



CALDEW SCHOOL

PERSONAL WELFARE POLICY

*Reviewed under C&PW Committee
On school website
Reviewed biennially
Adopted: May 2016
Next review: May 2018*

NOTE: Caldew School is an Academy and where reference is made to school(s) this should be taken to refer to 'academy' in so far as the reference specifically applies to Caldew School.

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1. MISUSE OF DRUGS / SUBSTANCES

Statement

The Governors strongly support the firm line that is taken by the School on drugs and view any incident involving drugs extremely seriously.

They believe every opportunity should be taken to discourage students from using drugs such as through the Skills for Life (PSHE) lessons and through school assemblies when appropriate. Legal and Illegal drugs education is delivered in Skills for Life lessons from Years 7-11. It has been made clear to parents that the school does everything it can to deter students from experimenting with drugs.

Policy

Introduction

- The Governors' policy on drugs and related matters seeks to reflect current thinking in issues related to illegal drugs and substances and will be guided by national legislation, DfE and LA recommendations.
- The policy applies to all potentially harmful drugs including alcohol, tobacco, volatile and illegal substances and legal or illegal drugs.
- The policy applies to school and all school related activities such as travel to and from school, school trips and residential visits.
- The policy sets out both the educative framework within which the issue of drug taking may be sensitively addressed within school and the disciplinary response to those students who break the school expectations and the law with respect to misuse of substances.

The school aims:

- to enable young people to make healthy, informed choices by increasing knowledge and exploring attitudes relating to drugs and substances
- to increase understanding of the implications and possible consequences of their use and misuse for both the individual and those around them
- to widen understanding of related health and social issues, eg sex and sexuality, crime, HIV and AIDS
- to enable school staff, young people and their parents and carers to identify sources of appropriate support.
- to develop an effective education and training programme for students and staff. Drug related education and training programmes cannot be carried out in isolation but will form part of a comprehensive programme of health education aimed at preparing young people for the opportunities, responsibilities and experience of adult life.
- to raise awareness amongst school staff (teaching and support staff), governors and parents about the issues related to drug use and misuse.
- to keep and provide up-to-date information about resources and local support services.

The Legal Position

The Law on Drugs – It is an offence under the Misuse of Drugs Act 1971:

- (i) to supply, or offer to supply, a controlled drug to another in contravention of the Act;
- (ii) to be in possession, or to possess with intent to supply to another, a controlled drug in contravention of the Act; it is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing, or continuing to commit, an offence and that as soon as possible after taking possession of it s/he took all such steps as were reasonably open to him to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it;
- (iii) for the occupier or someone concerned in the management of any premises knowingly to permit, or suffer, on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply or offering to supply of any controlled drug.

Confidentiality

Members of staff should never give guarantee of confidentiality regarding drug or substance misuse issues.

Parents

Irrespective of the sanctions applied, the staff of Caldew School will always work with the parents or carers to solve problems, share information and to try and reach a suitable conclusion in the best interests of all concerned in responding to drug or substance related incidents.

Outside Agencies

The Police, Social Services, the Health Services and other relevant agencies will be involved as deemed appropriate.

Co-ordination of Drugs Related Issues in School

Caldew School has a named person, Miss H Howson, who will act as a Co-ordinator, liaise with outside agencies and work closely with the pastoral teams and senior staff. Any member of staff suspecting he or she has information regarding a drug or substance abuse incident should refer immediately to the Co-ordinator.

Summary

Caldew School Governing Body views the taking and misuse of drugs or other substances extremely seriously and strong measures will be taken to ensure that the problem does not become an accepted aspect of school life. Sanctions will be invoked against any students found to be supplying, in possession of or having misused drugs or other harmful substances, which may include permanent exclusion. Sanctions will likewise be invoked against any student who through their own actions has been deemed to have put the safety of another person at risk. The Police will normally be informed, in line with DfE guidelines.

2. SEX AND RELATIONSHIPS

This policy highlights the significance of learning about forming successful personal relationships, including those most intimate, as a basis for a fulfilling life which realises everyone's potential. It also recognises the importance of understanding the risks to health and wellbeing which may be a significant dimension of entering into sexual relationships. In that respect it contributes to the maintenance of a safe and caring school environment.

