Uplands Primary School
Policy for Personal Development Learning

Uplands Primary School is a large primary school with 1 ½ form entry. It serves a mainly middle class catchment area but with children coming out of catchment from a whole range of social economic backgrounds. The school has a ‘community’ atmosphere and the school actively seeks to develop partnerships with different groups including regular school community lettings and excellent links with our secondary feeder school and a local church.

The school has a set of core values agreed and understood by the school, governors, parents and children and these permeate school life. Particularly strong is the school’s work on Rights, Respect and Responsibility. This policy links to our behaviour, anti-bullying, child protection and safeguarding policies.

How the policy was formulated:
A draft policy was put together and then shared amongst the wider school community which involved a cross section of representatives including parents, governors, teachers and children. Any discrepancies, comments and views were welcomed and discussed. This final version is a culmination of best practice as agreed by all parties. This Policy will be updated in collaboration with other stakeholders within an agreed time scale.

National Guidance:
In drawing up this policy the following national documents were used.

Definitions and terminology:
PDL - Personal Development Learning.
SRE - Sex and Relationship Education.
SEAL - Social and Emotional Aspects of Learning
RRR - Rights, Respects and Responsibilities.
CEIAG - Careers, Education and Guidance
Drug education - The term drug indicates any substance people take to change the way they feel, think or behave.

Where and to whom the policy applies:
This policy applies to all children attending Uplands Primary School, as well as teaching, support and lunchtime staff, Governors, supporting agencies and visitors to the school. It applies at all times for education or work purposes and social activities or events including those organised by the Uplands School Association, unless otherwise stated. Students and regular parental support will be advised of the policy and will be expected to familiarize themselves with it. Its scope extends to educational trips and school activities outside of the school grounds or while any child can be directly connected to the school i.e. wearing school uniform.

Aims and objectives of the policy:
At Uplands Primary School PDL includes social, heath and citizenship education. We believe that all people have the right to reach their full potential in their learning and that the teaching of personal, social and emotional skills play a fundamental role in this. In line with our vision we strive
to balance doing our personal best with compassion to care for all members of the communities to which we belong.

We aim for our children to leave us with a variety of essential life skills, which include being lifelong learners, believing in their own abilities/attributes and recognising and celebrating differences in others. Children need to have their basic needs met before learning takes place. We aim to instil respect for each other by building spiritual, social, moral values and tolerances of other races, cultures and religions. Children learn to take responsibility for their own actions/decisions and respect themselves, each other, the environment, democracy, justice, law and human rights.

Personal and social development is a statutory entitlement for all children at our school. Although there are planned opportunities for the teaching of PDL, staff link key skills through other areas of the curriculum and in the day-to-day running of their class. The social and emotional aspects of learning: self awareness, managing feelings, motivation, empathy and social skills are a core purpose of Uplands Primary School.

**PDL is too important to be left to chance!**

We give children the opportunities for and support them in:

- developing confidence and independence to make the most of their abilities
- developing skills in language, decision making and assertiveness
- developing a healthy, safer lifestyle
- developing good relationships and respecting differences between people
- gaining knowledge, understanding and skills to enable them to participate within society as informed, active and responsible citizens and seeing themselves as members of their community
- learn about the interdependencies of communities
- understanding how their own choices affect local and global issues
- becoming aware of their rights and responsibilities
- appreciating what it means to be a positive member of a diverse intercultural society
- developing themselves as growing and changing individuals

**When and how will PDL be taught?**

Teachers will be the main deliverers of the PDL, SRE and Drugs education programme. PDL is taught explicitly through a planned PDL curriculum which is based on the Hampshire County Council ‘Social and Emotional Aspects of Learning.’ SEAL.

**PDL Planning**

Planned units of work are given by the PDL leader to each year group to ensure total coverage and progression throughout the school. Planned units include learning objectives, outcomes and resource information. Resources will be updated and maintained by the PDL leader and audited as required. There are a huge range of resources that are stored centrally, referred to on planning and electronically catalogued so that an up to date stock check can be kept. A progression of skills is available for each strand of PDL and allows for individuality to be tracked. PDL is also explored on a needs led basis as situations arise with individuals, within classrooms, the school and the wider community. From time to time other initiatives will allow for a whole school improvement focus. For example Healthy Schools action groups and Rights Respect and Responsibility (RRR) work. Core values and key issues are explored through assemblies too.

