

*"We seek to develop the whole child
within a Christian Ethos,
preparing them for a happy, healthy and fulfilled life ahead."*

Partney Church of England (Voluntary Aided) Primary School

Drugs Policies

Review Date	By whom	Comments	Next Review
June 2015	Pupils and Staffing Committee	SK – Update of Drug education and Incident Policy and amalgamation of two policies below.	2016
Nov 2016	Pupils and Staffing Committee	Clarified Role of School Council	2019

Contents

- 1. Drugs*
- 2. Alcohol and Drugs Misuse*

Drugs

We believe this policy relates to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Children and Young Person (Protection from Tobacco) Act 1991
- Education and Inspections Act 2006
- Children and Young Persons (Sale of Tobacco etc.) Order 2007

The following documentation is also related to this policy:

- The DfE and ACPO Drug Advice for Schools

We 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 Administration of Medicines.

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.

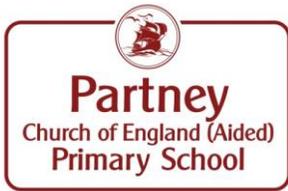
We believe we have a responsibility to inform the pupils about the effects of drugs misuse by having in place a drugs education programme that will increase their knowledge, allow them to make their own lifestyle choices but encouraging them to lead a healthy lifestyle.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

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 in order to improve this policy.



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Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- 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 governor Committee 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;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

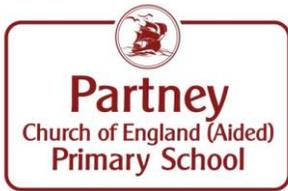
The Headteacher will:

- 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;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- report to the Governing Body on the success and development of this policy

Role of the Nominated Governor Committee

The Nominated Governor Committee will:

- work closely with the Headteacher;
- 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;



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- annually report to the Governing Body on the success and development of this polic

Role of School Personnel

All school personnel (Teachers and Support Staff) 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

Role of Parents

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 Behaviour Code and guidance necessary to ensure smooth running of the school

Role of the School Council

The School Council will be involved in:

- organising surveys to gauge the thoughts of all pupils, when appropriate.

Role of Pupils

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;



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- treat others, their work and equipment with respect;
- support the school Behaviour Code 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, the Police, 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.
- 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.

Linked Policies

▪ Alcohol & Drugs Misuse	▪ Anti-Bullying
▪ Curriculum	▪ Health & Safety
▪ Medical & First Aid	▪ PSHE and Citizenship
▪ Pupil Behaviour and Discipline Smoke Free Environment Policy	▪ Risk Assessment



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Alcohol & Drugs Misuse

We acknowledge that alcohol, drug and substance misuse is defined as “the intermittent or continual use of alcohol or any drug or other substance which causes detriment to a member of staff’s health, functioning, or performance at work, and which affects efficiency, productivity, safety, attendance, time keeping or conduct in the workplace”.

We recognise we have a responsibility to ensure a safe and healthy working environment for all staff and pupils. We do not condone the excessive and/or inappropriate use of alcohol, or the misuse of drugs/substances, whether illicit or prescribed. We recognise that a safe and healthy working environment is put at risk by employees who use alcohol and other drugs/substances in such a way that their health, work performance, conduct or relationships at work are adversely affected.

We encourage staff with alcohol and drug/substance related problems to seek help voluntarily and we are fully committed to support the member of staff through this process.

We do not permit any member of staff to be at work if they are under the influence of alcohol (or smelling of alcohol) and drugs. We will take appropriate action through the absence control procedures and the disciplinary process if we judge that absenteeism, presenteeism or misconduct has arisen out of the inappropriate use of alcohol or drugs.

We reserve the right as part of the pre-employment selection process to undertake drug and alcohol screening. We will not interview any candidate whose screening is positive or refuses to provide the appropriate samples.

We reserve the right, and with their permission, to undertake drug and alcohol screening of any member of the present school personnel

We will keep all information regarding a member of the school personnel who has difficulties with alcohol or drugs in the strictest of confidence.

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 protect the health and safety of pupils and school personnel and to help anyone who may be suffering from a drug or alcohol related problem.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel, visitors and contractors to the school are aware of the seriousness of this policy and comply with this policy;
- support and help any member of staff suffering from alcohol or drug/substance related problems;
- responsibility for ensuring that the school complies with all equalities legislation;
- 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;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

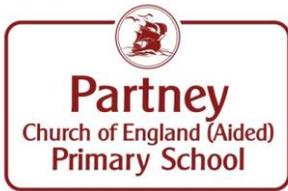
- ensure the policy is brought to the attention of all new and existing employees;
- provide leadership and vision in respect of equality;
- take action if a member of the school personnel is identified as having a work problem which may be associated with alcohol or drugs;
- take action if an employee identifies that they have a drink or drugs related problem;
- ensure that the member of staff receives the required help and support;
- provide information and training for all school personnel on this issue;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor Committee

The Nominated Governor Committee 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

Role of School Personnel



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School personnel will:

- comply with this policy;
- co-operate with any help and support that is offered once a problem has been identified;
- inform the Headteacher or line manager if they taking prescribed medication;
- consider taking part in any drug or alcohol screening;
- seek help if they feel they are suffering from a drug or alcohol related problem;
- encourage employees who they believe to be suffering from an alcohol or drug related problem to seek help
- 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

Screening for Drug or Alcohol Abuse

The Headteacher will begin the screening process if it is felt any member of the school personnel is suffering from the effects of drug or alcohol abuse by making a referral to occupational health.

Support and Counselling

School personnel will:

- be offered a programme of counselling and treatment instead of potential disciplinary action;
- be granted paid leave of absence to undergo treatment and support;
- be subject to Terms and conditions of employment as outlined by the LA and adopted by the school.

Disciplinary Action

Disciplinary action will be taken if a member of staff suffering from alcohol or drugs related problems: (in line with LA Policy)

- continues to behave inappropriately after a programme of support and counselling has been exhausted;
- declines to seek assistance;
- discontinues a course of treatment before completion;
- continues inappropriate use of alcohol and drugs

Training

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



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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.

Raising Awareness of these Policies

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel
- reports such annual report to parents and Headteacher reports to the Governing Body

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 nominated 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. (See Policy Evaluation)

Linked Policies

▪ Health & Safety	▪ Risk Assessment	▪ Capability Policy
Smoke Free Environment Policy	▪ Medical & First Aid	▪ Absence Management

Headteacher:		Date:	
Chair of Governing Body:		Date:	

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups															Conclusion															
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No					
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓					✓			
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'						
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓		
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'						
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓		

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
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Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				



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A statement outlining the overall effectiveness of this policy

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