Principles

The aims of our Sex and Relationships Education (SRE) policy and practice are as follows:

1. To provide accurate information and to enable young people to make responsible and informed decisions.
2. To help and support young people through their physical, emotional and moral development.
3. To help young people to develop the skills and understanding they need to live confident, healthy and independent lives.
4. To help young people to understand difference and to respect both themselves and others; to prevent and remove prejudice.
5. To promote the spiritual, moral, cultural, mental and physical development of young people at school, and to help prepare them for the opportunities, responsibilities and experiences of adult life.
6. To enable young people to understand human sexuality and to respect themselves and others.
7. To give schools ownership of policy and practice through a whole school approach, developed in consultation with parents and the governing body.
8. To build young people's self-esteem and confidence.
9. To equip young people with communication and decision-making skills.
10. To develop relationship skills.

The SRE policy will be responsive to local and national initiatives in this field and is subject, for example, to national statute which enables parents to request their children opt out of this provision.

Schemes of work and the content of SRE

Copies of our current schemes of work are available in school from the Subject Team Leader of Skills for Life.

Organisation and delivery

- The Subject Team Leader of Skills for Life is responsible for planning the delivery of SRE
- SRE is taught in KS3 and KS4 within the Skills for Life programme. Important aspects are also addressed within the Science and Spiritual and Moral departmental programmes of study.
- Regular consultations take place with expert outside agencies to inform provision.
- A wide variety of delivery techniques are employed to cater for varying levels of maturity and different learning styles.

The SRE programme's aims and values feature in the Year 7 'Guide for Parents' and any questions or concerns may be discussed with the Subject Leader of Skills for Life or the Senior Leader with responsibility for Vocational Learning.

Related Support Services

A Professional advisor from the Targeted Youth Support Service (Cumbria County Council) offers access to medical advice one lunchtime per week, with student self-referral or parental/teacher instigated referral. This is complemented by the local GP surgery's medical support and the professional advisor acts as a reference point for sexual health services.

If a Student becomes pregnant they will receive further support from the school's designated Pregnant Teenager Support Teacher.

Training

Caldew, partly as a result of its effective SRE provision, holds the National Healthy Schools Standard Award. A Professional Advisor from the Early Help Service provides training for members of staff who are responsible for the delivery of the SRE programme. Its effectiveness is monitored by an internal audit process. The Subject Team Leader for Skills for Life along with another teacher within the department have successfully completed a PSHE CPD course which was accredited through Roehampton University. The majority of SRE is taught by a dedicated core team of staff.

Staffing and support for this policy

1. Governors will ensure that a member of staff is designated as 'lead for SRE practice.' This is currently the Subject Team Leader for SFL and SMD. He or she will be trained in this role and receive regular updates, acting as adviser for other teachers who may have responsibility for teaching SRE programmes.
2. The Subject Leader of Skills for Life will have overall responsibility for PSHEE programmes, including oversight of SRE delivery.
3. Governors will ensure that a member of the teaching staff is designated as the lead professional for Child Protection.
4. Governors will ensure that a member of teaching staff is also designated as the lead professional for Pregnant Teenager Support.
5. The school will ensure that all members of staff are made aware of the person(s) carrying out these roles.

3. ANTI-SMOKING

Objectives

The objectives of the policy are:

- To provide a smoke free school environment for everyone.
- To present young people with a consistent message regarding tobacco and drug use and to provide appropriate role models.

Restrictions on smoking within the workplace

Smoking is NOT be permitted in any part of the school's premises, including kitchens, within the entrance area to the school or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises.

The enforcement of this total smoking ban is the responsibility of all designated responsible persons within the school. The school's disciplinary procedure will apply for dealing with both employees and students who breach the smoking ban. Employees who raise genuine concerns about breaches of this policy will be protected from victimisation.

This policy applies to students, employees, governors, parents, visitors, members of the public, contractors and others working in, or using the school's premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.

Staff are authorised to ask non-employees who breach the policy to leave the premises. The smoking policy will apply to all activities held in the school including before and after school sessions and any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.

Employees should avoid being seen smoking in public in sight of students, parents and visitors in order to reinforce a comprehensive approach.

Non-compliance by students will be dealt with in conjunction with the school's disciplinary procedure and overall Behaviour Policy.

Designated smoking areas

There will be NO designated smoking areas provided within the school premises. All former smoking areas/rooms have reverted back to smoke free rooms, under the Workplace (Health, Safety and Welfare) Regulations 1992.

Facilities for Smokers

No facilities for smoking in the workplace will be provided although support will be given to smokers to assist them to stop smoking.

