



Kingsway Infant School PSHE and Citizenship Policy

Kingsway Infant School has a single policy to cover all aspects of personal development. Policies covering sex and relationships education, drug education and the management of drug related incidents are detailed as 'Appendices'.

PSHE

PSHE (Personal, Social and Health Education) is a programme of learning through which children and young people acquire the knowledge, understanding and skills they need to manage their lives, now and in the future. As part of a whole school approach, PSHE education develops the qualities and attributes pupils need to thrive as individuals, family members and members of society. *(PSHE Association 2014)*

PSHE promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society and prepares pupils at the school for the opportunities, responsibilities and experiences of later life. *(Section 78 of the Education Act 2002 and the Academies Act 2010)*

Aims and objectives

- The curriculum should be balanced and broadly based promoting the spiritual, moral, cultural, (SMC) emotional and physical development of all children leading to responsible and balanced lives
- Opportunities to explore, clarify and if necessary challenge their own and others' values, attitudes, beliefs, rights and responsibilities
- All children should have the opportunity to make a positive contribution as future citizens
- Pupils should be aware of the need to take responsibility to develop a healthy lifestyle and keep themselves and others safe
- Pupils need to develop effective and fulfilling relationships and learn to respect differences in society
- Pupils should be prepared for the opportunities, responsibilities and experiences of adult life
- Pupils need to develop self-esteem, confidence and responsibility in order to make the most of their abilities
- Promotion of the development of interpersonal skills is vital to enhancing self-worth and raising achievement of all pupils
- The safety and emotional wellbeing of the whole school community is paramount
- The whole school community plays an important part in developing and maintaining a positive school culture

- It is important that young people respect themselves and others and move with confidence from childhood through adolescence into adulthood

Teaching and learning

The PSHE scheme of work is based around three key themes; Health and Well-Being, Relationships and Living in the Wider World (*PSHE Programme of Study October 2014*), however this may be adapted alongside our schools' assessment of pupil need.

Health and Well-Being	Relationships	Living in the Wider World
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At Kingsway Infant School we teach PSHE and citizenship in a variety of ways. Some of the objectives are covered in dedicated PSHE times. Many of the objectives are covered through other areas of the school's curriculum e.g. RE, Assemblies, Science and the attitudes and expectations of behaviour promoted by adults in the school. A spiralling curriculum allowing themes to be re-visited and developed further through each year group.

At Kingsway Infant School we aim to offer pupils opportunities and experiences to develop self-esteem, responsibility and to achieve outside the classroom e.g. assemblies, school councillors, school trips and inter-school events.

- Inviting people from the wider community to contribute to the teaching of PSHE
- Offering a wide range of activities that address different learning styles in order to support the teaching and learning of PSHE
- Seeking the skills of outside agencies to give advice and input regarding more specialist PSHE matters e.g. PCSO visits
- Managing and organising teaching in order to deliver content and address issues in a way that is appropriate for the subject matter e.g. whole class, small, age related or single sex groups or one-to-one.
- Celebrating individual and group achievements both within and outside the school environment
- Ensuring that appropriate and relevant training is given to all staff involved the delivery of subjects that are of a sensitive nature
- Each class teacher will aim to allocate a minimum of 30 minutes each week to PSHE/SEAL.
- Ensuring that PSHE provision is maintained to a high standard by regular monitoring and evaluation in terms of content, teaching techniques and resources. This will be carried out through lesson observation, work sampling and discussion
- Providing opportunities for staff, pupils and parents to take an active role in planning and implementing PSHE related activities.

Assessment and Monitoring

Every term KS1 teachers will complete termly assessments using the Herts for Learning Framework. This will then be given to the PSHE co-ordinator who will look at the assessments to see if any interventions may be required (e.g. Learning Mentor support, small group work). The assessment of PSHE

is an on-going process and we recognise that, at times, specific issues may occur within a class. In this situation the class teacher will organise individual/small group and or whole class activities to support children within this matter.

It is the role of the PSHE to ensure that staff feel comfortable delivering PSHE sessions and with situations that may arise within them.

This policy should be read in conjunction with the following policies:

Accessibility	Inclusion & Special Educational Needs & Disability Inclusion	Kingsway Brochure - Learning and Teaching
Behaviour and Anti-Bullying	Intimate Care	Physical Education
Child Protection	Medication in School	Religious Education – Collective Worship
Children Looked After	Safeguarding Children	Science
Health and Safety		

This policy was agreed by the staff and governors of Kingsway Infant School Autumn 2016.

To be reviewed Autumn 2017

Documents and non-statutory guidance consulted during writing of the policy;

The Education Act 2002 section 78

Children Act 2004

Education and Inspections Act 2006

Education Act 2002

Section 78 of the Education Act 2002 and the Academies Act 2010)

Every Child Matters 2005

Review of The National Curriculum Framework for personal, social and health education and citizenship at Key Stages 1 and 2 1999

Supporting personal and social development - guidance for all schools HIAS 2001

Drugs: guidance for schools - DFEE 2004

Sex and Relationship Guidance - DFEE 2000

CSF0058 - County Model Policy January 2009



Appendix 1

Kingsway Infant School

Sex and Relationships Education Policy

Sex and Relationships Education is “learning about the emotional, social and physical aspects of growing up, relationships, sex, human sexuality and sexual health.” Sex and Relationships Education Factsheet 2011.

