



SOUTH DARLEY C of E PRIMARY SCHOOL

DRUG INCIDENT MANAGEMENT POLICY

Person/Committee responsible for reviewing/updating this plan	Headteacher
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Date of Review	Governors Meeting Reference Number	Approved by name	Comments
25.04.16	FGM25042016.6.1A	P WILDE	

Drug Education and Incident Management Policy

South Darley CE Primary School is committed to investing in our pupil's health and well-being and by doing so we assist the process of raising the pupils' achievements.

In writing this policy, South Darley CE Primary School has referred to;

- The Guidance for Schools Drug and Alcohol Policy (including section 3; Safeguarding Guidelines for Children and Young People who Misuse Substances)

This policy takes into account changes in national and local trends and this will inform the development and review of the school drug education programme.

The school stance towards drugs, health and the needs of pupils

It is important to remember that most pupils at South Darley CE Primary School will NOT use drugs.

The policy is underpinned by Derbyshire County Council's commitment to support schools in ensuring the first concern in managing drug issues is the health and safety of the whole school community whilst meeting the pastoral needs of individuals.

The policy emphasises the belief that drugs have no place in a school environment and drug use by a pupil can be seen as a safeguarding issue.

South Darley CE Primary School has a commitment to the health and safety of the school community and meeting the pastoral needs of pupils. The school recognises that some students may be more vulnerable to drug use and other social problems and as such has committed to identifying these students and offering support to both the pupil and family where appropriate through referral to other services

In every circumstance the utmost priority will be on ensuring the safety of the pupils.

The Statutory Obligations

This policy takes full account of the school's legal obligations and the latest DfE advice on Drug Education and responding to drug related incidents.

Every school has a statutory responsibility to promote pupils' wellbeing including:

- An up to date Drug policy as a central reference
- To deliver drug education through the relevant programmes of study within the national curriculum and
- To prepare all pupils for the responsibilities of adult life through accurate information and working with external agencies.

In addition, South Darley CE Primary School will;

- Have an effective implementation process for drug education and drug related incidents
- For young people identified as being vulnerable, provide access to the appropriate education, advice, information and support on substance misuse both in and out of school
- For young people identified as having problems with substance misuse, provide access to an appropriate intervention or care package with support for parents and carers.

The context of the Policy and it's relation to other policies

This policy will have direct links to a range of other policies and it is useful to highlight the relevant policies. These may include;

Behaviour Policy & Related policies around behaviour, physical intervention

School Visits Policy

Data Protection Policy

External Contributors Policy

PSHE/Citizenship Policy

Relationships and Sex Education
Health and Safety Policy

Child protection / Safeguarding Policy for the school

Medicines Data Protection Policy

The definition of the term 'Drug'.

We recognise the term drug as those taken for medicinal purposes as well as those used for recreational use and illegal drugs. For the purpose of this policy the definition of the term drug includes;

- Illegal substances (e.g. amphetamine, ecstasy, cocaine)
- Alcohol
- Tobacco including electronic cigarettes
- Medicines
- Volatile substances (e.g. aerosols, solvents, petrol)
- New psychoactive substances or legal highs.
- Caffeine

The definition may also be summarised as

- Any substance people take to change the way they feel, think or behave.

Drug education and educational aims

'Drug Education should enable pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating to their own and others' actions'. Drugs: Guidance for Schools 2004.

The overall aims of the drug education programme at South Darley CE Primary School are to:-

- Develop a range of skills to enable children to make their own, informed decisions about drugs
- Develop rules for, and ways of, keeping them safe
- Increase knowledge and understanding about legal/illegal drugs and how these relate to personal health
- Be part of a whole school approach via a spiral and integrated PSHE curriculum
- Help pupils identify effective and trustworthy sources of help and support
- To understand risks and the associated consequences
- Develop self-confidence and assertiveness
- To explore a range of views, clarify attitudes and challenge stereotypes.