**Teaching and Learning**

We place an emphasis on active learning by including the children in discussions, role play, investigations and problem solving activities. Children are given regular opportunities to reason, evaluate, enquire, be creative, communicate and process information. Effective and varied age appropriate teaching strategies are employed to deliver the PDL curriculum which include: Circle time; use of fiction and poetry books; role play and drama techniques; discussion and feedback; a balance of individual/ partner/ small group / year group/class/team and whole school work;
structured games; audio-visual aids; appropriate use of outside speakers/ visitors whom we invite into school to talk about their role in creating a positive and supportive community. Additionally visits are sometimes arranged with an interpersonal/ intrapersonal focus, of which the planned residential experiences are examples.

**Sex and Relationship Education**
Through careful planning and delivery of sex and relationship education we shall fulfil the statutory requirements. Aspects of SRE are taught as an integral part of Uplands broad and balanced PDL provision from Reception through to Year Six. We believe SRE will promote children's self esteem and emotional well being. It is taught in the context of relationships and will help children to form and maintain worthwhile and satisfying relationships based on respect for themselves and for others at home, school, work and in the community. In this way children are able to develop their ideas in a safe and supportive environment. We believe SRE at school should be complementary to that given at home.

**Drug Education**
This includes any of the substances that are commonly recognised as being legal or illegal ie. it relates to tobacco, alcohol, over-the-counter medicines, prescribed medicines, any legal volatile substance that may be misused (i.e. glue, solvents, aerosols), as well as any substance obtained illegally, for the purposes of mental or physical gratification. This policy aims to give drug education a higher profile and raise awareness for staff, parents and the wider community. Drugs education is an integral part of the planned PDL Programme. In this way drug related issues are reinforced throughout the child’s education, so matching their increasing understanding and

- To educate children on the effects that drugs have on health and to enable them to make informed choices
- To give children up to date information on the risks and legal aspects of drug taking
- To help children learn the communication skills needed to express their concerns and make responsible decisions

At ages 4-7 we feel that children should be introduced to the fact that some substances are dangerous and can cause you harm.

At ages 7-11 we feel that children should be introduced to the fact that while all medicines are drugs, not all drugs are medicines.

**They should also begin to be aware of the harmful effects on health of abuse of tobacco, alcohol, solvents and other drugs.**

This Policy for Personal Development Learning including SRE and Drug deals with three aspects of 'drugs':

- **Drug Education**
- **Drug Related Incidents and their Management**
- **Drug awareness and use at Uplands**

**ELSA**
At Uplands Primary School Emotional Literacy Support is available every day, our Emotional Literacy Support Assistant ELSA has appointed time to support any child who requires extra support to come to terms or deal with any personal issues. Any drug or inappropriate SRE related incidents are significant and will have some degree of effect on the child and their family. The incident will be handled sensitively in order to send a message to other children in school about these behaviours being unacceptable in order not to glamorise the situation.

**Citizenship**
We teach children how society is organised and governed with careful regard to Community Cohesion opportunities. At Uplands we ensure they experience the process of democracy. Our culture is dependent upon a strong recognition of that with rights comes personal and mutual respect and that we all have responsibilities.
Children throughout the school, mainly within the classroom setting, are given various responsibilities on a daily basis. Year by year we encourage the children to take part in a range of practical activities that promote active citizenship, eg, Charity fundraising, the planning of special school events such as an assembly or an activity to help other groups. As the children reach year 5 and 6, their responsibilities will increase to include whole school responsibilities. Children in year 6 will be invited to participate in a citizenship scheme, which has particular foci on citizenship values. This scheme directly encourages the children to become involved in the *wider school community*. Each of the other year groups celebrate citizenship qualities by agreed methods and are consistent within the year group teams.

**School Council**

Our School Council consists of elected members from every year group. Their suggestions are listened to and acted upon appropriately. Each Councillor has opportunities to feed back to class with opportunities for class discussion.

