding of the policy, including an understanding of how to manage drug incidents. New staff to the school will also be able to access training as part of their induction.

Drug education is more effective when taught by teachers who have the necessary subject knowledge and the school will strive to provide or access appropriate training for all staff (including NQTs, new staff). The School's Senior Management Team will support access to professional development and any member of staff wishing to attend training should contact **the Headteacher**.

The Local Authority recommends that at least one member of school staff attends the "Introduction to Substance Misuse" training delivered by [Sorted; The Northumberland Young People's Substance Misuse Service](#).

Assessment, Monitoring, Evaluation and Review

The elements of Drug Education delivered as part of the Science National Curriculum will be assessed in accordance with National Curriculum requirements. The learning from other elements of Drug Education will be assessed as part of overall PSHE provision. The school will use a variety of methods to assess drug education including student evaluation of lessons, and will not concentrate solely on the knowledge gained.

The quality, relevance and effectiveness of the school's drug education programme will be reviewed regularly by the **designated member of staff** and this process will be integral to the planning and development of the PSHE programme.

Guidance around this can be found on pages 43 and 44 of [Drugs: Guidance for Schools 2004](#).

Managing a Drug Incident in School

This section of the policy provides the framework of procedures for dealing with an incident, in line with the [DfE and ACPO drug advice for schools \(2014\)](#). The primary

concern of the School is the care and welfare of the learners and, as such will seek to balance the safety and security of the School with the needs of learners.

The member of staff responsible for co-ordinating the school's response to drug incidents is Mr. A. Wheatley (Headteacher), Deputies in case of the absence of the Headteacher are: Mrs. F. O'Reilly (Key Stage 2 Co-ordinator) and Mrs. L. Cabbage (Early Years Co-ordinator).

Searching, Confiscation and Screening

Searching

School staff can search a pupil for any item if the learner agrees.

Headteachers and staff authorised by them have a statutory power to search learners or their possessions, without consent, where they have reasonable grounds for suspecting that the learner may have a prohibited item.

Confiscating

School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

Screening

The School does not have or use screening equipment such as a walk through or hand held metal detector (arch or wand).

Searching with consent

School staff can search learners with their consent for any item.

Schools are not required to have formal written consent from the learner for this sort of search – it is enough for the teacher to ask the learner to turn out his or her pockets or if the teacher can look in the learner's bag or locker and for the learner to agree.

Schools should make clear in their School Behaviour Policy and in communications to parents / carers and learners what items are banned.

If a member of staff suspects a learner has a banned item in his/her possession, they can instruct the learner to turn out his or her pockets or bag and if the learner refuses, the teacher can apply an appropriate punishment as set out in the School's Promoting Positive Behaviour Policy.

A learner refusing to co-operate with such a search raises the same kind of issues as where a learner refuses to stay in at playtime or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.

Searching without consent

What can be searched for? (for the purposes of this policy)

- Any item banned by the school rules which has been identified in the rules as an item which may be searched for. This includes undeclared medication, potentially harmful substances, illicit and illegal substances, solvents, volatile substances and weapons (as defined in the [Weapons Policy](#)).

Who can search?

The Headteacher, or a member of school staff authorised by the Headteacher.

Under what circumstances?

You must be the same sex as the learner being searched; and there must be a witness (also a staff member) and, if possible, they should be the same sex as the learner being searched.

There is a limited exception to this rule. You can carry out a search of a learner of the opposite sex to you and / or without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

When can you search?

If you have reasonable grounds for suspecting that a learner is in possession of a prohibited item.

The law also says what must be done with prohibited items which are seized following a search.

The requirement that the searcher is the same sex as the learner and that a witness is present will continue to apply in nearly all searches. Where it is practicable to summon a staff member of the same sex as the learner and a witness then the teachers wishing to conduct a search must do so.

Authorising members of staff

Headteachers should decide who to authorise to use these powers. There is no requirement to provide authorisation in writing.

Staff, other than security staff, can refuse to undertake a search. The law states that Headteachers may not require anyone other than a member of the school security staff to undertake a search.

Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property, but not for weapons or knives. A Headteacher can require a member of the school's security staff to undertake a search.

If a security guard, who is not a member of the school staff, searches a learner, the person witnessing the search should ideally be a permanent member of the school staff, as they are more likely to know the learner.

The School does not have specifically employed security staff.

Training for school staff

When designating a member of staff to undertake searches under these powers, the Headteacher should consider whether the member of staff requires any additional training to enable them to carry out their responsibilities.

Establishing grounds for a search

School staff can only undertake a search without consent if they have reasonable grounds for suspecting that a learner may have in his or her possession a prohibited item. The member of staff must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other learners talking about the item or they might notice a learner behaving in a way that causes them to suspect that the learner is concealing a prohibited item.

In the exceptional circumstances when it is necessary to conduct a search of a learner of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a learner's expectation of privacy increases, as they get older.

The powers allow School staff to search regardless of whether the learner is found after the search to have that item. This includes circumstances where staff suspect a learner

of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

Taken from Searching, screening and confiscation: advice for Headteachers, school staff and Governing Bodies, January 2018

Following a search, whether or not anything is found, the school is advised to make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

General power to confiscate: Schools' general power to discipline, as set out in [Section 91 of the Education and Inspections Act 2006](#), enables a member of staff to confiscate, retain or dispose of a learner's property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. **This may include electronic cigarettes and other vaporising devices.**

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

Involving parents / carers and dealing with complaints: Schools are not required to inform parents / carers before a search takes place or to seek their consent to search their child. We would normally inform the individual learner's parents / carers or where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal [School Complaints Procedure](#).

Legal drugs: The Police will not normally need to be involved in incidents involving legal drugs, but Schools are advised to inform [Trading Standards](#) or Police about the inappropriate sale or supply of age restricted products such as tobacco, alcohol and volatile substances to students in the local area.

Trading Standards can be contacted on 01670 623870 and information may be left anonymously.

The New Psychoactive Substances (NPS) Act which came into force on 26th May 2016 has made all NPS illegal to produce, supply, offer to supply or possess with intent to supply.

Controlled drugs: In taking temporary possession and disposing of suspected controlled drugs we aim to:

- Ensure that a second adult witness is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of the seizure / find and witness present;
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- Notify the Police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols – see Section entitled A Positive Approach: Northumberland protocols for managing drug related incidents. **The law does not require a School to divulge to the Police the name of the learner from whom the drugs were taken;**
- Record full details of the incident;
- Inform parents / carers, **unless this is deemed not to be in the best interests of the learner(s);**
- Identify any safeguarding concerns and develop a support and disciplinary response.

Drug Dogs and Drug Testing: The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises.

The School rules for the drugs named in this policy are:
(these rules also apply to all school visits)

Medicines: see the School Policy on [Supporting Pupils with Medical Conditions](#).

Tobacco: the School and all its grounds are smoke free. Smoking will not be tolerated anywhere on the school site in line with the School's [Smoke Free Workplace Policy](#).

Alcohol: the possession or consumption of alcohol is banned on School premises during the course of a normal school day.

Alcohol may be served at parent / carer events organised by the Friends of the School. This may only be done if no learners are to be present at the event. Alcohol may only be served by the person named on the license and the School retains the right to refuse to serve alcohol to any person attending the event.

Solvents: the School will ensure that potentially harmful substances, including aerosols, are stored safely and students supervised carefully in the event of them being used in the course of the school day. Learners are not allowed to bring either solvents or aerosols into School for any reason.

Illegal Substances: no illegal or illicit substances should be brought to School or used on school premises.

Unauthorised Substances: such as e-cigarettes, vaporisers or other 'vaping' devices, should not be brought to School or used on school premises by either learners or adults.

Staff Medication (including prescribed medication): Staff are fully responsible for the safekeeping of any personal medication in their possession.

Northumberland advice for managing drug, alcohol, volatile substance related incidents in schools.

In the event of a drug related incident occurring on School premises, the School will follow the guidelines recommended by Northumberland Local Authority; A Protocol for Managing Drug, Alcohol, and Volatile Substance Related Incidents in School.