Drugs education is an entitlement for every pupil. It is delivered according to the planning cycle in the manner appropriate to the age and development of children through the PSHE, Science, Circle time and other subject areas when and where appropriate. It is delivered as part of a whole school approach in partnership with all members of the school community. Needs are also addressed as and when issues arise.

The drugs education programme is taught in a caring and safe environment where children's genuine questions and concerns can be sensitively addressed. Ground rules that are set cover issues such as teachers' and pupils' right to privacy and respect, and the boundaries of discussion. Pupils and teachers are discouraged from revealing any personal information.

Parents do not have the right to withdraw their children from drug education lessons.

A whole school approach

Teaching and non-teaching staff

Where possible, drug education will be delivered by the teachers at South Darley CE Primary School. Teachers will be consulted about the delivery of drug education and aided in their work by provision of up to date and relevant resources and support. Non-teaching staff may be involved in a supporting role.

Governors

Governors have responsibilities for school policies. They will be consulted about the drug education provision and are kept up to date at Governor's meetings.

Parent/Carers

South Darley CE Primary School values the important role have within our school community and are committed to ensuring they have the opportunity to meet staff as required and are aware of this policy. The schools approach to drug education will encourage dialogue between parents/carers and their children as well as with school staff.

Outside agencies and speakers

Outside agencies and speakers may be involved in inputting to drugs education lessons and may be used as a point of referral as support services for pupils. The school will only work with agencies and speakers who are appropriate to pupil needs. We will work in partnership with them and jointly plan their work within the school. The school will also promote relevant helping agencies that pupils can access.

Caution will be exercised with the use of outside agencies or speakers during drug education lessons and the school will not use anyone who has had first-hand experience of problematic drug use.

Staff with Key Responsibilities

The Headteacher has the overall responsibility for managing incidents and liaising with other organisations such as the Police and Social Services.

All staff have responsibility for informing the Headteacher of any suspected incidents. The safeguarding of all children within the school is the first priority for all staff.

The designated Safeguarding Lead at South Darley CE Primary School is Miss Gill.

The designated Governor for safeguarding issues is Mrs Kate Alcock.

Management of Drug Incidents

If a pupil is suspected of being under the influence of drugs or alcohol on school premises, the school will prioritise the safety of the young person and those around them. If necessary the situation will be dealt with as a medical emergency, administering First Aid and summoning appropriate support. Depending on the circumstances, parents or the police may need to be contacted. If the child is felt to be at risk, the school will follow the Safeguarding Procedures.

The legitimate use of medicines is covered in the Supporting Children with Medical Conditions Policy. A copy of this policy is available on the school website and in the school office. Pupils or staff are not allowed to bring any drugs onto the school site (other than those addressed in the policy mentioned above).

In the event of a drugs related incident, staff should immediately inform the Headteacher who will then assess:

- The legal requirements
- The involvement of outside agencies including informing the police where appropriate. The school will take full account of the circumstances when considering the role of the police. However, if illegal drugs are found on school premises the local police will be informed immediately. The police will not normally need to be involved in incidents involving alcohol, or cigarettes, but the school will consider informing Trading Standards or the police about the inappropriate sale or supply of alcohol or cigarettes to pupils in the local area.
- The types of behaviour and the school's proposed course of action in response to them
- The involvement of parents. South Darley CE Primary School believes it is in the best interests of all concerned to inform parents/carers of any reported drug related incidents. Where the school suspects that to do so might put the child's safety at risk, or there are other concerns, the school's Safeguarding procedures will be followed.
- Arrangements for recording incidents and informing others of incidents (e.g. LEA or local Drugs Action Team).
- Arrangements for safeguarding including discussing with the school safeguarding lead and agreeing any appropriate safeguarding actions to be taken
- Health and welfare procedures.

If the Headteacher is taking temporary possession of a suspected control drug or a substance they believe to be harmful they should:-

- Adhere to Health & Safety guidelines in all cases
- Ensure a witness (another member of staff) is present throughout
- Seal the substance in a plastic bag with the date and time of the seizure with the names of those present
- Store in a secure storage such as a safe or lockable container with access limited to senior members of staff
- Contact the police for collection. Whilst disposal or destruction by the school staff is legal it is policy to hand the items to the police to ensure correct identification.

