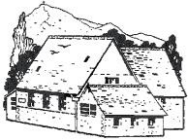




The Dartmoor Federation comprises:

- Boasley Cross Primary School
- Bridestowe Primary School
- Exbourne Church of England Primary School
- Lydford Primary School
- Northlew & Ashbury Parochial Church of England Primary
- Okehampton College



Lydford Primary



Okehampton College

MISUSE OF SUBSTANCES / DRUGS EDUCATION POLICY

This policy was adopted by the Dartmoor Federation Governing Board on

15th November 2012

and reviewed by the Policy Review Committee on 26th November 2015

The Dartmoor Federation condones neither the misuse of substances/drugs, including alcohol, nor the illegal supply of such substances. Incidents whereby anyone found in possession of substances/drugs at any time will be treated incredibly seriously.

This policy is to be read in conjunction with school medicines policy.

Rationale

In today's society many young people are exposed to glamorous and unrealistic messages in relation to drugs and their effects. This often leads to misuse and abuse by impressionable and vulnerable young people. We realise that our schools are well placed to provide strong support and care in the area of substance misuse. As such we encourage all pupils to develop personal and social skills that will enable them to make informed decisions regarding substance misuse. We recognise that an asserted approach for supporting young people in substance education is to create an ethos within the school which promotes individual empowerment, and values, such as tolerance, openness, honesty, respect and caring for one's self and others.

Aims

- To establish abstinence/prevention as the main approach to substance misuse.
- To establish an environment free from the misuse of all substances.
- To provide guidance on the protocols to be used in suspected or real substance misuse.

Objectives

- To provide factual information and knowledge about drugs/substances.
- To establish and develop personal, social and moral skills that will enable a young person to make positive, informed decisions.

The two are intertwined and mutually supportive.

Legislation

It is the policy of this school to comply with the legal requirements laid down in The Misuse of Drugs Act (1971) and other relevant legislation.

In keeping with requirements we will publish relevant sections of our Misuse of Substances/Drugs Education Policy on our schools' websites. A copy of the policy may also be obtained from the school.

Whole School Approach

It is the view of The Dartmoor Federation that education surrounding drugs/substance misuse should not be taught in isolation, but rather as an integral part of our Personal Development Programme. This involves developing a set of values and skills that will aid in producing rounded 'whole' pupils - physically, intellectually, emotionally and spiritually. The aims stated above are fulfilled through pupils' experiences in the taught curriculum, the informal curriculum and through opportunities in extra-curricular activities.

Roles and Responsibilities

A response to a substance-related issue is not just the responsibility of teaching staff within this school. We use a multidisciplinary approach to deal with all issues relating to drugs/substance misuse. Included are:

- Board of Governors
- Personal Development Curriculum Co-ordinator
- Senior | Designated Officer for Child Protection

- All Members of Staff
- External Agencies

Responding to Misuse of Substances and Related Incidents

(Ref Appendix C,D,E and F.)

In the event of an incident occurring we will follow the practices and procedures stated in the Misuse of Substance Flowchart (**Appendix C**) In addition, parents/carers will be immediately notified as will the Chair Governors and the Police, in order that investigations into the source of, and possible trafficking in, illegal substances can be expedited.

Our policy in these matters is to proceed with the utmost discretion and sensitivity bearing in mind the need to protect the rights of the pupil concerned, their families and the schools in the Federation. However, it will be made clear to our pupils that no guarantee of confidentiality can be offered if he/she discloses to an employee that he/she is taking drugs. Due to the seriousness of substance misuse, any incidences/knowledge must be reported to the Designated Teacher who will ensure that proper action is taken to protect that pupil.

Procedures to be followed:

Pupil under Influence-ensure immediate safety of pupil and others, and administer first aid, if and when necessary. The Designated Safeguarding lead/Head of Secondary Education or Head of Primary Education/ Executive Principal should then be informed, followed by parents.

Pupil Suspected/Known to be in Possession of a Substance - pupil will be asked to surrender the substance whereupon it will be placed under lock and key until collected by the Police. Upon refusal to comply, the pupil will be escorted to the SDO / Head of Secondary Education or Head of Primary Education/ Executive Principal or another member of the Senior Leadership Team who will make a further request. Upon refusal by the pupil to accompany a responsible adult to the SDO / Head of Secondary Education or Head of Primary Education/ Executive Principal or a member of the Senior Leadership Team, the Executive Principal will be sent for while the adult remains in close proximity to the pupil.