Learner suspected of involvement in drug incident on School premises (including School grounds):

If required telephone appropriate agency to seek advice: SORTED 01670 536400;
The School will also contact the [Neighbourhood Police Team](#);
Complete Drug Incident Information form;
Co-ordinate any in-school follow up, if required, by telephoning appropriate agency to seek further advice.

Learner (identified / not identified) suspected / reported of involvement in drugs incidents off School premises but during the School day:

If required telephone appropriate agency to seek advice. SORTED 01670 536400;
School will also contact the [Neighbourhood Police Team](#);
Complete Drug Incident Information form;
Co-ordinate any in-school follow up.

Learner presenting intoxicated on School premises – alcohol / volatile substances / medicines:

Seek medical advice where necessary;
Contact parent / carer to remove learner on health and safety grounds;
If learner displays threatening or disorderly behaviour and Police support is required urgently, ring 999 and report incident;
Complete Drug Incident Information form;

Take action to offer relevant support e.g. SORTED 01670 536400

Learner presenting intoxicated on School premises – drugs classified in the Misuse of Drugs Act 1971 and New Psychoactive Substances (NPS):

Seek medical advice where necessary;

Contact parents / carers to remove learner on health and safety grounds;

If learner displays threatening or disorderly behaviour and Police support is required urgently, ring 999 and report incident;

Complete Drug Incident Information form;

Take action to offer relevant support e.g. SORTED 01670 536400. Contact local Police to dispose of the substance.

Learner found in possession and / or supplying drugs on School premises:

Learners should be encouraged to hand over drugs in their possession;

Where at all possible take possession of the drugs involved and store securely in a drug evidence bag;

Police action required due to potential criminal offence. Contact Police on 101 to report incident. Schools do not have to report the identity of the learner;

Seek co-operation from the learner to remain on School premises. If they refuse, update Police on 101 using incident number or call 999 in an emergency. Police will attend incident at School and remove drug evidence bag from premises (this is unlikely to be require an immediate response from Police);

Schools should make a referral to SORTED 01670 536400.

Staff member or visitor suspected of involvement in drug incident on School premises:

Drug legislation and School Policy applies to all school staff, Academy Committee Members and visitors, including parents / carers. In relation to school staff involved in a drug related incident, school can apply [Northumberland County Council Health and Wellbeing Policy 2018](#) and [Northumberland County Council Alcohol and Substance Misuse Policy 2017](#).

If a visitor presents safeguarding issues, disorder or violent behaviour contact Police immediately.

Dealing with parents / carers under the influence of drugs on the school premises:

When staff are at all concerned they should maintain a calm atmosphere whilst attempting to continue discussion with the parent / carer. If they are there to take a learner home staff will discuss alternative arrangements to ensure the learner will remain safe. **The safety of the learner should be the key focus at all times.** Any such incidents must be recorded and if they occur repeatedly or if the parent becomes abusive or violent the School will invoke Safeguarding Children Procedures and may inform the Police.

The school acknowledges that any response taken to deal with drug related issues must balance the needs of the individual with those of the wider School community. Information regarding young people's needs in relation to drug use will come from a variety of sources not just as a response to an incident. The School will carefully examine all evidence before proceeding with any action and will take a wide range of responses into consideration.

When considering disciplinary actions for learners involved in substance misuse, it is important to recognise that learners on fixed term exclusions are more likely to become vulnerable to criminal exploitation including [County Lines](#).

Northumberland County Council would encourage schools to avoid fixed term exclusions for drug related incidents where possible and consider alternative disciplinary action. Any action taken should support student safeguarding and keep students safe from criminal exploitation.

Schools are a primary safety factor in protecting children and young people from criminal exploitation. Any learner involved in a drug related incident, and / or being considered for exclusion due to substance misuse should be referred to SORTED 536400, the Northumberland young people's substance misuse service.

Sanctions for rule breaking will be in line with those set out in the [Promoting Positive Behaviour Policy](#).