The school will clearly record all decisions, countersigned by the Headteacher and dated. Any police incident number should also be recorded.

The Headteacher is responsible for investigating the incident. The Headteacher must, as a minimum, try to establish what was taken, how often it has been taken and in what context the drug was taken. The Headteacher will also consider the following:-

- How has the pupil come into possession of the substance?
- From whom?
- How long have they been using the substance?
- What do they believe the drug to be?
- What support does the pupil or family need from the school and/or local agencies?

The Headteacher will consider accessing support and advice on whether the child is considered to be at risk by contacting Derbyshire's 25 hour all year round, first point of contact 'Starting Point' on 01629 533190.

Children affected by someone else's drug or alcohol use

If a parent/carer is under the influence of drugs or alcohol on the school premises the school will ask them to leave. This should be witnessed with all discussions leading to this action as well as the decision made thoroughly recorded. The school will contact the police if the situation becomes difficult to manage. Where a parent/carer becomes abusive or places their child at risk Safeguarding procedures will be followed.

Disposal of Injecting Equipment

It is extremely unlikely that staff at South Darley CE Primary School will need to dispose of injecting equipment but for clarity the following procedures will apply:

If staff find discarded injecting equipment they will follow the following procedures:

- Avoid handling the syringe wherever possible.
- Where possible, sweep up the equipment onto a dustpan or piece of card.
- If staff have to pick up the syringe avoid the needle and handle by the barrel. Hold the syringe so that the needle points away from the body.
- Place any paraphernalia into a rigid container to be clearly labelled.
- If staff should sustain accidental injury from such an implement, seek medical attention immediately and complete an accident report.

Confidentiality/Information sharing

School staff cannot promise absolute confidentiality if approached by a pupil for help. Staff will make this clear to pupils when approached. Safeguarding procedures will be followed when any disclosures are made. It is very rare for a pupil to request absolute confidentiality. If they do, staff must make a careful judgement about whether or not a third party needs to be informed. This judgement will be based upon the seriousness of the situation and the degree of harm that the pupil may be experiencing and the pupil's age, maturity and competence to make their own decisions.

Where it is clear that a pupil would benefit from the involvement of a third party, staff should seek the consent of the pupil to do so. If appropriate, staff might inform the third

party together with the pupil. Unless clearly inappropriate, pupils will always be encouraged to talk to their parent/carer.

In instances where the police are involved, the Headteacher can divulge pupil names in accordance with the provisions of the Human Rights Act and the Data Protection Act, when it is necessary and proportionate.

Dealing with the Media

The emotive issues surrounding drug use often attracts national and local interest. It is the Head Teachers responsibility to liaise with the media and seek advice from the LA Public Relation Department.

Annexes

Annex 1 – Services offering support can be found on page 8.

Annex 2 - The Guidance for Schools Drug and Alcohol Policy - section 3; Safeguarding Guidelines for Children and Young People who Misuse Substances can be found on page 10.

Management of the Policy

The Headteacher will oversee the policy, ensure its implantation and review its contents on an annual basis.

The Headteacher will report on the implementation and review of the policy to the Governing body annually.

The Headteacher will report any significant issues to the chair of the Governing Body that may have an impact on Safeguarding in the school setting and use the processes with the local authority to report these.

Local dissemination

South Darley CE Primary School will disseminate the policy by placing on the school website and providing parents will a list of school policies as part of their new starter pack.

