



# Newall Green Primary School

*Aiming High To Reach Our Goals*

Firbank Road, Newall Green, Wythenshawe, Manchester, M23 2YH  
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## Drug & Alcohol Policy

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Title	Drug & Alcohol Policy
Date	June 2023
Supersedes	Version 2
Amendments	
Related Policies/Guidance	Policy First Aid & Administering Medication Mental Health in School Policy Smoke-free school policy Visitors to school policy PSHE Child Protection Health and Safety Policy
All policies can be found on the school web page.	
Review	June 2024

<b>Approved by:</b>	Governors	<b>Date:</b> 30.11.23
<b>Last reviewed on:</b>	June 23	
<b>Next review due by:</b>	June 24	

Drug Incidents Coordinator/Level 3 DSLs: **Mr T. Rudd, Mrs. S. Rudd,**

Drugs Education Coordinator: **Mrs. C. Campbell**

School Governor with lead responsibility for Drug Related Issues/Safeguarding: **Mrs. S. Drake**

### **Important Phone Numbers**

- Healthy Schools - Drugs and Alcohol: 0161 946 9403
- Eclipse: 0161 273 6686

## **Policy Development Process**

This policy was developed in consultation with Healthy Schools Team, Greater Manchester Police, teaching staff, governors, parents, school nurse and school health advisor).

The policy is available at <http://newallgreen.manchester.sch.uk/our-school/policies/policies/>

The policy should be considered in conjunction with other written policies such as PSHE and Citizenship, SRE, Child Protection, Behaviour, Anti-bullying, Health and Safety, Medicines, Child Protection, School visits).

## **School Drugs Policy/Appendices**

This guidance has been produced in consultation with Healthy Schools Team and school SLT and is in line with DfE and ACPO Drug Advice for Schools, DfES Drugs: Guidance for Schools 0092/2004 and The Education Act, 2011.

## **Purpose of the Policy**

Our aim is for all learners to feel safe and valued as part of a caring community, to be proactive in their responsibilities towards the community, society, the environment and the economy, and to understand and respect diversity. We actively encourage all learners to develop a sense of self-esteem, to be well balanced and healthy individuals. Most pupils are from White British heritages, with a few coming from a range of minority ethnic heritages. A small minority of families in our community are involved in drug misuse. A very small minority of our families have the support of Social Services some of these circumstances being attributable to the health and mental health needs of the family.

## **Principles**

Newall Green primary School is committed to the Health and Safety of all its members and believe that we have a duty to support and safeguard the well-being of all its pupils and staff. The school is committed to the principles of the National Healthy Schools Programme.

Effective drug education is an essential contributor to ensuring that all children and young people are able to reach their full potential. Education about drugs is also crucial for the school to achieve and maintain Healthy Schools status.

The school values the importance of its pastoral role in the welfare of its pupils, and through the general ethos of the school, we seek to encourage and develop young people's learning and ensure support appropriate to their needs is accessible.

Education about drugs is not concerned merely with substance, but with people in their social and community settings. Therefore, drugs education should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

Drug issues and concerns extend across socio-economic and ethnic boundaries, and pupils of all ages and abilities will encounter both the positive and negative effects of drugs, whether used legally or illegally. Many pupils have some knowledge about illegal drugs through the media, “street talk”, and personal experience. The school welcomes and encourages parent/carer and community involvement in the development of school policy and curriculum delivery.

## **2. Context**

This is a much-larger-than-average primary school (mixed gender, age range between 3-11) with approximately 680 children on role. The proportion of pupils eligible for free school meals is very high. The proportion of pupils supported by school action plus or with an EHCP (Education, Health & Care Plan) is higher than average.

The school operates within the statutory, legislative and local policy framework in relation to the use and/or misuse of all drugs. The policy applies to all staff, pupils, parents/carers, governors and partner agencies, on school premises or on school business, e.g. work related learning, trips or pupils partly educated within further education. The school considers that illegal and other unauthorised drugs are not acceptable within these boundaries. - (The school boundaries are defined as any area where a pupil is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the pupil is in the charge of the school and its staff, whether this is within or outside school hours).