Kingsway Infant School is committed to the teaching of Sex and Relationship Education. It is taught as an integral part of the school’s PSHE programme.

Please see SRE Policy Spring 2016



Appendix 2

Kingsway Infant School

Policies on Drug Education and the Management of Drug Related Incidents in School

Terminology

The definition of a drug by the United Nations Office on Drugs and Crime is:

“A substance that people take to change the way they feel, think or behave.”

The substances covered by this policy are:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrates (known as poppers).
- Any over the counter and prescription medicines which have not been used or dealt with in a way that is in line with the schools medicines policy
- The term ‘in school’ is taken to mean on school premises, including buildings and grounds. The Head teacher’s jurisdiction can extend beyond the school gates when a pupil has a connection with the school, for example, when wearing school uniform or travelling on school transport. This policy also applies to off-site activities, visits and school trips, including those abroad.
- The term ‘whole school community’, to which this policy applies, is taken to mean pupils, staff, parents, governors and visitors to the school.

Rationale and aims

The aim of the school drug policy is to:

- Clarify Kingsway Infant School’s approach to drugs for the whole school community
- Give guidance on developing, implementing and monitoring the drug education programme
- Provide a basis for evaluating the effectiveness of the school drug education programme
- Reinforce the role of the school in contributing to local and national strategies
- Enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Kingsway Infant School is committed to the health and safety of all its members and will take appropriate action to safeguard their well-being. Young people are confronted by challenges and temptations and risks to health and well-being through the increased exposure to illegal drugs.
- The staff and governors are strongly opposed to the misuse of drugs by members of the school and the illegal supply of these substances and will not tolerate the supply or use of illegal and unauthorised drugs within school.
- As part of its care for the welfare of pupils, the school believes it has a duty to inform and educate young people on the consequences of substance use and misuse. Pupils need to know that all drugs have the potential to cause harm; that using drugs in combination can increase the risk; and that both legal and illegal drugs are addictive.



Appendix 3

Kingsway Infant School

Drugs Education Policy

Kingsway Infant School is committed to the teaching of Drug Education.

To provide high quality drug education we will:

- Raise awareness of the whole school community that drug misuse is harmful and can be addictive
- Drug/substance misuse can include alcohol, smoking, psychoactive substances, illegal drugs and medicines.
- Ensure that topics and issues covered are appropriate to the age/maturity and local circumstances of the pupils and are revisited over time
- Allow pupils to engage in discussion and debate about drug related issues and have their views and opinions listened to (lessons and school council assemblies) and 1:1 situations where appropriate.
- Make parents aware of the approach and rationale for drug education within school
- Provide parents with information on drug education / awareness and prevention at both a local and national level in order for them to support their children effectively
- Ensure that all parties are aware of what information is and is not able to remain confidential between them before an discussion takes place (see Confidentiality Policy)



Appendix 4

Kingsway Infant School Policy for the Management of Drug Related Incidents in School

Kingsway Infant School takes an active stance with regard to the possession, use and supply of illegal and other unauthorised drugs and outlines the procedures to enable specific incidents of drug abuse and misuse to be dealt with consistently and effectively.

Responsibility for the management of drug related incidents is with the Head teacher to whom all concerns and suspected incidents must be passed. Any concerns will be recorded in order to identify patterns of behaviour enabling action to be taken and support to be offered

Definition of a drug related incident - Incidents are likely to involve suspicions, observations, disclosures and discoveries of situations involving illegal drugs and unauthorised drugs. These could be:

- Drugs or associated paraphernalia are found on the premises
- A pupil demonstrates an inappropriate level of knowledge of drugs for their age
- A pupil is found in possession of drugs or associated paraphernalia
- A pupil is found to be supplying drugs on school premises
- A pupil, parent / carer or staff member is thought to be under the influence of drugs
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A pupil discloses that they or a family member / friend are misusing drugs
- Dealing with medical emergencies involving drugs
- The utmost priority is placed on the safety of those involved.
- Medical emergencies will be met with first aid and summoning of help before addressing any further issues. ***If there is any doubt medical assistance should be sought immediately.***

Establishing the nature of incidents

- Those involved should be separated from the incident. They will have the opportunity to say what has happened. This will be listened to in a sensitive manner. Any questioning will be open ended. A second adult witness will be present at all times. The head teacher will inform, consult and involve others as necessary. A range of factors will be relevant and will be explored to determine the seriousness of the incident, the needs of those involved and the most appropriate response. If during the course of the investigation the head teacher decides that the police, social services or other safeguarding authorities should be involved any further questioning will be left to a police officer.

