



Townlands C of E Primary Academy

Substance Misuse Policy

Approved by: R Johnson (Chair of Governors)

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1. STATEMENT OF INTENT

Townlands C of E Primary Academy is committed to the health and safety of its members and will take action to safeguard their well-being. We will actively discourage the use of illegal substances. 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. As a school, we have a crucial role to play in drug prevention and education. Primary 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.

Townlands C of E Primary Academy takes a zero-tolerance approach to the misuse of drugs, illegal substance, alcohol and tobacco on school premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

- Upholding the Health and Safety Policy already in place at Townlands. Providing a safe and healthy environment which is conducive to the education of the children in the school.
- Providing a robust policy which outlines our zero-tolerance approach to substance misuse.
- Educating pupils on the dangers of drug, alcohol and substance misuse.

2. RATIONALE/KEY PRINCIPLES

Townlands recognise that some drugs have beneficial effects, but also that every drug has potential for harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social status, their uses and effects.

3. DEFINITIONS

We define a drug as a substance that, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as:

- Alcohol
- Tobacco/ e-cigarettes (vapes)
- Solvents
- Medicines

4. KEY ROLES AND RESPONSIBILITIES

The Headteacher is responsible for any drug related issues within the school. The school will contact our local police officer immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.

The PSHE Lead is 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.

5. BOUNDARIES, INCLUDING RELEVANCE OF THE POLICY TO SCHOOL TRIPS AND VISITS

The legal definition of premises of the school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles or any venue managed by the school at the time of e.g. premises of a school trip or visit. The policy will also relate to pupils use of the premises and grounds beyond the school day.

6. DRUG EDUCATION

Teaching about drugs, alcohol and tobacco is taught through PSHE and in science where it is required in the National Curriculum. 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 practising decision making skills.

Pupils will receive guidance on drugs and alcohol as part of the PSHE/science curriculum. Such lessons will be delivered as appropriate to the age and phase of the pupils.

Pupils will:-

- gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings
- develop skills to make informed decisions, including communication, self-awareness, finding information, help and advice, helping others and managing situations involving drugs
- develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others

Key Stage 1 - Children should be introduced to ideas about how to keep healthy and the role of drugs as medicines.

Key Stage 2 - Children should be introduced to the fact that whilst all medicines are drugs, not all drugs are medicines. They should also begin to be aware of the harmful effects on health of abuse of tobacco, alcohol and other drugs.

Where appropriate, visitors and outside speakers may join us to lead classes on drug and alcohol misuse.

7. SMOKING

In accordance with Part 1 of the Health Act 2006, Townlands is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Parents/carers, visitors and staff must not smoke on school grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.

Pupils are not permitted to bring smoking materials or nicotine products to school. This includes but is not limited to cigarettes, e-cigarettes (vapes), lighters, matches or pipes.

In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.

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

8. LEGAL DRUGS AND PRESCRIBED MEDICINES

We understand that some pupils may require medications that have been prescribed by a doctor.

Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.

Medicines should only be taken to school where it would be detrimental to the child's health if medicines were not administered during the school day.

Townlands will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist prescriber.

Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.

Further guidance can be found in Townlands school policy – *Supporting Pupils with Medical Conditions*.

Where an Employee is taking prescription drugs or over the counter preparations which could affect performance and/or create a safety risk, they should inform the Headteacher. This will enable them to arrange for the appropriate facilities for the Employee such as a private room and/or facilities for the storing of medicines. This will also minimise the risk of misunderstandings or assumptions being made about the employee's personal circumstances.

All medicines (prescription and/or over the counter) that you are taking or have in your possession must be stored in a secure cupboard/drawer/sealed bag etc and kept completely away from pupils. Any form of medicine that you are taking must be taken in private, away from pupils.

Likewise, such medicines must never be left where they are in any way accessible to pupils. Medicines must never be disposed of at school.

9. PUPILS, STAFF AND VISITORS FOUND TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.

Visitors to the school found to be under the influence of drugs or alcohol on school premises will be escorted from the premises. The Headteacher has the authority to ban persistent offenders from the school. If the school is concerned that a child is at risk, then Child Protection procedures will be followed.

10. MANAGEMENT OF DRUG RELATED INCIDENTS/ GUIDING PRINCIPLES

Pupils, staff and visitors to the premises are made aware of the school's Substance Misuse Policy.

Routine Arrangements

Medicines

The school has a procedure for the administration of medicines that must be followed for everyone's safety.