In-line with government guidelines, our school is a smoke free environment, which includes all buildings and school grounds/playing fields etc. Parents/Carers, visitors and staff members are asked not to smoke on school premises or in the presence of pupils. This applies to off-site visits. In the interest of hygiene/cleanliness, we also ask that people refrain from smoking outside the school gates.

## **3. Definitions and Terminology**

### **Definition of a Drug**

We define a drug as a substance people take to change the way they feel, think or behave. This term encompasses all prescribed and over-the-counter medicines, all legal drugs such as alcohol, tobacco, volatile (sniffable) substances e.g. solvents, drugs known as New Psychoactive Substances (NPS) (formerly known as “Legal Highs”) and all illegal drugs covered by the Misuse of Drugs Act (1971).

### **A Drug Incident**

A drug incident is the suspicion or evidence of any situation or specific event involving a drug. This could relate to a pupil, parent/carer or member of staff.

## **4. The school’s stance towards drugs, health and the needs of pupils**

The first concern in managing drugs is the health and safety of the school community and meeting the pastoral needs of pupils.

This school informs parents about all aspects of its policies via a newsletter and via the school website. A proactive approach is used. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and pupil's safety issues are paramount. The school is not able to divulge any information about individual pupils. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school and pupils. The school informs parents/carers of any local concerns/issues.

- This school aims to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.
- Where the help of external services might be needed, and the child's safety is not considered at risk, we will liaise with Manchester Healthy Schools Team and Eclipse about possible referral to other agencies. The school policy on confidentiality will be carefully followed and the pupil informed at every step.
- When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's/carer's behaviour.
- Where the behaviour of an intoxicated parent/carer repeatedly places a pupil at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.
- All of the above will be monitored by the Safeguarding Team led by Mr Tom Rudd and the Healthy Schools Team led by Mrs Cat Campbell) in consultation with the Headteacher and Governors.

## **5. Drug Education - Aims and Objectives**

### **Aims of Drug Education**

- To minimise the number of young people engaging in drug use; delay the onset of first use; reduce the harm caused by drugs; and enable those who have concerns about drugs to seek help.

- To provide a safe, healthy environment in which pupils and staff can learn and develop.
- To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- To promote clarity about the management of drug related incidents in the school.
- To encourage and enable pupils to appreciate the benefits of a healthy lifestyle now, and in the future.
- To enable pupils to make reasoned, informed choices.
- To minimise pupils' experimentation with illegal or harm causing substances.
- To address and take account of local community needs, including the differences and diversity within the school community.
- To support and engage parents/carers and pupils in their own personal learning and responsibilities.
- To enable young people and staff to access support structures (including the voluntary sector), e.g. Eclipse Service, counselling, and treatment.
- To monitor, evaluate and review learning outcomes for pupils/students.
- To work with GMC and outside agencies, including the voluntary sector, to secure and support a balanced delivery of a drugs education programme, e.g. School Drug Education Advisers, Advisory Service Manchester, other schools, the Healthy Schools Programme, Health Promotion, Health Care professionals, Manchester Police and Youth Service.

### **Objectives:**

Increase pupils' 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

Develop pupils' 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

Enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

## **Knowledge and Understanding**

Pupils are taught within the guidance of the National Curriculum (science programme of study, and the guidance for PSHE and Citizenship). See PSHE curriculum and policy for content.

## **Implementation**

School staff are best placed to decide on the most appropriate response to tackling drugs within school. This is most effective when:

- it is supported by the whole school community;
- drug education is part of a well-planned programme of PSHE education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary;
- staff have access to high quality training and support.

Drug education should be delivered through well-planned PSHE education and citizenship provision. PSHE and citizenship provide an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

## **Methodology and Resources**

Pupils are taught:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.

In teaching drug education, teachers use a range of teaching strategies, including role-play, discussion group work, draw and write, debate and PSHE time. The use of PSHE is a key strategy for developing life skills.

To support the delivery of drug education the School works closely with our Neighbourhood Policing team, School Nurse, Children's Services and Healthy Schools Team

### **Differentiation and Additional Educational Needs (SEN)**

The needs of pupils with SEN will be taken into account by the teacher who may need to provide different resources, different activities or specific support to some pupils. Where pupils' School Action or Class Action Pro-formas identify targets relating to their personal development, the teacher will ensure that opportunities are planned to support pupils in achieving these.

