



Forncett C.E.V.A. Primary School

Drug and Alcohol Policy

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Signed by Chair of Committee:

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Statement of intent

Fornsett St. Peter CEVA Primary School takes a zero tolerance approach to the misuse of drugs and alcohol on our premises. This policy has been developed in conjunction with the 2012 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 the school.
- Providing a safe and healthy environment which is conducive to the education and wellbeing of the children in the school.
- Providing a robust policy which outlines our zero tolerance approach to drugs and alcohol misuse.
- Developing and improving the policy by reviewing it after any incident.
- Educating pupils on the dangers of drug and alcohol misuse.

1. Legal framework

1.1. This policy has due regard to relevant legislation and guidance, including, but not limited to the following:

- Keeping Children Safe in Education 2016
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006

1.2. This policy will be implemented in conjunction with the school's:

- Behaviour and Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Administering Medication Policy

2. Key roles and responsibilities

2.1 The headteacher is responsible for dealing with any alcohol and/or drug related issues within the school which includes: school premises, school transport as well as school visits, trips, fieldwork and residential trips.

3. Definitions

3.1. Forncett St Peter CEVA Primary defines a "drug" as any substance which, when ingested alters perception and the way the body works. This definition includes, but is not limited to:

- All Illegal Substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal Highs
- E cigarettes

4. Staff training

4.1. Teachers and support staff will receive drug and alcohol awareness training during their induction process and will be made aware of our policy.

4.2. Teachers and support staff will receive regular and ongoing training as part of their professional development.

5. Drug education

5.1. All pupils will receive regular age-appropriate guidance on drugs and alcohol as part of the PHSE/C curriculum.

- 5.2. The school will include and inform parents and carers about the drug and alcohol education school provides and send home resources or signpost via class or school newsletters as and when appropriate
- 5.3. Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.
- 5.4. Where appropriate, visitors and external speakers will join us to lead classes on drug and alcohol misuse.

6. Smoking

- 6.1. In accordance with Part 1 of the Health Act 2006, Forncett St Peter CEVA Primary is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields, sheltered areas and the car park.
- 6.2. Parents/carers, visitors and staff must not smoke on school grounds and will avoid smoking in front of pupils and/or encouraging pupils to smoke.
- 6.3. Pupils are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to cigarettes, e-cigarettes, lighters, matches or pipes.
- 6.4. In the interest of health and hygiene, smoking will not be permitted at, or around, the school gates.

7. Legal drugs and prescribed medicines

- 7.1. We understand that some pupils may require medications that have been prescribed by a doctor, or other health professional.
- 7.2. Parents/carers have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.
- 7.3. Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.
- 7.4. The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.
- 7.5. Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.
- 7.6. Further guidance can be found in the school's policy Supporting Administering Medications Policy.

8. Solvents

- 8.1. Pupils are not permitted to bring solvent based products onto the premises including, but not limited to, aerosol deodorants, compressed air, and aerosol hairspray.
- 8.2. The school will ensure that potentially hazardous solvents are stored safely and pupils will be supervised if they are required to come into contact with them.

9. Persons found to be under the influence of drugs or alcohol

- 9.1. 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 following Norfolk Educator Solutions guidance.
- 9.2. Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The headteacher has the authority to ban persistent offenders from the school.
- 9.3. Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the headteacher's office, where they will be assessed.
- 9.4. The pupil's parent/carer will be asked to remove the pupil from the premises.
- 9.5. The pupil will remain in the headteacher's office until their parent/carer arrives.

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- 10.1. If necessary, a search will be conducted.

11. Medical emergencies

- 11.1. In drug related medical emergencies, trained first aiders will be summoned.
- 11.2. A teacher will remain with the casualty until the trained first aider arrives.
- 11.3. Other pupils will be removed from the immediate area, as soon as is reasonably practicable.
- 11.4. Following assessment by the first aider, a decision will be made to ascertain whether an ambulance will be called.
- 11.5. The pupil's parents/carers will be telephoned and told about the incident.
- 11.6. If the pupil is felt to be at risk, the Safeguarding Policy will come into effect and social services will be contacted.
- 11.7. All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible following the school's Health and Safety Policy.

12. Threatening behaviour

- 12.1. Aggressive and threatening behaviour by pupils, staff or visitors under the influence of drugs or alcohol will be taken very seriously.
- 12.2. Where aggressive and/or threatening behaviour is displayed, Forncett St Peter Primary will not hesitate in contacting the police.
- 12.3. Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 12.4. In the case of pupils, parents/carers will be contacted.

13. Searching

- 13.1. Staff members may use common law to search pupils with their consent for any item.
- 13.2. Staff members may ask any student to turn out their pockets.
- 13.3. Staff members may search any student's backpack or locker.
- 13.4. Under Part 2, Section 2 of the Education Act 2011, teachers are authorised by the headteacher to search for any prohibited item including, but not limited, to tobacco and cigarette papers, as well as illegal drugs and alcohol without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.
- 13.5. Searches will be conducted with another staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.
- 13.6. Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves.
- 13.7. Pupils' possessions will only be searched in the presence of the pupil and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.
- 13.8. Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.
- 13.9. Any staff member, except for security staff, may refuse to conduct a search.
- 13.10. A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

14. Controlled substances

- 14.1. Forncett St. Peter Primary has a zero tolerance policy on illegal drugs.
- 14.2. Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and the name of any witness/witnesses present.
- 14.3. The staff member will store the sample in a secure location.
- 14.4. The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols.
- 14.5. Forncett St. Peter Primary will not hesitate in giving the police the name of the pupil, from whom the drugs were taken.
- 14.6. A full incident report will be completed and submitted to the headteacher.
- 14.7. Any further measures will be undertaken in line with the school's Safeguarding Policy.
- 14.8. Where controlled substances are found on school trips away from the school premises, parents/carers of the pupil, as well as local police, will be notified.

15. Discipline

- 15.1. Pupils involved in drug and/or alcohol situations on school premises will be disciplined as per the school's disciplinary procedure and where appropriate the police will be informed.
- 15.2. 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.
- 15.3. 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.

16. Monitoring and review

- 16.1. This policy will be reviewed on an annual basis by the headteacher and governors.