Pupil Dealing - SDO / Head of Secondary Education or Head of Primary Education/ Executive Principal or a member of the Senior Leadership Team should be informed immediately whereupon a police representative will be contacted.

Media

The Executive Principal will take responsibility for liaison with the media.

Recording and Referral

Appendix D, E and F will be used to record and refer information to both the SELB and where appropriate employing authority.

Managing External Agencies (Ref Appendix A and B)

We acknowledge the importance of ensuring that any external agencies used to support our work with young people must adhere to the values and ethos particular to our schools. Schools need to be aware of the importance of a contract being agreed upon by all contributory parties.

Safety in School

The Federation schools have several qualified First Aiders who are known to all staff and are easily accessible.

All substances and associated paraphernalia will be collected, stored under lock and key and may be delivered to the Police.

Policies and procedures are in place to communicate with parents regarding the safe storage and administration of prescribed and over-the-counter medication during school hours.

Staff Development

We regularly update and train our staff regarding issues surrounding drugs/substance misuse.

Related school policies

This policy is set within the broader school context of Pastoral Care and as such should be read in conjunction with the following school policies :

- Personal Development Curriculum Policy
- Safeguarding Policy
- Behaviour Management Policy
- First Aid Policy
- Storage and Administration of Medication policy

Monitoring, Reviewing and Evaluating

Periodic review of our Drugs/Substance Misuse Policy will take place to reflect changing circumstances and trends. Evaluation will cover two areas :

- The effectiveness of the policy to assist pupils in resisting the lure of substance misuse.
- The effectiveness of the procedures and practices in place to deal with substance related incidents.

Service Level Agreement for Use with External Agencies Working in Schools

I/We have read the school ethos and policies of _____
_____ and

agree to formally adhere to their ethos and policies:

- in working with young people and
- in the delivery of the programmes outlined below:

I/We am/are, willing to provide **full** details of material content to:

Senior Management, Teachers, Parents, Governors and other Appropriate Bodies

and agree to fully implement any changes deemed necessary by the above representatives.

I accept the right of the school to withdraw the invitation issued to support the school in the education of our Young people.

I/We formally accept the above terms of reference and in so doing I/We will acknowledge the agreement made.