### **Staff Development**

This school has an ongoing programme for professional development. Support and Continuing Professional Development (CPD) opportunities, for all school staff will be made available through training strategies provided by Advisory Service Manchester and Healthy Schools Team.

Relevant training may include the following:

#### **Healthy Schools Training**

PRIDE for primary schools

Basic Drugs Awareness for primary and secondary schools

Good practice in Drugs Education

Real Love Rocks (Barnardos)

#### **Manchester Safeguarding Children's Board**

MSCB Level 2 Working with families affected by substance misuse

Training may also be provided through:

- Induction
- Team Teaching
- Observations

### **Assessment, monitoring, evaluation and reviewing (Drugs Guidelines for Schools, section 3.9 – 3.11).**

- Learning opportunities and experiences are identified by keeping up to date with current practices working closely with the Healthy Schools Team in Manchester and also the current needs of the school and pupils

- Learning outcomes of the drug education programme are evaluated (including strategies for gaining feedback from pupils about what they have learned, how useful they consider it to be, and what needs they still have) through the Pride curriculum assessment and evaluation tools and PATHS programme).

Drug education should be delivered through well-planned PSHE education and citizenship provision. PSHE and citizenship provide an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

### **Informing Parents/Carers**

In cases of substance-related incidents, the school will inform parents or appropriate responsible adult about the incident. In instances involving substance misuse or supply on the premises parents will be informed at the earliest opportunity. The school and the parents/carers can then work together to support the child involved. Parents are encouraged to approach the school if they are concerned about any issue related to drugs and their child. However, the following points will be taken into consideration:

The Headteacher in consultation with the school's child protection co-ordinator will decide whether to inform parents or not, if a child is on child protection procedures or is deemed to be at risk. Young people involved will be consulted and informed about the home-school contact.

Guidance will be available, on how to access appropriate external support e.g. Eclipse (specialist drugs service for young people in Manchester). Parents/carers will be encouraged to maintain contact with the school after an incident, to ensure that all parties are working together to support the young person.

### **Managing Specific Drug Incidents**

A drugs incident can involve suspicions, observations, disclosures or discoveries of situations involving illegal or other unauthorised drugs.

The principle concerns in the management of all incidents are the preservation of health and safety of all pupils and the school community.

If any drug related incident should occur, the safety and well-being of the child or young person will always be the overriding concern. Each incident will be considered taking in to account the circumstances of the individual and the family. Police and other appropriate agencies will be informed according to the needs of the individual concerned. There may be interest in drug related incidents by the media. Confidentiality of pupils will be a priority. Mrs. Rudd (Headteacher) will respond to media questions.

The school treats all drug related incidents very seriously. They will be dealt with on an individual basis which is in line with our pastoral support system and behavioural policy. Guidance on dealing with specific incidents is given in the flow chart at the end of this document. The Headteacher will make final decisions about what actions are taken, to allow

the policy to be adapted to specific situations. When dealing with incidents which do not fit either the flow-chart or notes, further guidance is available from Healthy Schools or in the DfES Drugs: Guidance for Schools, 2004 or in the DfE and ACPO Drug Advice for Schools, 2012.

The following guidance is based upon DfES Drugs: Guidance for Schools 0092/2004 and local best practice. These complement the school's health and safety policy.

#### Safety within school and school premises

- Caretaker to check the grounds regularly.
- All staff to be vigilant for evidence of drug use.

#### If someone reports finding a syringe or needle

- Ask informer to show where or give exact location.
- Ensure that students do not have access to the location until the area has been cleared.
- Inform appropriate person who has the correct equipment for removing dangerous items.
- If there are more than isolated incidents, seek advice from the Public Health Development Advisor(s) at Healthy Schools.

#### If a teacher/parent/carer suspects that a child has been in contact with a syringe

- Seek immediate medical advice.
- Reassure parent/carer to keep calm and prevent fear in the child.