Vehicles

The smoking ban will apply to all school owned/hired/leased vehicles. No-one will be allowed to smoke inside any school owned/hired/leased vehicles. Employees are asked to refrain from smoking in their own vehicles, when used on school business and when carrying passengers.

Help with smoking cessation

The school will support employees and students in school wishing to give up smoking by advertising and promoting external smoking cessation services and through regular health promotion activities. Resources are also available to educate students and free specialist advice regarding health promotion activity will be provided.

Education and Publicity

Suitable posters and No Smoking signs are displayed in school areas to create a positive visual message which supports a smoke free working environment.

New buildings

This policy will apply equally to all future premises at the design stage of any new building, and refurbishment or relocation project.

Links

- **Health and Safety**

The above policy on smoking at work forms part of the School's Health and Safety Policy arrangements.

- **Healthy Schools**

The policy was developed in line with recommended good practice from the Healthy Schools initiative.

- **Drug Education**

Cigarettes contain tobacco which is a drug thus linking the school's smoke free policy to drug education and opportunities within the DFE guidance.

4. WHOLE SCHOOL FOOD

Purpose

To ensure that all aspects of food and nutrition in school promote the health and wellbeing of all students, staff and visitors to the school.

Principles

The following principles are in accord with the aims of the national food in schools strategy and will guide the future development of this policy and its implementation in day to day terms.

In order to achieve the aims of this policy we will test our actions against the following principles. Our actions will assist in:

- raising the nutritional standards of school meals and other food and drink consumed in our school
- increasing the uptake of school meals, including free school meals
- reducing levels of obesity in the learners in our school
- improving the health of the students in our school and their ability to reach their full educational potential
- providing students with the attitude and skills that will support healthy eating outside of school and throughout their lives
- contributing positively to the local economy and global environment by purchasing food locally and from environmentally friendly sources

The policy in practice

To realise our aims it will be necessary for us to:

Curriculum

- ensure that the formal curriculum provides a coherent learning experience for students progressively presenting students with up-to-date information relating to food and nutrition at a level suitable to their maturity
- review regularly what is taught in science, PE and D&T relating to food and nutrition to ensure that links to Skills for Life themes relating to health are made overtly and consistently
- maintain the high profile of messages about food and healthy eating through assemblies, themed “food weeks” and days, and any other appropriate highlighting schemes
- ensure that students are encouraged through key messages in assemblies and relevant lessons to be discriminating in their food shopping and to purchase healthy snacks when using local shops

Drink

- ensure that water is readily available at key locations throughout the school and through the school canteen for both staff and students
- acknowledging the positive contribution of hydration to effective learning, allow students to drink bottled water during lessons
- Ensure that the school canteen only sells healthy drinks

Ensure students do not bring unhealthy fizzy drinks or energy drinks into school in line with the school rules **Food**

- ensure that food and drink provided for students through the catering service reinforces the key healthy eating messages of the curriculum and does not contradict them by offering inappropriate foods
- ensure that the catering service meets governmental guidelines on nutritional content and appropriate foods in the meals it provides
- ensure that the catering service operates within the health and safety framework relating to public catering services and that its staff are trained to an appropriate level to meet the required standards

General

- consult with parents to harness their support for this food policy and to ensure its relevance
- promote a congenial and civilised environment in which students can enjoy their food by providing a dedicated dining space
- ensure the wider staff body is aware of the policy and kept up-to-date with the latest developments in nutritional understanding as it applies to learning
- work in partnership with relevant external agencies, but particularly with the school’s catering consultant and catering manager to ensure the aim of this policy is fulfilled
- use a cashless catering system to harness its potential to manage and monitor students’ eating habits and increase the efficiency of the operation

Developmental

- explore opportunities to provide food related extra-curricular activities for students
- link gardening club activities and vegetable produce to food education and catering

The policy objectives will be achieved through developmental plans appropriate to each objective. More detailed documents, including schemes of work for food, Science, PE and Skills for Life; the School Policy Statement & Procedures Manual for Catering; the school action plan; and premises development priorities support this policy and its implementation.

Implementation

Overall responsibility for implementing this policy rests with the Headteacher. In practice, the Subject Team Leader for Skills for Life will oversee and co-ordinate the necessary work, reporting to the Head. The catering manager and consultant will take responsibility for those parts of the policy relating to the catering service, reporting to the Business Manager.

5. E-Safety

The school takes its duty of care with regards to personal data and e-safety seriously.