Searching

- For all searches consent should be sought and a second adult witness should be present.
- Parents / carers should be contacted by the school after any search involving pupils, regardless of whether the search is positive or negative.
- Personal searches – if a person is suspected of concealing an illegal or unauthorised drug every effort should be made to persuade the person to voluntarily hand this over, for example, asking them to turn out their pockets.
- This should be done in the presence of a second adult witness. If the person refuses and the drug is thought to be illegal the Headteacher will decide if the police should be called to conduct a personal search. In the case of a pupil, parents should be informed as soon as possible.

- There must be reasonable grounds to suspect that the person is in possession of an illegal substance for any police officer to conduct a search.
- A member of staff should never carry out a personal search.

Searches of school property (including pupils' pegs and trays)

Staff may search school property if they suspect drugs to be stored there. Consent should be sought but the individual should be made aware that if they refuse the school may still proceed with the search. Care should be taken to balance the likelihood that an offence has taken place against the risk of infringing the pupils' privacy without just cause.

Searches of personal property

Searches of personal property should never be carried out without consent. This includes personal property within school property i.e. a pencil case within a tray. If consent is refused parents can be notified in order to persuade their child to give consent.

Taking temporary possession of and disposal of suspected illegal drugs

- The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug.

When taking temporary possession staff should:

- Ensure that a second adult witness is present throughout
- Seal the sample in a plastic bag and include details of the date and time of seizure / find and witness present
- Pass sample to head teacher or senior member of staff to store in a lockable container within a secure location only accessed by senior members of staff
- Immediately notify police who will make arrangements for collection.
- Record full details of the incident including the police incident reference number
- This information will be stored in a secure place
- Inform parents / carers unless it is agreed that this would jeopardise the safety of the pupil
- School staff should not attempt to analyse or taste any unknown substances.

Confiscation and disposal of other unauthorised drugs

- A second adult witness should always be present.
- Alcohol and tobacco – Parents / carers should be informed that confiscation has taken place and can be collected from school within 24 hours or items will be disposed of
- Volatile Substances - Given the level of danger posed by volatile substances the school will arrange for their safe disposal. Small amounts can be placed in a bin to which the pupils do not have access
- Medicines – Parents / carers should collect and dispose of unused or date expired medicines (see Medication Policy)

Disposal of drug paraphernalia

- Needles or syringes found on school premises should be placed in a rigid secure container using gloves. This will then be collected by the appropriate service. **They should not be placed with domestic waste.**
- The incident should be recorded and passed on to the Headteacher.

Response to incidents

Any response will aim to balance the needs of the individual with those of the wider school community and to provide pupils with the opportunity to learn from their mistakes. The school will consider each incident individually and recognises that a variety of responses will be necessary to deal with incidents as they occur. The school reserves the right to deploy the full range of sanctions including permanent exclusion.

The role of the Police

- Kingsway Infant school has a partnership of trust with the police and is able to contact them to discuss a case and ask for advice without needing to divulge a pupil's name
- Legal drugs – The police do not need to be notified of incidents involving legal drugs. However, trading standards and the police need to be informed about any inappropriate sale of tobacco, alcohol or volatile substances to pupils in the local area.
- Illegal drugs – although there is no legal obligation to report an incident involving drugs to the police, Kingsway Infant School, as a matter of course will liaise closely with the police if incidents occur.
- There may be a very small number of incidents where the police need to take action irrespective of agreed protocols and wishes of the school.

Co-operation with Parents and Carers with relation to drug related incidents

- Informing parents and carers – any incident involving illegal or unauthorised drugs will involve the pupil's parents / carers being notified at the earliest opportunity. Parents / carers will be given an explanation as to how the school intends to respond to the incident and to the pupils needs.
- Where the school suspects that to do this may put the pupil's safety at risk or if there is any other concern for the pupil's safety at home greater caution will be taken.
- Parents / carers are encouraged to approach the head teacher if they are concerned about any issue related to drugs and their child. The school will work together with the parents to support those involved through the help and advice of relevant outside agencies (see Safeguarding Policy).

Adults under the influence of drugs or alcohol on school premises(Always involve another adult as a witness at each stage of the process)

- When dealing with adults under the influence of drugs or alcohol school premises a calm atmosphere must be maintained.
- If staff have concerns about discharging pupils into the care of a parent / carer they should report to DSP and alternative arrangements can be made.
- Where the behaviour of the parent / carer under the influence of drugs places the child at risk or the parent / carer becomes abusive or violent staff will then consider whether to invoke child protection procedures and / or the involvement of the police.

Public Liaison

- The head teacher will take responsibility for liaison with the media. As the issue of drug abuse is an emotive one, and is likely to generate interest from local and national media, the school will take appropriate advice and guidance from the Herts CC coms department and Legal Department to ensure that any reporting of incidents remains in the best interests of the pupils, their families and the school as a whole.

Links to other policies

Confidentiality

PSHE

SRE

Child Protection

Safeguarding