Pastoral Support

The School acknowledges the importance of its pastoral role and will support all concerned in ensuring the wellbeing of learners and will take into consideration the increased risk of criminal exploitation of learners who are excluded from school. To reinforce this any actions taken will be in line with the [School's Promoting Positive Behaviour Policy](#).

Where appropriate the School will consider the use of an [Early Help Assessment \(EHA\)](#) to assess the needs of the young person and to access multi-agency support where required. In all cases involving drugs, the learner and their family will be offered help and support from the School and a referral will be made to SORTED 01670 536400.

Limits of Confidentiality

Where a member of staff is questioning a learner, **no guarantee of confidentiality** can be given. This should be made clear to the learner at the outset of the conversation.

Information regarding a learner's involvement in a drug related incident might be pertinent to other agencies involved in the learner's care e.g. Youth Offending Service, Northumberland Children and Young People's Service (CYPS) Northumberland Adolescent Service, Education Support for Looked After Children (ESLAC) Team. Information should be shared in line with existing information sharing protocols

Any disclosures will be dealt with in line with the school's **Confidentiality Policy**.

Dealing with the Media

This policy is made available to the wider school community – parents / carers, learners, Academy Committee Members and staff. It is recommended that a statement outlining relevant drug information should be included on the School website. Any requests by the media for information regarding drug related incidents should be directed via the Headteacher to the Northumberland Communications Team – 01670 622428

Policy Development

This policy was developed and agreed in consultation with Academy Committee members, Senior Management Team, Teaching staff, non teaching staff, parents / carers, students and other relevant agencies including Northumberland County Council.

The policy was developed through consultation to ensure that all teaching is age appropriate, progressive and spirals through the students' school career and that the school rules and protocols agreed for managing an incident are consistent.

This policy reflects National guidance and priorities as outlined in:

- [Department for Education \(DfE\) Drugs: Guidance for Schools \(2004\)](#),
- [Department for Education and ACPO drug advice for schools \(2012\)](#),
- [HM Government 2017 Drug Strategy, Screening, searching and confiscation – Advice for Head Teachers, Staff and Governing Bodies DfE \(2017\)](#).

This policy relates to the following School policies:

- [Child Protection Policy \(including Peer on Peer Abuse Policy\)](#);
- [Supporting Pupils with Medical Conditions](#);
- Relationships and Sex Education (currently draft format);
- Confidentiality Policy;
- [Promoting Positive Behaviour Policy](#);
- [Health and Safety Policy](#);
- Educational Visits Policy;
- [Smoke Free Workplace](#);
- Visitor Guidelines.

A copy of this policy is provided electronically for each member of staff (teaching and non-teaching) and each member of the Academy Committee via Google Drive. The Policy is available on the School Website for parents / carers and all other persons who come into contact with the learners. Hard copies are available from the School Office upon request.

Reviewing the Policy

The record of incidents will be maintained and the Drug Education Co-ordinator will be sent copies of completed forms. This policy will be reviewed when required – as the result of an incident and also as part of the normal two year cycle of review. All groups involved in the initial development and those having an impact on its implementation will be involved in the review process.

Date of Implementation This policy is currently in draft format and consultation with both parents and learners needs to be carried out. This will be completed once Schools reopen following the enforced closure due to the Coronavirus outbreak.

This Policy will be reviewed every two years by the Headteacher, Academy Committee, all staff, students and outside agencies. This will include evaluation of teaching and learning activities, resources, staff training requirements and the use of outside visitors. Evaluation tools could include discussion groups and feedback from external inspection. The policy will also be revisited and reviewed at any time the school has to address an incident involving illegal or illicit drug use.

Review Date: April 2022

SIGNATURES

- **Head Teacher**
- **Chair of Academy Committee**

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by School	Date of next review
1.0	Created by Northumberland County Council	March 2020	
2.0	Revised to reflect School Context	April 2020	April 2022
3.0			

Drug & Alcohol Education Curriculum Overview

Year 1

Year 4

Year 2

Year 5

Year 3

Year 6

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: No Smoking

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: VSA and Getting Help

Lesson 3: Help, Advice and Support