School based systems

The school runs two integrated local area networks which are designated as the Administration and Curriculum networks.

- Both networks are isolated from each other through
 - different IP addresses
 - Profile arrangements limiting access rights
 - Staff have individual logins to pupil data and associated access rights
 - Pupils are excluded from access to admin network through profile login
 - Backups of data are carried out each day in the evening and a fireproof safe is provided in a room well away from the servers for safer storage
 - A previous days set of data is removed from site to a secure location
 - The school operates an incremental system which backups daily to a NAS box
 - PC registries are cleaned as ongoing concern
 - Server registries are cleaned during low periods within school year as routine maintenance

Internet Security

- Internet provided through partnership with LUNS and Cumbria County Council and annual subscription to cover:
 - Gateway access
 - Filtering of web content through cache box and LUNS
 - Firewall
 - E-mail – the e-mails provided do have a bully button facility and are available to support reporting such incidents and instigating school procedures
 - Virus checking – carried out daily using Sophos AntiVirus
 - Cache box to collate useful and appropriate sites
 - All internet based access support to maintain connectivity
- All access is within a 'Walled Garden' to maintain security for pupil access

School based monitoring

- School maintains a filtering system for Internet sites
 - Network staff can block sites using AB Tutor software
 - Collate evidence in case of inappropriate behaviour of pupils
 - Control and pause access by miscreant pupils when necessary
 - Monitor site access and act in accordance with school procedures

Documentation

The school displays rules in appropriate rooms where ICT is used

- Acceptable Use Policy
 - Pupils
 - is shown in pupil logbooks
 - Checking of log book is by Form Tutor but no record of checks are maintained
 - Staff
 - Acceptable use policy is in place
 - There are records of laptops issued to staff stored with Network Manager

E-safety awareness

- All staff (including associate staff) have had access to training relating to e-safety.
- Staff have had basic awareness network monitoring through staff briefings
- Staff are aware of reporting procedures for incidents involving e-safety

- Students receive regular lessons on e-Safety as part of the ICT curriculum in both KS3 and KS4
- Assemblies are held regularly highlighting aspects of e-Safety
- Communication with parents is done annually to raise their awareness of e-Safety
- A dedicated section of the schools website advises student and parents on how they can take roles in maximising their e-safety

Data Protection

The school is compliant with the data Protection Act and has current certification held in central office.

6. ACCEPTABLE USE POLICY

The Staff and Students have separate acceptable use policies. The Staff policy will be communicated to all staff in the school handbook, the student one is printed in their student planners.

Staff Acceptable Use Policy

The school has provided computers for use by teachers. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all teachers, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Do not install, attempt to install, or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, smart phones etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.
- Laptops must be password protected and never left unattended while logged in.

Security & Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, or send them your picture.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.
- Never allow SIMs to be accessed/viewed by students
- Regularly change passwords, every 30 days is recommended.

Internet

- Do not access the Internet unless for school activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.

- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of ICT staff.

Please read this document carefully. Anyone violating these provisions could be subject to disciplinary action.

Student Acceptable Use Policy

The school has provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

REMEMBER- All computer activity is monitored for misuse AND your protection

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, Phones, etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers or attempt to alter the settings they are there to protect yourselves as well as maintain the operability of the computers.

Internet

- Do not access the Internet unless for study or for school authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This includes social networking sites like 'bebo' and 'facebook.' Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.
- Only use your school email address when using school PC's. Use of hotmail, yahoo mail, etc. Is forbidden.

Please read this document carefully. If any student violates these provisions, access to the Internet will be denied and the student may be subject to disciplinary action. If you for any reason think someone has accessed your area inform the ICT staff immediately.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or exclusion may be imposed. Where appropriate, police may be involved or other legal action taken.

7. Prevent Duty

All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty for Schools.

At Caldew, we build pupils' resilience to radicalisation by promoting fundamental British values and enabling our pupils to challenge extremist views through both Skills for Life (PSHE) lessons and through school assemblies when appropriate.

Prevent awareness

- All staff (including associate staff) have received training relating to the Prevent Duty.
- Staff are aware of reporting procedures for any concerns.
- Target assemblies raise awareness within the student body

Co-ordination of Prevent Duty at Caldew School

Caldew School has a named person, Miss H Howson, who will act as a Co-ordinator, liaise with outside agencies and work closely with the pastoral teams and senior staff. Any member of staff suspecting he or she has information regarding a Prevent situation should refer immediately to the Co-ordinator.