Alcohol

No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises except by the permission of the Headteacher. Any adult under the effects of alcohol will be asked to leave the premises for the safety of the whole school.

Tobacco

The school and its grounds are no smoking areas at all times. Pupils are not permitted to bring to school smoking materials/e-cigarettes (vapes). In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated and parents informed.

Solvents

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of products such as solvents and aerosols (with the exception of permitted aerosol Ventolin / any other approved medicines administered in the presence of an adult).

Illegal drugs

No illegal drugs are allowed to be brought on to or used on school premises. To protect the health and safety of the school community regular checks will be made of the site.

Incidents

A drug related incident may include any of the following:-

- Finding drugs, or related items 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
- Reports of drug possession supply or drug use

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to them. The School's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole. The Headteacher will be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of its pupils. Parents will be encouraged to become involved as much as possible in order to achieve a successful drugs education programme.

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

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

- The Headteacher/SLT member will be informed immediately
- 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
- Any action taken will be in line with the school's Behaviour Policy, Search, Screening and Confiscation Policy
- 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 Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.
- Incidents will be reported to the Chair of Governors

Finding substances

If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be informed. If a substance is found on a pupil the above procedure should be followed, and the incident recorded including:

- the date and time of the find or retrieval
- the size and appearance of the substance
- the names of those concerned
- the action taken

Any equipment associated with drug misuse should be handled with care, recorded and in the case of such items as needles and syringes, they should be placed in a secure and rigid container for collection by the appropriate person. If these are found on a pupil, the pupil's parents should be informed.

Suspicious Behaviour

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed, and concerns acted upon where necessary.

Searching and Confiscation

Storage areas within the school grounds are the property of the school, and the Headteacher, may authorise a search of these if there is reasonable suspicion. Staff must follow the Searching, Screening and Confiscation Policy.

Procedures (staff)

Voluntary referral

Where an employee acknowledges that they have a problem with alcohol or drugs, they may approach their line manager or someone within the organisation that they feel comfortable reaching out to, to get support.

It is recommended that the employee should arrange an informal meeting with either their line manager or the headteacher/principal to discuss their concerns. During the meeting it is important to ensure that the employee is given encouragement and advised of any options available.

Suggested options for support may include:

- Confidential counselling;
- Directing the Employee to seek treatment from their GP;
- Seeking assessment through a specialist agency;
- Seeking a referral to Occupational Health.

Management referral

Where the Headteacher may have a concern that an employee's alcohol or drug misuse is affecting conduct at work or work performance they should arrange to meet the employee, to discuss their concerns. The Headteacher should seek the advice from HR.

- When discussing the problem with the employee the purpose is to assist the employee and this should be the focus of the Headteacher. It is important that accusations are not made, but details of concerns should be clearly stated and openly discussed.
- Where the Employee acknowledges the problem, advise on options for support, as detailed under the voluntary referral section.
- Where the problem is denied, the Employee should be reminded of the standards expected and agree a time-scale for improvement. They should be advised that, if behaviour which gave rise to the concern is repeated, appropriate management action will be taken. This can include structured management support, capability or disciplinary proceedings.

The Headteacher should keep a note of the meeting and agreed actions and send a copy to the employee. The Headteacher will then monitor the employee's progress, and at the end of the agreed time-scale, meet with the employee to provide them with feedback.

11. DISCIPLINE

Teachers and staff members involved in drug and/or alcohol situations on school premises will be disciplined as per their contract of employment and where appropriate the police will be informed.

Visitors involved in drug and/or alcohol situations on school premises will be banned from entering school premises indefinitely and where appropriate, the police will be informed.

Confidentiality

All discussions with an Employee in connection with this policy and procedures will be treated in a confidential manner. However, absolute confidentiality cannot be guaranteed in the following circumstances:

- There is a potential risk of harm to self or others;
- A criminal offence has occurred or may occur;
- There has been a breach of any of the school's code of conduct.

If any of the above occur the headteacher will take appropriate action including informing the relevant authorities. The consent of the individual should be sought, however, if this is not forthcoming, such disclosure shall be made with the knowledge of the employee involved.

12. LINKS TO OTHER POLICIES

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

Safeguarding Policy

Keeping Children Safe in Education

Staff Code of Conduct

Searching, Screening and Confiscation Policy

PSHE Policy

Health and Safety Policy

Disciplinary Policy

Behaviour Policy

Safeguarding and Administration of Medicines Policy