Signed _____ **(External Agency)**

Dated _____

Countersigned: _____ **(Executive Principal/Board of Governors)**

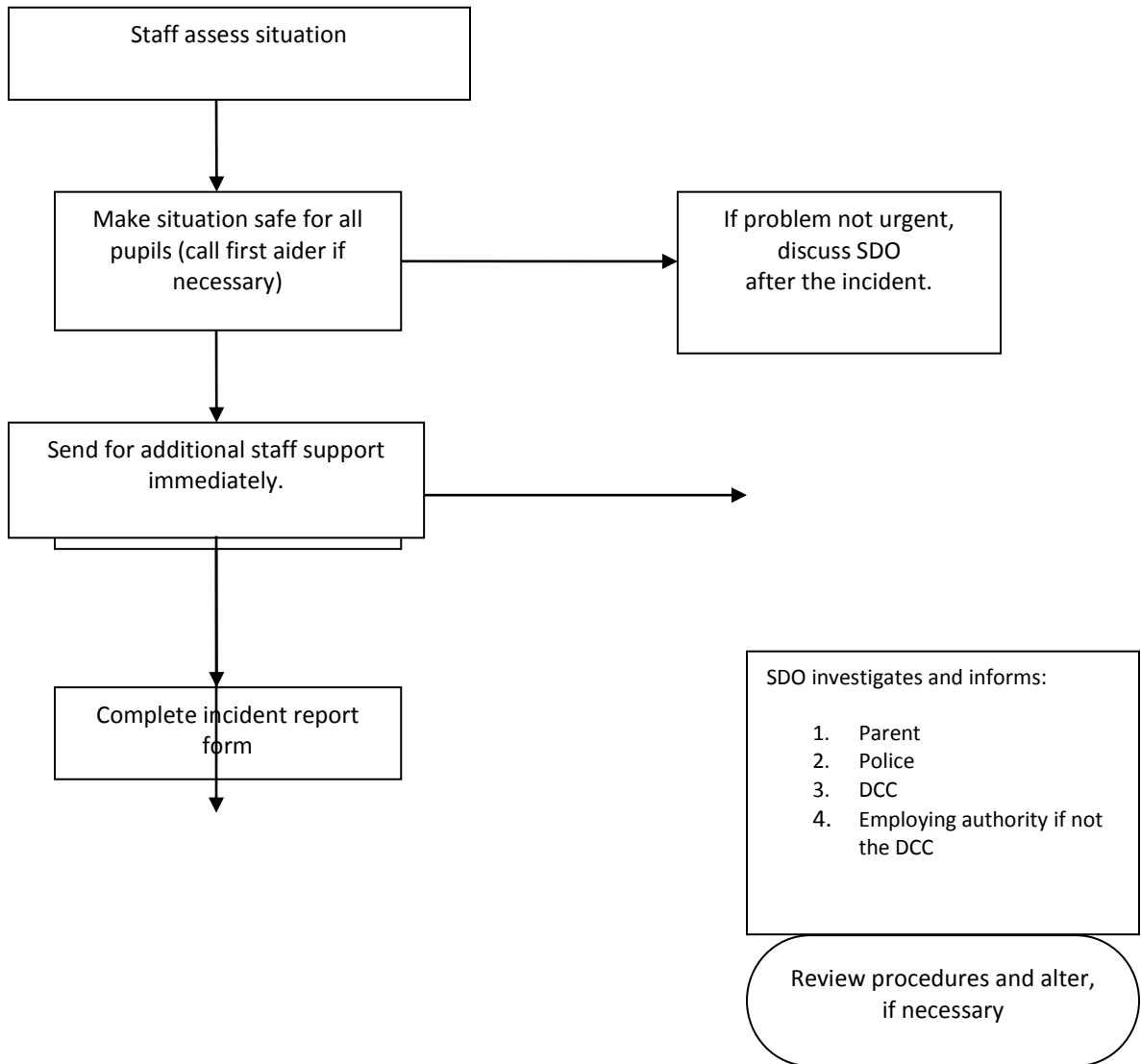
Dated _____

Appendix B

Checklist for use of Schools Designated Child Protection Officer to vet External Agencies working in schools

- Accredited Body
- Copy of Mission Statement
- Personnel to be used: Police Check
Official Qualification
Key Person
- All statutory requirements fulfilled: i.e. Health and Safety Policy, etc.
- Sufficient Insurance
- Principal Informed and Approval Granted
- School Ethos read and understood
- Service Agreement completed and signed
- Evidence of current legislation
- Established format for feedback
- Evaluation process in place

Misuse of Substance Flowchart



Drugs and Substance Misuse Incident Report Form (Form to be completed by Teacher involved in Incident)

Nature of Incident:

Date: _____ **Time:** _____ **Venue:** _____

Pupil(s) involved:

Teacher Response:

Substance given to SDO: **Yes** **No**

Report to Designated Teacher: **Yes** **NO**

Report to Head of Phase/Exec Principal: **Yes** **NO**

Signed: _____ **Date:** _____

School Record and Checklist

(Completed and held as record in student file and on CPOMS)

Date: _____

Nature of Incident:

Substance in secure storage: _____ (please tick)

Staff involved: _____

Report from staff attached: _____ (please tick)

Name of Pupil(s) involved:

Year:

Informed (Circle as appropriate):

➤ Parent(s)/Guardian(s) :

➤ Local Police :

➤ Board of Governors :

➤ DCC :

➤ Employing Authority if not DCC :

➤ Other relevant bodies :

Action plan for pupil support in place:

Signed: _____

Head of Phase/Exec Principal/SDO

PRO FORMA TO INFORM DCC/EMPLOYING AUTHORITY

Name of School: _____

Address: _____

Telephone No: _____

Date: _____

Executive Principal: _____

Contact Teacher: _____

Details of Incident:

Substance (if identified): _____

I have completed the checklist outlined in Appendix E:

Signed: _____

Date: _____