Signed by;

Chair of Governors

Head Teacher/Principal

A Jordan

P Wilde

Date: 25.04.16

Date: 25.04.16

Annex 1 - Services offering support

T3 Derbyshire's young people's treatment service

Derbyshire T3 is a specialist outreach service for young people who are using drugs or alcohol, feel they have a problem and want some support to stop using or cut down. We can also offer specialist help to reduce the risks and harm associated with alcohol or drug misuse, or to help young people avoid relapsing if they have already made changes. Our team provides:

- Young person centred, care planned, one-to-one support for drug and alcohol use
- Assessment and treatment from specialist workers using a range of talking therapies
- Individual relapse prevention support
- Harm reduction and needle exchange services
- Access to specialist medical interventions, including detoxification
- Motivation and encouragement
- Close work with other agencies to provide an all round package of support

If you want to know more information, or would like to make an appointment, get in touch. Phone 01773 522475 or email derbyshiret3@cri.org.uk.

Space 4 U Derbyshire's service for supporting children affected by someone else's drug or alcohol use

Action for Children's SPACE 4 U service support children and young people aged 5-18 who are seriously affected by someone else's substance misuse. This could be a parent, sibling or close friend. We want to help young people develop their own ways of coping with their situation. Here's how we help:

- We Offer individual support and advice on issues that young people identify themselves, such as friendships, worries and about family life, information on drugs and alcohol and keeping safe
- We offer access to first aid training.
- We identify other support networks that can help too.
- We advocate on behalf of young people.

Action for Children Space 4 U works with children and young people to improve all areas of the young person's life at school, at home and in the community. Tel: 01246 277 422
Space.4u2@actionforchildren.org.uk

SPODA Derbyshire's service supporting the families of drug users

Spoda provide support, information and advice to family members aged 18yrs and over who live within the county of Derbyshire ,who are affected by a family members drug use. Tel 08456003320, website www.spoda.co.uk.

Child Sexual Exploitation and Vulnerable Young People

Safe and Sound Derby

Provides support to children and young people who are being, or are at risk of being sexually exploited, along with their families.

www.safeandsoundderby.co.uk.

Barnados

www.barnardos.org.uk

Childline

Provides support for children and young people on a range of issues and a dedicated Freephone number 0800 1111.

www.childline.org.uk



Safeguarding
Children
Everybody's Business



ANNEX 2 - SAFEGUARDING GUIDELINES FOR CHILDREN & YOUNG PEOPLE WHO MISUSE SUBSTANCES

DEVELOPED BY

DERBYSHIRE T3

CHILDREN AND YOUNG PEOPLE'S SUBSTANCE MISUSE SERVICE



INTRODUCTION

The purpose of this document is to assist workers across all agencies to identify cases where action is needed to safeguard a child or promote their welfare as a result of their alcohol and / or drug use. As such it should be read in conjunction with the Derby and Derbyshire SCB Procedures Manual (www.derbyshirescb.org.uk)

Some children and young people experiment with drugs and / or alcohol as they grow up. Most children and young people who experiment with drugs will never go beyond experimentation. Some will go on to use drugs and / or alcohol in a controlled way ('recreational use'). For some however their use of drugs and / or alcohol may become problematic and affect many aspects of their life.

Drug and / or alcohol misuse is known to contribute to a range of poor outcomes for children and young people, for example: poor health, poor mental health, educational attainment, family breakdown, economic wellbeing, offending behaviour.

Vulnerable groups

Research has shown that certain groups of children and young people have a higher incidence of drug and / or alcohol misuse than the average, and the potential to develop drug and / or alcohol problems as they grow up. These include children and young people who are:

- involved in criminal justice system
- looked after by the local authority
- leaving local authority care
- excluded from mainstream education or persistent truants
- homeless
- being sexually exploited
- affected by someone else's drug and / or alcohol problems, such as a parent or sibling.

This is not to say that all these young people will use substances or develop problems, but it makes it more important that they receive good education, information and advice about substances and substance use, as well as early support and specialist help where necessary.

DERBYSHIRE SUBSTANCE MISUSE SCREENING TOOLKIT

Derbyshire has a substance misuse screening toolkit that competent workers (such as Multi-Agency Team (MAT) workers, Youth Offending Service (YOS) Substance Misuse workers, and School Nurses) can use with children and young people. This is to help them:

- Identify and respond to a young person's alcohol and / or drug use
- Where need be, obtain specialist help for the young person.