**Staff support and training**

As part of the induction programme all staff are expected to make themselves familiar with the *Policy for Personal Development Learning and the SRE and Drug Education*. Support for the teaching of PDL will be given through

- The sharing of current development information
- Opportunities to attend courses relevant to area of need. eg drug education, circle time, sex and relationship issues, SEAL
- Access to latest publications
- Updating of resources
- In house CPD

**Continuous Professional Development**

All staff have access to the PDL policy. Staff training needs will be identified on a regular basis through peer discussion and whole school improvement. Training will be provided as needs arise. Governors support the PDL policy through liaison with the PDL leader and are invited to work with staff and children where they see fit.

**Assessment, monitoring, evaluation and reviewing**

An audit of the learning and teaching will occur through planned action by the PDL leader on a regular basis in the form of work sampling, pupil and parent interviews, questionnaires, lesson observation and pupil evaluation.

The Governing Body will take such steps as are reasonably practicable to ensure that any provision is in accordance with current guidelines laid down by the Government. They will also pay regard to representations made to them by anyone connected with the community served by Uplands Primary School. In addition they will, in consultation with the Head teacher, take advice received from Health Authorities, and religious or ethnic minority groups.

**The needs of pupils**

SRE, Drugs education and PDL are all planned according to the children’s age group and their level of maturity. It is clearly linked to the science curriculum.

Drugs and SRE are both very sensitive issues and must be dealt with delicately. Children may ask questions of any adult teaching them about drugs or SRE, most of which will be easily answered. However, there may be occasions, especially in Key Stage 2, where the questions become more difficult to answer, or it is inappropriate to answer in a class situation.

**TEACHERS CANNOT PROMISE TOTAL CONFIDENTIALITY TO THE PUPILS.** The policy allows for teachers and outside agencies to use their professional judgement when dealing with awkward
questions. If the question has caused concern it may be necessary to follow child protection procedures. If in doubt, use your professional judgement and seek advice. The Child Protection Officer at Uplands is the Head teacher or Assistant Head teachers in the HT’s absence. It should be remembered that staff are not allowed to question children about a personal issues. (Child Protection Act)

Role of outside agencies

The school will actively co-operate with other agencies such as the Police, Health Nurses, Social Services, LA and Drug agencies to deal with education and incidents of substance use and misuse. This will be co-ordinated by the PDL leader or the Head teacher depending upon circumstances.

Parents and communication

All teachers have the responsibility to liaise with parents and carers of all children in their class. Personal, social and emotional well being of children should be reported to families both formally in the annual written report, through general comments and the PDL sections (as set out in the assessment policy) and informally. If teachers have particular concerns about the personal, social and emotional well being of any child they should either:

- Inform the parents of concerns
- Refer to Child Protection Liaison Officer and follow safeguarding guidelines.
- Speak to PDL leader or Inclusion Leader.
- Talk with our Emotional Literacy Support Assistant (ELSA) to arrange some suitable further intervention.

This document was agreed as best practice for Uplands Primary School by a cross section of the school community, including parents and will be developed and reviewed in the same way.

As a school committed to working in partnership with parents in order to benefit their children’s education, Uplands School will:

- Make available the full Policy for Personal Development Learning including SRE and Drug Education to any parent, if requested;
- Acknowledge concerns and anxieties raised by parents and provide information about other agencies that may be able to help;
- Encourage parents to support our SRE and Drug Education programme by understanding that this preventative method is an important part of learning in both key stages;
- As deemed appropriate invite parents in to look at resources and discuss SRE and Drug Education, along with learning about information relating to the local area and SRE/Drug trends.