#### If substances are found on the premises

- If a suspicious substance is found and you think that it may be illegal, then it should be treated as such.
- Inform the Drug Incident Co-ordinator and the Headteacher to begin further investigation.
- The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.
- Make a record of actions taken with description, location and date (e.g. one white tablet found in cloakroom).
- If there are particular concerns contact the Healthy Schools (Drugs and Alcohol) Specialist for advice and guidance and/or the police Safer Schools Partnership team/Integrated Neighbourhood Policing Team.

#### School events: sale/supply of alcohol to parents

The school is aware of the need to first assess whether it is appropriate and necessary to sell or supply alcohol to parents at social events. This may include offering alcohol to attract parents to open evenings, parent/teacher events, school fairs and festivals, or as prizes within school raffles and tombolas.

It is recommended that organisers consider the role of the school in promoting the health and

well-being of a multi-cultural school community as well as the value of showing that social events can be attended and enjoyed without alcohol. The school is aware of the way in which children draw their understanding of social norms from observing adult behaviour from a young age and that events on school grounds need to be consistent with the messages given in alcohol education. Further consideration should also be given to parents who may be driving to and from school events.

If there are occasions where the school considers that it is appropriate and necessary to offer parents alcohol, the school is aware of and follows the Licensing Act 2003. For guidance on types of license, the school may contact the Manchester City Council Licensing Unit on 0161 234 4512. For advice on risk assessing the sale/supply of alcohol at school events, the school may contact the licensing representative for MSCB on 0161 234 3330 or Public Health Development on 0161 248 1763.

#### Reporting concerns about illegal sales/supply

The school has the right to inform the licensing unit, police or trading standards if they have witnessed or have heard reports of illegitimate sale/supply of age restricted products (e.g. alcohol, tobacco or solvents) in the school vicinity. They have also the right to inform the licensing unit or police if they have sufficient evidence or have witnessed crime and disorder (including illicit drug activity), noise nuisance, threats to public safety and threats to the protection of children from harm as a result of the operations of a licensed venue in the school's vicinity. This may include concerns around alcohol promotions that are attractive to children as well as street drinking in the area.

#### If incidents occur on school trips

- Complete a risk assessment before a school trip. This should include procedures for dealing with medical emergencies e.g. staff access to mobile phone and emergency numbers.
- The lead member of staff should deal with incidents, making contact with the Headteacher where appropriate.
- Where possible incidents should be dealt with in line with standard school policy or in line with the policy of the centre being visited. It is recognised that the timescale for dealing with incidents on a trip may be longer than in school e.g. being able to meet with parents.
- The school is aware that laws on drugs and policing vary between countries. The school will ensure that they (and all participants on the trip) are aware of these differences.
- Consider informing local authorities or venue staff. For in-country advice the school will contact the British embassy or consulate.
- Where appropriate, a clause will be inserted in consent forms; that if a pupil breaches the rules and is returned home, the parents/carers will meet the cost of such arrangements.

#### If a parent/carers is under the influence of drugs on school premises

- Assess whether there is a medical or safety issue for the individual or others.
- Consider calling for medical help or the police if appropriate.
- Stay calm and try to reassure the parent/carers and the child.

- Discuss alternative arrangements if there are concerns about discharging the pupil into the care of the adult e.g. another parent/carer could take the pupil home.
- If appropriate follow school procedures in relation to child protection.
- The focus for staff will always be the maintenance of the child's welfare.
- Inform the Drug Incident Co-ordinator and Headteacher to begin further investigation.
- Consider offering parents/carers appropriate support e.g. preventative health promotion advice/ awareness sessions or responsive treatment advice offering referral to appropriate agencies e.g. Eclypse.

If a member of staff is under the influence of drugs on school premises or on a school trip

- Assess whether there is a medical or safety issue for the individual or others.
- The school has clear expectations for staff conduct. All staff are made aware of these expectations which should refer to issues such as alcohol on site, being at work under the influence of alcohol and alcohol consumption on trips. Staff are made aware of the school's No Smoking policy/Substance Misuse Policy for staff.
- The school has a staff disciplinary procedure which may be used if staff are not seen to be fulfilling their duty of care to pupils entrusted to the school (including when on trips).
- Consider offering staff appropriate support e.g. preventative health promotion advice/awareness sessions in staff areas or responsive treatment advice offering referral to appropriate agencies.

If the police are involved in dealing with a drug incident

- The police work in partnership with the school, in relation to specific input into the curriculum and in dealing with incidents. Local police do not wish to criminalise children and young people.
- Legal Drugs: Police do not need to be involved. The school may inform the police about inappropriate sale or supply of tobacco, alcohol or volatile substances.
- Illegal Drugs: The school has no legal obligation to report drug related incidents to the police. Nevertheless, not informing the police may prove to be counter-productive for the school and the wider community. The Headteacher may inform the police if they consider it appropriate, bearing in mind: the quantities involved, the vulnerability of those concerned and the possible impact on the school and the community or where local intelligence may be of help.
- The school supports local protocols agreed by Healthy Schools and the police. Once the police are formally involved in dealing with a drug related incident it may lead to a criminal investigation and prosecutions.
- The police should be involved in the disposal of suspected illegal drugs.
- For supply (or suspected supply) of illegal substances by pupils or adults the school will inform the police directly.

If a person is suspected of concealing illegal or unauthorised drugs

- Schools can search a pupil for any item banned under the school rules, if the pupil agrees (the ability to give consent may be influenced by the child's age or other factors).

- Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they suspect the pupil has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items.
- School staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline.

Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. For more information please see the DfE guidance: Screening, searching and confiscation, 2012.

#### If a substance has been confiscated or found

- DfE: Guidance for Schools 0092/2004 states that schools may temporarily store illegal substances in a secure designated place e.g. school safe. This storage should be recorded with an adult witness present, but this storage *must* be short term. To dispose of an illegal substance the school may notify the police who will arrange for collection or disposal. If the police are involved the law does not require the school to divulge the name of the pupil from whom the drugs were taken. The DfE guidance also states that locally agreed protocols may be followed for disposal of illegal substances. In Manchester, the police have agreed that schools may dispose of substances safely e.g. flush down the toilet, as soon as possible after initial investigations in the presence of an adult witness. Any disposal should be recorded as a drug incident.

#### If a referral needs to be made

- The school is aware of a range of agencies (not solely drug specific ones) which complement the pastoral role of the school. Schools have a role to play in identifying pupils who have drug related concerns. The school recognises that early intervention can prevent more problematic use. In Manchester, Eclipse (0161 273 6686) is recognised by Manchester Healthy Schools as offering targeted group work and individual support for young people who are using or thinking about using drugs. Referrals can be made by the school, but this should be discussed with the young person. Students may also refer themselves. Eclipse provide appropriate support to more vulnerable young people with specific needs. Permission will be sought from parents/carers for individual work with young people, but not for group education work. Training is offered by Healthy Schools for pastoral staff to be able to identify and refer appropriately to Eclipse and support young people who may present as misusing substances.

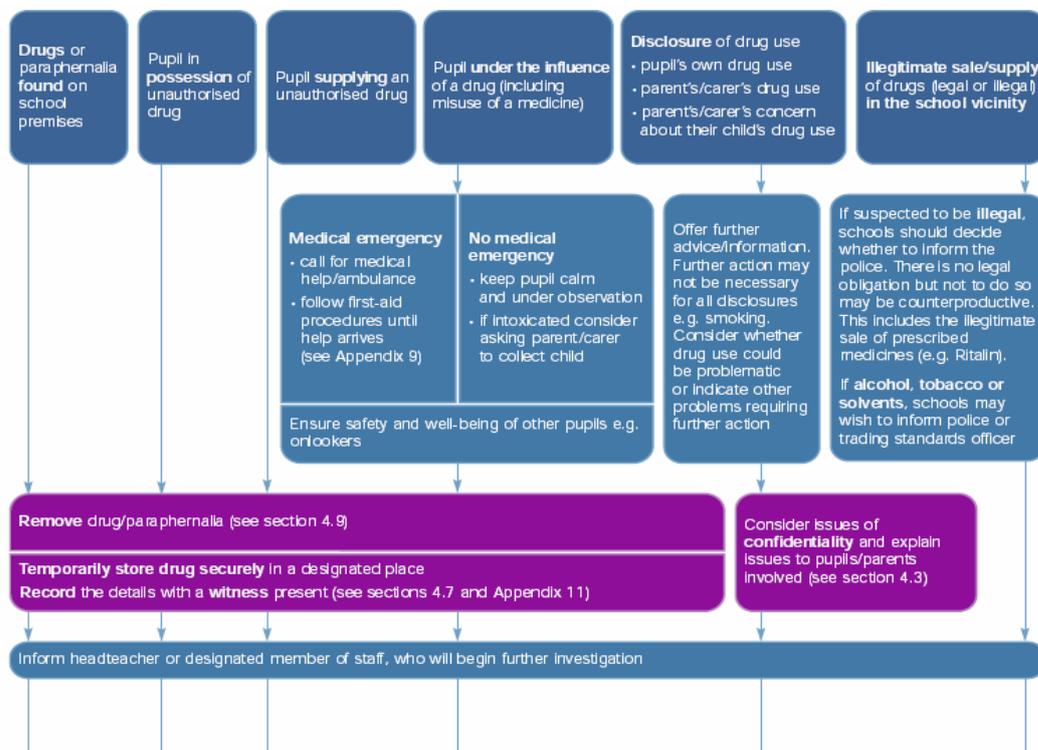
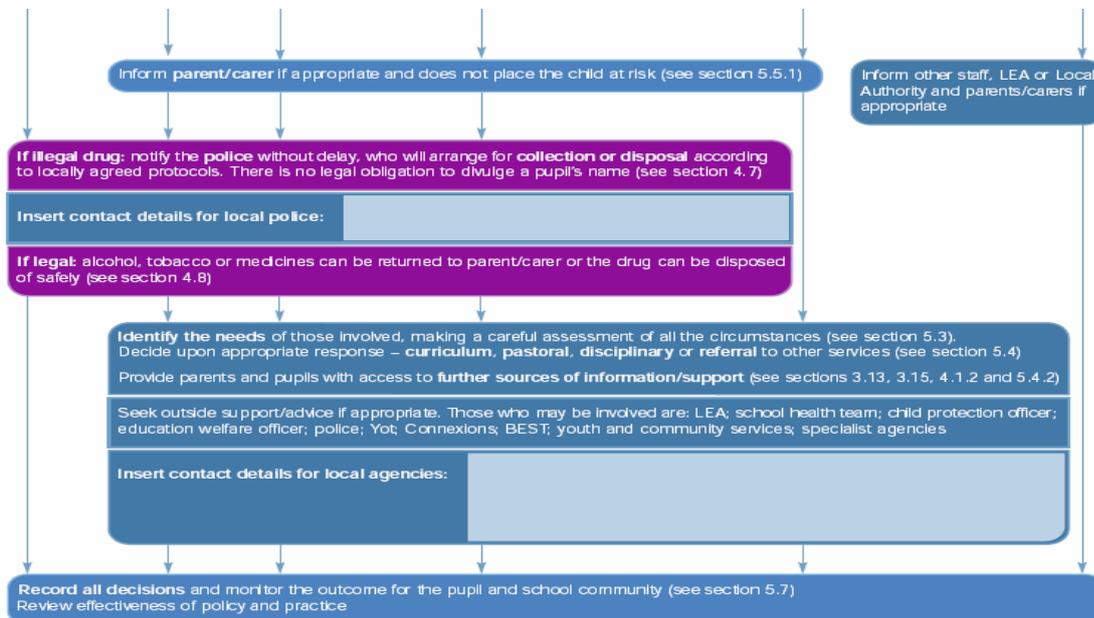
#### If a drug incident occurs it needs recording

- Staff will record drug related incidents and these will be monitored by the Drug Incidents Co-Ordinator for the school. Staff should record facts on CPOMS, not opinions e.g. time, date, place and people present and what was said. Storage of sensitive information is secure and accords with the Data Protection Act 1998. The school is aware that records may be used in subsequent court proceedings.

## If the media are involved

- In the first instance members of the school community should refer enquiries from the press to the Headteacher.

## Appendices



## **Resources**

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

Healthy Schools Manchester  
<https://www.manchesterhealthyschools.nhs.uk/>

Pride 123 <https://www.pride123.co.uk/>

Eclipse <https://www.changegrowlive.org/young-people/eclipse-manchester>