



# Anti-smoking and Drug Prevention Policy

<b>Policy Name</b>	Anti-smoking and Drug Prevention Policy
<b>Adopted Date</b>	18th September 2025
<b>Review Date</b>	September 2026
<b>Policy Owner</b>	Principal – Olivia Rumah
<b>Policy Lead</b>	Head of Inclusion – Aji Amal Raj





### **Vision:**

At Oaktree Primary School, our vision is to nurture and challenge everyone in our learning community to be the best they can be.

### **Mission:**

At Oaktree Primary School, our mission is to place children and families at the heart of everything we do, creating a vibrant, multicultural community school. Our aim is to create a safe, meaningful, and stimulating learning environment, where every day there is a magical journey of learning and enquiry for children to grow and be challenged to be the best people they can be. We aim to provide a child-centered, innovative, and inspiring curriculum developing lifelong learning skills. At Oaktree Primary School, we believe that we can achieve more when we share a common direction and a sense of community. Our mission is to embed an ethos of respect for each other and collaboration, valuing student, parent, and staff voices.

### **Values:**

Oaktree Primary is a caring school, and we have defined four key values using the acronym 'CARE'

**COLLABORATION:** 'Sharing and Learning together'. Collaboration is working together in a team, contributing ideas and listening to each other to achieve our common goals.

**ACHIEVEMENT:** 'Be the best you can be.' Achievement is striving to attain your personal goals, demonstrating perseverance and resilience.

**RESPECT:** Respect each other and our environment'. Respect involves taking responsibility for each other. Respect is speaking to and interacting with others in a courteous manner. It is about being honest, reliable and trustworthy.

**EMPATHY:** 'Treat others with care and compassion'. Empathy means trying to understand other people's views or feelings and being supportive and caring towards them.

Oaktree Primary School Reference documents:

- KHDA Guide to Drugs Prevention in the School Environment and FAQs on Drugs Prevention
- Oaktree Primary School Health and Safety Policy

**1. Purpose** This policy outlines Oaktree Primary School's commitment to preventing smoking, vaping, and the use or supply of illegal drugs, prescription misuse, and other harmful substances. It serves as the school's framework for implementing and documenting procedures as per the Drug Prevention Guide provided by the Ministry of Education. The aim is to safeguard pupils, staff, parents, and visitors, ensuring that the





school environment remains safe, healthy, and compliant with KHDA standards and UAE legislation.

## 2. Scope This policy applies to:

- All pupils, staff, contractors, visitors, and parents on school premises.
- All school-related activities, including trips, events, transport, and off-site activities where pupils and staff represent the school.

## 3. Principles

- **Prevention first:** Focus on structured, evidence-based education and awareness.
- **Supportive approach:** Early detection, timely intervention, and counseling support.
- **Legal compliance:** Adherence to UAE federal laws, Dubai Government requirements, and KHDA directives.
- **Partnership:** Collaboration with parents, competent authorities, and treatment services.

**4. Comprehensive Strategy** Oaktree Primary School adopts a multi-pronged approach to drug prevention, aligned with the **National Program for Drugs Prevention (SIRAJ)**. Our strategy is based on the following pillars:

- **Education and Awareness:** Providing age-appropriate, evidence-based education for all students, staff, and parents.
- **Early Detection:** Equipping staff and parents to recognise and respond to the behavioural, physical, and academic indicators of substance use.
- **Intervention and Support:** Ensuring a clear and supportive pathway for students who may need help, with a focus on confidential counseling and guidance.
- **Collaboration:** Fostering a strong partnership with families, government authorities, and treatment centers to create a comprehensive support network.

**5. Strategic Partnerships** Oaktree Primary School recognises that a collaborative effort is essential for effective drug prevention. We will work in partnership with relevant external entities, as outlined in the National Program for Drugs Prevention (SIRAJ), to enhance our prevention and support services. Our partners include:





- **Dubai Police:** For law enforcement guidance and support in cases of serious violations.
- **Knowledge and Human Development Authority (KHDA):** For regulatory compliance and guidance on best practices.
- **Ministry of Health and Prevention:** For medical and health-related advice and support.
- **Erada Center for Treatment and Rehabilitation:** For expert guidance and confidential referral services for students and families.

## 6. Definitions

- **Smoking:** cigarettes, e-cigarettes, vapes, shisha, and all nicotine delivery devices.
- **Drugs:** illegal narcotics, psychotropic substances, volatile substances, new psychoactive substances, and prescription medication misused contrary to medical guidance.

## 7. Prevention and education

- Preventive education is not part of the mandatory curriculum but is conducted as a mandatory extracurricular activity to ensure all students receive awareness messages.
- Learning emphasises risks, life skills, refusal strategies, resilience, and digital awareness.
- **Parent and Carer engagement:** The school will organise at least one annual workshop for parents and carers, with additional information sessions provided as needed. These sessions will provide information to help parents understand the threats of narcotics, correct common misconceptions, and provide them with the skills to help their children refuse substance abuse.
- **Staff development:** Mandatory induction training, annual refreshers, and certified training for counselors.

**8. Indicators of Substance Abuse** Early detection is a critical component of our policy. Staff and parents should be vigilant for the following indicators of potential substance abuse:





- **Behavioral Indicators:**

- Sudden change in friends or social circles.
- Decline in academic performance, poor concentration, and low motivation.
- Increased secrecy, withdrawal from family activities, and social isolation.
- Aggressive or rebellious behavior.
- Negligence of personal hygiene.

- **Physical Indicators:**

- Unusual fatigue or hyperactivity.
- Bloodshot eyes, dilated pupils, or a glassy stare.
- Sudden changes in weight or appetite.
- Marks, bruises, or needle marks on the body.
- Slurred speech or unsteady movements.

- **Psychological Indicators:**

- Sudden mood swings or depression.
- Increased anxiety, paranoia, or fear.
- Lack of interest in previously enjoyed hobbies.
- Lying or secretive behavior.

## 9. Roles and responsibilities

- **Principal:** Overall accountability for implementation.
- **Designated safeguarding lead (DSL):** Coordinates prevention, reporting, and referrals.
- **Counsellors:** Provide confidential assessment, support, and follow-up.
- **Teachers:** Are responsible for both raising awareness and early detection of potential cases by observing behavioral and academic changes in students and reporting them?





- **School Clinic:** The school clinic and its staff play a vital role in the immediate health and safety of students. Their responsibilities include:
  - **First Aid and Emergency Response:** Providing immediate medical care and first aid if a student is unwell or in distress due to suspected substance use.
  - **Medical Assessment:** Conducting initial health assessments and monitoring vital signs.
  - **Secure Medication Management:** Maintaining secure storage of all prescription medications and medical supplies to prevent misuse.
  - **Referral and Communication:** Coordinating with the Designated Safeguarding Lead (DSL) to ensure appropriate follow-up with parents and, where necessary, with external medical or emergency services.
  - **Confidential Records:** Documenting all medical incidents factually and confidentially, sharing information only on a need-to-know basis as directed by the DSL.
- **Parents:** Engage as key partners with the school, support reintegration, and ensure safe storage of medication at home. Parents play a pivotal role in protecting children from various risks, including narcotics abuse.
- **Pupils:** Follow the code of conduct, access support, and report concerns responsibly.

## 10. Parent-School Collaboration and the Home Environment

Oaktree Primary School is committed to a strong partnership with parents and carers to create a unified front against substance abuse. Our collaborative approach focuses on empowering parents to build a supportive home environment that minimises risk and promotes protective factors.

- **Building a Protective Home Environment:** We encourage parents to foster a relationship with their children based on love, respect, trust, and open dialogue. This includes:







- **Effective Communication:** Maintaining an open and honest conversation with their children about the dangers of drugs, addressing their questions, and correcting misconceptions.
- **Supervision and Monitoring:** Knowing who their children's friends are, what activities they are involved in, and what they are accessing online.
- **Role Modeling:** Acting as a positive role model by avoiding smoking, drug use, and excessive alcohol consumption.
- **Family Engagement:** Encouraging participation in positive family activities and creating a supportive, cohesive family unit.
- **Knowledge and Skills:** The school will provide parents with the necessary knowledge and skills to identify and respond to early indicators of substance use through workshops and communications.
- **Collaboration in Case Management:** In any suspected case, the school will immediately involve parents in the process. All communications—including meeting minutes, official letters, and emails—will be meticulously documented and stored in the student's file to ensure a transparent and consistent approach. Parents are expected to actively participate in the development and implementation of any reintegration plans.

## 11. Procedures for suspected use or possession

1. **Immediate safety:** If a pupil is unwell, the school clinic is contacted for immediate first aid, and emergency services are contacted without delay if required.
2. **Initial action:** Suspected pupils are removed calmly from peers and referred to the DSL.
3. **Confiscation:** Pupils may be asked to surrender substances or paraphernalia voluntarily, with a witness present. Items are securely stored and documented.
4. **Notification:** Parents are informed, and, where required, competent authorities are contacted. All communications (minutes, official letters, emails) must be documented and stored in the student's file.





5. **Documentation:** All incidents are recorded in the safeguarding file.

## 12. Legal Framework and Voluntary Treatment

The school's policy is underpinned by UAE federal law, which encourages a supportive approach to those suffering from addiction. Under Federal Law, criminal proceedings may not be brought against an abuser if they apply for treatment on their own, through their spouse, or through a relative up to the second degree. The user must voluntarily hand over any narcotic or psychotropic substances in their possession and adhere to the treatment plan. This applies to applications made to an addiction treatment unit, the Public Prosecution, or the police. The school will guide families through this process and ensure full confidentiality is maintained.