Management of drugs at school

For outline of procedures for the administration of children’s medicine and the storage of staff medication see administration of medicines policy appendix (vii)

Reporting incidents

All drug related incidents MUST be logged in the concerns book. The Headteacher must be informed. This concerns file is a confidential file and is kept securely in the School office. Suspicious behaviour, or hearsay, that could indicate drug involvement, must be recorded in the concerns book. In this way patterns of behaviour may become apparent enabling help and support to be offered to the pupil and when appropriate their family or friends. All details are confidential and documentation will be kept to the minimum and on a need to know basis only. Staff will refer each other to this log if deemed appropriate as children progress from class to class.
Searching areas on the school site is permitted, with the authorisation of the Headteacher or Assistant Ht, if there is reasonable cause to suspect the presence of prohibited substances. **Staff should not carry out searches of a pupil's property or person.** Persuasion to produce any unlawful substances is allowed. eg Please turn out your pockets, empty your bag onto the table please etc. Hampshire strongly recommend personal searches can only be allowed with the assistance of a police officer and parents need to be informed as soon as possible, providing you don’t suspect parents are involved in the provision of the substance. There must be reasonable grounds to suspect the pupil is in possession of an illegal substance for any officer to carry out a search. If a pupil is found to be in possession of a substance suspected of being illegal, schools are advised to inform the police. Never leave the child alone with the substance, as it could then be swallowed or disposed of. It goes without saying, don’t taste it to see if you can identify it!!!

Children involved in a drug related incident will be dealt with appropriately in accordance with their individual circumstances. The Headteacher or Assistant head teachers will decide upon the action taken and support to be given, in consultation with the child, their family, child protection procedures (if necessary), their class teacher and the PDL Leader. The decision will include consideration of:

- the seriousness of the offence
- the child involved and their family
- the likelihood of the child re-offending
- the effects of the incident on the school and its community

The Headteacher and Staff at the school will endeavour to provide support to any child and their family involved in a drug related situation. This may be offered in a variety of ways including:
- seeking outside agency support (school liaison police officer, LA, Children’s Services, drug counsellors and advice groups)
- working with the child and the family to re-educate about drugs and their dangers.

The school recognises that exclusion of a child often leads to more problems rather than dealing with the current ones but cannot rule out fixed term or, in extreme cases, permanent exclusion. We appreciate in the extreme case, when all other reasonable steps have been taken, this may be the only option available in order to protect other children and staff attending the school.

**Alcohol and Smoking**

At Uplands, the consumption of alcohol by adults over the age of 18, will only be permitted on school premises during or after school in very special circumstances, with the Head teacher and Governor’s permission. Any alcohol will be kept out of accessibility to children. Anyone known to be under the influence of alcohol at any time will be dealt with appropriately and, if necessary, will be removed from the premises. In the school building and on the site we operate a no smoking policy. We also have details available of helplines and support for those wishing to give up. All visitors to the site will be informed of this and must observe this no smoking policy for the duration of the visit.

**Solvents**

As a precaution to discouraging the sniffing of solvents, certain safety procedures should be adhered to when using them in school.

- Solvent based pens can be used by adults within the school, before and after school hours, but should not be used by children.
- Solvent based pens and correction fluids will be kept out of reach in teachers’ drawers or other safe place e.g. cupboard or filing cabinet
- Only water based pens will be ordered for use by the children.
- Children will use water based and/or solvent free pens.
- Aerosols will be stored in a safe place e.g. cupboard or high shelf.
• Aerosols will not be used by children or during the school day by adults wherever possible. If use is necessary then in well ventilated or outdoor areas only.
• Any use of modelling adhesives will be in accordance with H.C.C guidelines.

It is understood that many products are not labelled solvent based or solvent free. A simple rule is, 'If it smells - it is solvent based'.

The Media

As the media, both local and national, are likely to be interested in a drug related incident it is important that procedures are strictly followed. Hampshire County Council has a corporate approach to media relations, the press office being the usual channel for communications with the press, radio and television. Only the Headteacher has the authority to deal with the media following advice sought from the Hampshire County Council Press office. If a reporter contacts any member of staff they should not respond with 'No comment'. The statement that should be made is “All media enquiries related to the school have to go through the HCC Press Office.” Take a name, contact number and details of their organisation and tell them to ring on “01962 847368”. Then inform (immediately) the Headteacher, who will follow the press office’s recommendations.

Confidentiality

All members of staff should ensure that they are familiar with procedures set out in the Department’s Child Protection circular 10/95 – ‘Protecting Children from Abuse: The Role of the Education Service’ All members of staff, student placements and volunteers should be aware of the schools confidentiality policy. Adult volunteers are given advice about safeguarding and concerns procedures to follow.

Policy reviewed Autumn 2016
Agreed:

Signed: