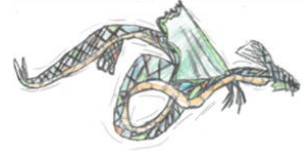
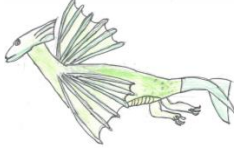


BOREHAM PRIMARY SCHOOL
A Friendship School

'Daring to aim high, scale new heights, spread our wings and fly far'



DRUGS AND ALCOHOL POLICY JANUARY 2020

Staff Consulted: 24.1.20

Approved by Governing Body: 20.1.20

Next Review Date: January 2022

Boreham Primary School

Drugs and Alcohol Policy

Introduction

The School has a statutory duty to ensure, as far as reasonably practical, the health, safety and welfare at work of all staff and to promote the well-being of pupils.

This policy reflects guidance produced by the Department of Education and the Association of Chief Officers (ACPO) (September 2012) for schools on drugs.

This policy applies to all staff, pupils and visitors of the School.

Aim

Being under the influence of alcohol and drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries. This policy aims to

- Clarify the legal requirements and responsibilities of the School
- Reinforce and safeguard the health and safety of all staff, pupils, governors, parents/carers, and visitors
- Clarify the School's approach to drugs for all staff, pupils, governors and visitors
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs, alcohol and illegal substances on School premises, and any incidents involving such that may occur, with confidence and consistency, and in the best interests of those involved.
- Ensure that the response to incidents involving drugs, alcohol and illegal substances compliments the overall approach to drug education and the values and ethos of the School.
- Provide a basis for evaluating the effectiveness of the School's drug education programme and the management of incidents involving illegal and other unauthorised drugs.

Principles

- All staff and pupils of the School will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs will be fully supported by their line manager but the safety of pupils will be a priority at all times.
- Staff with an illness related to drugs or alcohol are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuses of Drugs Act 1971.

Terminology

The term 'drugs' is used throughout this policy to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- All legal drugs, including alcohol and tobacco, and also volatile substances (those giving off a gas or vapour which can be inhaled);
- All medicines, whether over-the-counter or on prescription.

Code of Conduct

The School's policy is that during working hours and whilst on work premises employees must be free from the influence of drugs or alcohol.

Contravention of these rules is gross misconduct and the School will take disciplinary action for any breach, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately.

Possession of or dealing in illegal drugs on School premises will, without exception, be reported to the police.

This policy also includes functions and events where a member of staff is representing the School.

Alcohol in the Workplace

Consumption of alcohol in the work place strictly prohibited unless a line manager has specifically agreed in advance that it is acceptable for a specific occasion. However, staff are responsible for ensuring that they remain fit for work where they are expected to continue and fit to return home afterwards.

Alcohol to be consumed at community or parents' events will be stored securely beforehand. The School/PTA must be licensed under the Licensing (Occasional Permissions) Act 1983 to sell alcohol.

Prescribed Medication

If a member of staff has been prescribed medication by their GP, which has side effects that may affect their work, including the ability to drive, they must inform their line manager. Otherwise, this could lead to an accident or injury to themselves or someone else. The line manager should find out about any potential side effects and carry out a risk assessment to identify any changes in working practices or responsibilities that may be necessary.

Some pupils may require medicines that have been prescribed for their medical condition during the school day. Prescribed medication will only be administered by the School on receipt of written parental consent. For more information on managing pupil medication in school see the School's Policy for the Administration of Medicines.

Illegal Drugs

The possession, supply or use of illegal drugs in the workplace is strictly prohibited. Any member of staff who is found to possess, supply or use them at work will be subject to the disciplinary procedure.

Solvents and other hazardous chemicals must be stored securely, to prevent inappropriate access, or use by pupils. The use of solvent-based products, such as Tippex, aerosols, glues and board-cleaning fluids by staff should be avoided and where possible alternatives sought.

Confidential/Data Protection

Staff with an alcohol or substance abuse problem have the same rights to confidentiality and support as they would if they had any other medical or psychological condition.

Responsibilities

It is the responsibility of all staff to adhere to this policy and, wherever possible, to resolve issues swiftly and effectively.

The implementation of this policy on an operational level is the responsibility of the Head Teacher.

The Head Teacher will be responsible for all communications with the media.

An appointed drug education co-ordinator (for example the PSHE co-ordinator) will have responsibility for planning and monitoring the drug education programme.

The Governing Body has a role in overseeing the drug education programme and monitoring the drugs education policy and the drugs and alcohol policy. They have a safeguarding role and may be called upon to contribute to appeals against exclusion.

Drugs Education

The School has a pro-active approach concerning the use of drugs and substances, including alcohol and tobacco. This is expressed in assemblies and across the curriculum in science, PSHE and citizenship, RE and P.E. Our drug education curriculum 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.

Any educational programme will be designed to strengthen the pupil's ability to assess and manage the risk appropriately and to keep themselves safe.

Drugs Incidents

The School may encounter different incidents involving drugs, which require a consistent, timely, appropriate and sensitive approach. Incidents could include:

- Medical emergency or intoxication
- Finding evidence of drug use or supply of drugs

- Pupil disclosure
- Paraphernalia or drugs found on school premises
- Parent/carer involvement in drugs

The School follows national guidance outlined in the DfE and ACPO drug advice for schools (2012) and *Screening, Searching and Confiscation: Advice for head teachers, school staff and governing bodies* (2013). All incidents involving drugs are reported to the Head Teacher.

Medical emergency or intoxication:

The first priority is safety and first aid, i.e. calling the emergency services and placing unconscious people in the recovery position. An intoxicated individual does not represent a medical emergency, unless unconscious.

Individuals suspected of being intoxicated from inhaling a volatile substance will be kept calm; chasing them can place intolerable strain on the heart, thus precipitating sudden death.

Depending on the circumstances, parents or the police may need to be contacted. If the child is felt to be at risk the School's child protection procedures will be followed.

Finding evidence of drug use or supply of drug:

- Head Teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item, such as weapons, alcohol, illegal drugs, tobacco etc. (DfE: *Searching, screening and confiscation guidance*, Jan 2018)
- Following a search, whether or not anything is found, the School will make a record of the search, the time and place, who was present, note the outcomes and any follow-up action.
- If a pupil is discovered using or in possession of a drug, including tobacco or alcohol, that is not allowed on the premises then
 - The substance will be confiscated in the presence of two adults
 - The substance will be placed in a labelled bag, dated and stored securely
 - If the substance is suspected of being an illegal drug then the police will be informed to collect the drug for disposal. The law does not require the School to divulge the name of the pupil involved to the police.
 - Parents/carers will be contacted, unless this is not in the best interests of the child.
 - Full details, including police reference number, will be recorded
- If the caretaker or any other staff finds drug related paraphernalia in the School grounds, the area should be cleared children and the findings reported to the Head Teacher. Needles and the like present an infection risk and need very careful handling and disposal. The incident will be investigated as appropriate.

Evidence of supply of drugs:

- Under the law, the School cannot knowingly allow its premises to be used for the production or supply of any controlled drug. Where it is suspected that drugs are being

sold on the premises, or in the vicinity of the School, details regarding those involved and as much information as possible, will be passed to the Police. Where we know of the sale of legal drugs to minors, such as solvents, alcohol or tobacco, in the vicinity of the School then the School will inform the local Trading Standards Officers and the police.

Legal but unauthorised drugs or medicines will also be confiscated, and will be returned to parents; the School may arrange for the safe disposal of volatile substances.

Disciplinary Issues

The School will consider each drug incident individually and equitably. It will ensure that appropriate support is provided for the individual concerned.

The Head Teacher will conduct an investigation into the nature and seriousness of any incident, in order to identify any safeguarding concerns and develop an appropriate support and/or disciplinary response.

Disclosure

If there is a disclosure relating to drug misuse, the Head Teacher will be informed in the first instance.

Staff are aware of their professional responsibilities to divulge sensitive information if it is deemed a child protection issue, in order to co-operate with a police investigation or when referral to an external service is necessary.

Parent Involvement with Drugs

In the case of parent/carer intoxication on school premises the School may see it necessary to intervene if the behaviour of the parent/carer is putting a child's safety at risk. Alternative arrangements to accompany the child home will be made. If the parent/carer's behaviour repeatedly puts the child's safety at risk then the School will follow child protection procedures or notify the police

Help and Support

The School will endeavour to ensure that advice and help are made available to any member of staff who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their general practitioner. Under these circumstances and with the individual's consent a referral may be made to the Occupational Health service.

Any member of staff who seeks the assistance of the Trust in finding treatment for a drugs or alcohol problem has the Trust's complete assurance of confidentiality.

The following web pages and telephone helplines provide useful information relating to drug and alcohol misuse.

- Alcoholics Anonymous: Telephone 0845 769 7555 www.alcoholics-anonymous.org.uk

- Action on Addiction: a national charity which provides high quality, effective rehab and community based addiction treatment/ Tel. 0300 330 0659, www.actiononaddiction.org.uk
- ACAD (Advice and Counselling on Alcohol and Drugs): www.acad.org.uk
- FRANK: Friendly, confidential advice about drugs. Telephone 0300 123 6600 (24 hours) www.talktofrank.com
- NHS (information and advice from the National Health Service) www.nhs.uk
- Samaritans: confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feelings of distress or despair, including those which could lead to suicide. Helpline: 08457 909090 www.samaritans.org.

Staff Support and Training

All staff are made fully aware of the agreed procedures for managing drug incidents to ensure that responses are consistent and appropriate. Staff teaching drug education and those involved in dealing with drug incidents will receive training and support. As part of the School's commitment to CPD, the training needs of the staff will be monitored as part of the Drug Education Policy

Monitoring and Review

This policy will be reviewed every two years.

Policies and useful Documents

Sickness Absence procedure
 Code of Conduct
 Capability Procedure
 Discipline and Dismissal Policy (staff)
 Health, Safety & Welfare Policy
 Behaviour and Discipline policy (pupils)
 Physical Intervention policy
 DfE and ACPO Drug Advice for Schools