If you are unsure who is able to provide screening for substance misuse, please contact the Specialist Children and Young People's Substance Misuse Service, Derbyshire T3 on 01773 522475 or derbyshiret3@cri.org.uk and they will be able to advise.

A young person should definitely be referred in for screening under the following situations:

- If a young person asks for some advice or information about drugs, alcohol, glues, gases or aerosols

- If a young person tells you they are using substances
- After a substance misuse related incident occurs, for example finding a young person in possession of drugs, or a young person being intoxicated
- When substance misuse has been identified in the young person's household
- Where the practitioner's professional judgement leads them to have other concerns that the young person might be involved in substance misuse
- Where an Early Help Assessment (EHA) is being completed on a young person and concerns are raised that the young person might be using substances
- If a young person receives a fixed term or permanent exclusion from school for a drug or alcohol related incident.

The result of the screening will determine the level of support appropriate for the young person. If there is a need for targeted, non-specialist work to be done (such as information, basic harm reduction, motivational work), this will likely be undertaken by the MAT or YOS Substance Misuse workers. If more specialist work is required the worker undertaking the screening will refer the young person into Derbyshire T3.

IDENTIFYING SAFEGUARDING ISSUES

Drug and / or alcohol use by a young person does not on its own constitute significant harm. However there may be circumstances where the young person's drug and / or alcohol misuse raises safeguarding children concerns, for example:

- The identified substance use is unusual for a person of this age.
- The substance misuse is becoming increasingly chaotic or dangerous.
- The substance use / misuse is leading to crime or exploitation by others, including sexual exploitation.
- The substance use / misuse is life threatening or seriously detrimental to health.
- The young person is caring for another child while under the influence of substances
- An adult is involved with the substance use / misuse (e.g. the young person is being injected by an adult)
- The parent or sibling is using drugs and / or misusing alcohol (refer to the Guidelines for Gathering Information about the Needs of Children whose Parents have Drug/Alcohol Problems (in Section 1.6.18 – Derby and Derbyshire SCB Procedures Manual)
- During contact with the young person non-substance related safeguarding children concerns are identified

ACTION TO BE TAKEN BY STAFF WHO ARE CONCERNED ABOUT A CHILD (Safeguarding Concerns)

Where safeguarding concerns are identified due to substance misuse safeguarding procedures should be followed. A telephone referral should be made to Starting Point. This is Derbyshire's first point of contact for children and younger adults for advice, support and next steps; early help and intervention; MAT; referral into Children's Social Care. This is a 24 hour service all year, 01629 533190 and you will be advised to follow your referral with an electronic form made available on www.derbyshire.gov.uk/startingpoint. If the child has been the subject of an Early Help Assessment then a copy, together with a copy of the multidisciplinary plan, should be attached to the written confirmation. If the professional does not have a copy, reference to the completed EHA detailing who undertook it and their contact details, if known, should be made in the written confirmation.

In addition a referral to the Specialist Children and Young People's Substance Misuse Service should be considered. This service is Derbyshire T3 and can be contacted on 01773 522475.

Contacting Derbyshire Police

In an emergency, ring 999 to contact Derbyshire Police.

The Child Protection Unit can be contacted on by ringing 101 to report child abuse concerns.

Children with additional needs, but not at risk of significant harm

If a professional believes a child has needs that are not being met by the services currently in place, they should contact the child's health visitor, when the child is aged 0-4yrs or the school, if they are already attending. If the child is 5+yrs, the professional should contact the school or other key professionals known to be involved with the child, and discuss the need to undertake an EHA and establish a multi agency plan. This discussion will need to include an agreement on who is best placed to undertake the EHA.

Escalation of concerns

If the worker feels they are not happy with the response they receive from Starting Point, they should raise their concerns with their line manager in order that the concerns can be escalated to Safeguarding Service District Managers