## 13. Disciplinary responses

- **First-time possession or use:** Counselling, parental meeting, and monitored reintegration plan.
- **Repeated use or use on school premises:** Referral to authorities, suspension, and structured support.
- **Supply or distribution:** Immediate suspension, referral to police, and consideration of permanent exclusion.
- **Staff violations:** Managed under HR disciplinary procedures, with referral to authorities where appropriate.

**14. Reintegration** Pupils returning after suspension or treatment will follow a reintegration plan including:

- Parental agreement and involvement.
- Counselling and mentoring support.
- Regular review meetings and academic catch-up.







- Schools must support students both academically and socially and document follow-up.

### **15. Confidentiality and records**

- All reports are recorded factually and kept in safeguarding files.
- Information is shared only on a need-to-know basis.
- KHDA, competent authorities, and parents are notified where required by law.

### **16. Monitoring and compliance**

- Termly review of preventive activities, incident records, and staff training logs.
- Annual reporting to governors.
- Compliance is monitored through KHDA inspections and will directly impact the school's overall inspection rating.

### **17. Practical measures**

- Clear no-smoking signage across campus.
- Secure storage and monitoring of student medication.
- Routine campus inspections to identify prohibited materials.

## **18. Appendices**

### **1. Incident Report Form (Student)**



## Student Details

**Student Name:**

**Year Group/Class:**

**Date/Time of Incident:**

**Location:**

## Reporting Staff

**Staff Reporting:**

**Description of Concern/Incident (Factual Only):**

**Action Taken (First aid, parents notified, substance confiscated, authorities contacted):**

**Witnesses:**

**DSL Signature/Date:**

## 2. Parent Notification Letter

[School letterhead]

**Date:**



Dear [Parent/Guardian],

I am writing to inform you of a concern regarding [student's name]. On [date], staff observed/identified [brief factual description]. In accordance with the school's anti-smoking and drug prevention policy, the matter was reported to the designated safeguarding lead.

Please attend a meeting at school on [date/time] to discuss this matter, the support available for your child, and next steps.

Oaktree Primary School is committed to safeguarding pupils and working with parents to ensure their wellbeing and success.

Yours sincerely,

[Principal's name] Principal



### 3. Reintegration Plan Template

#### Student Details

Student Name:





## Student Details

Year Group/Class:

Date of Reintegration:

Reason for Reintegration:

## Support Plan

Support Team Members:

Counselling Schedule:

Mentor Assigned:

Academic Catch-up Plan:

Review Meetings: [weekly/fortnightly/monthly]

## Agreement

Parent Agreement (Signature):

Student Agreement (Signature):

DSL Sign-off:

## 4. Staff Training Log





**Date of Training:**

**Training Provider:**

**Topic:**

**Staff Attendees:**

**Certificates Issued:**

**Follow-up Actions:**

## 5. At-home Support Communication Plan

This policy recognizes the crucial role of parents and carers in preventing substance abuse. The school will, therefore, commit to a consistent communication strategy that empowers families and provides them with the tools and information necessary to support at-home prevention efforts.

- **Objective:** To strengthen the role of families in preventing narcotics abuse by fostering a close partnership between the school and parents.
- **Communication Channels:** Information will be shared through various platforms, including parent workshops, the school's website, newsletters, and dedicated email communications.
- **Content:** Communications will provide educational resources such as the "Parent's Guide to Drugs Prevention". They will also include details on:
  - **Risk and Protective Factors:** Information on factors that increase the risk of abuse and those that contribute to protecting children from engaging with narcotics.
  - **Early Detection:** Behavioral, physical, and environmental indicators of substance abuse to enable parents to detect and intervene early.
  - **Open Dialogue:** Guidance on how to talk to children about drug prevention, including fostering a relationship based on love, respect, trust, and dialogue.





- **Community Resources:** Information on available treatment and rehabilitation services in the UAE, such as Erada Center and National Rehabilitation Center, and how to access them.
- **Implementation:** The DSL, in partnership with school counselors and the Principal, will be responsible for the consistent delivery of these communications to parents and carers. All communications will be documented and stored in the student's safeguarding file when relevant to a specific case.

## 6. Community Support Contact List – For information

In collaboration with competent authorities, the school will guide and support families in seeking professional help. The following are examples of treatment and rehabilitation centers available in the UAE that provide confidential services for individuals seeking help with substance abuse.

- **Abu Dhabi**
  - **Khalifa Hospital - Behavioral Sciences Pavilion:** 02-8196900
  - **National Rehabilitation Center:** 8002252
- **Dubai**
  - **Erada Center for Treatment and Rehabilitation:** 04-2399992
  - **Al Amal Hospital:** 04-5192100
- **Sharjah**
  - **Private Rehabilitation Center:** 06-5119000

The school recognises the importance of privacy and confidentiality in these matters and will work with families to ensure a supportive environment for students undergoing treatment.







## Policy Review Log

Date	Changes	Reviewed By
210925	Annual Reviews	Principal
210925	Policy Review	Principal
290925	Policy Updated	DoS

