

## Drugs Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Curriculum and Community Committee	Governing Body	Navdeep Kaur

We at The Devonshire Hill Nursery and Primary School have a duty to ensure that this school is free from the misuse of illegal drugs such as cannabis, ecstasy, heroin, cocaine, LSD and free from the misuse of legal drugs such as alcohol, tobacco, solvents, over the counter drugs and prescribed drugs.

We will only allow legal drugs for use in school when they are medicines prescribed by a pupil's GP. Please see the policy Supporting Pupils with Medical Conditions.

We will not allow the misuse of drugs on school premises by pupils, school personnel, by invited or uninvited visitors to school and we will take the appropriate action if needed.

We believe we have a responsibility to inform the pupils about the effects of drugs misuse by having in place a drugs education programme that will increase their knowledge, allow them to make their own lifestyle choices but encouraging them to lead a healthy lifestyle.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### Aims

- To outline the procedures to deal with drug related incidents.
- To have in place an informative drugs education programme.
- To have in place procedures to deal with drug misuse.
- To work with other schools to share good practice to improve this policy.

### Responsibility for the Policy and Procedure

The Governing Body has:

- Appointed a member of staff to be the Coordinator for Drugs and Other Substances;
- Delegated to the Headteacher the duty of imposing sanctions when dealing with a drug related incident;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher will:

- Ensure the drugs education programme is in place;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Liaise with parents and external agencies;
- Ensure all school personnel will undertake appropriate training;
- Work closely with the link governor and coordinator;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

The coordinator will:

- Coordinate the drugs education programme;
- Provide guidance and support to all staff;
- Provide training in handling incidents;
- Keep up to date with new developments and resources;
- Liaise with external agencies;
- Organise awareness raising sessions for parents;
- Liaise with the Headteacher and nominated governor;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy

The Link Governor will:

- Work closely with the Headteacher and the coordinator;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

All school personnel must:

- Be aware of and comply with this policy;
- Undertake appropriate training in dealing with incidents and disclosures by pupils;
- Be aware of the Confidentiality Policy and the Child Protection Policy;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community

Parents must:

- Be aware of and comply with this policy;
- Work in partnership with the school;
- Attend awareness raising sessions organised by the school about its drugs policy and the drugs education programme;
- Share any concerns they have with the school;
- Make their children aware of the implications of drugs misuse;
- Comply with this policy for the benefit of their children;
- Be asked to take part periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Pupils will:

- Be aware of and comply with this policy;

- Be encouraged to work in partnership with the school by making decisions and exercising choice in relation to their educational programme;
- Listen carefully to all instructions given by the teacher;
- Ask for further help if they do not understand;
- Treat others, their work and equipment with respect;
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- Liaise with the school council;
- Take part in questionnaires and surveys

## **Drugs Education Programme**

The drugs education programme will be delivered through the statutory science curriculum, PSHE and Citizenship, circle time, the Police & the School Liaison Programme, other outside agencies and drama workshops.

## **Dealing with incidents involving the Misuse of Drugs**

- School personnel must report all incidents of drugs misuse or suspected misuse to the Headteacher or the Coordinator for Drugs and Other Substances.
- All disclosures will be dealt with in a sensitive manner.
- Each drug incident is treated individually and an appropriate course of action is decided with regard to:
  - The circumstances of the case;
  - The interests of the pupil
- The Headteacher will contact the parents/carers and will consider:
  - Exclusion of the pupil;
  - Counselling and support for the pupil;
  - Referral to social services;
  - Referral to drugs misuse support agency
  - Referral to the police
- Drugs found on the school premises will be handed to the police.
- Alcohol or tobacco confiscated from pupils will be collected by parents/carers.
- Any syringes found in the school grounds will be removed and disposed of in the correct manner.

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website
- The Staff Handbook
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- Meetings with school personnel
- Communications with home such as weekly newsletters and end of half term newsletters
- Reports such as annual report to parents and Headteacher reports to the Governing Body
- Information displays in the main school entrance

## **Training**

All school personnel will receive training on induction or when necessary on:

- Drugs awareness programme
- Investigating drug related incidents
- How to search pupils for carrying suspected drugs
- Confiscating controlled drugs
- Dealing with needles and sharps
- Dealing with and informing parents

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**