

SUBSTANCE MISUSE POLICY

Name of school: Ysgol Bro Gwaun

Date policy adopted: January 2014

Member(s) of staff responsible: Miss A Finn

Review date: January 2017

1. Rationale

The Welsh Government's (WG) 10-year strategy, *Working Together to Reduce Harm*, establishes the parameters of how substance misuse can be addressed. The preventing harm priority action area within this strategy aims to help children, young people and adults resist or reduce substance misuse by providing education about the damage that substance misuse can cause to their health, their families and the wider community. This includes delaying the age that children and young people start drinking. It also includes action to identify people at risk of substance misuse and/or in need of support and signposting to further information, support or diversion activities.

The Pembrokeshire Healthy Schools Scheme recognises the value of taking a whole school approach to substance misuse education (SME) which includes the curriculum, school environment, ethos, leadership and community links.

2. Definition of a Substance

The standard definition of a drug or substance used for this policy is - '*A substance is something people take to change the way they feel, think or behave*' (United Nations).

A defined range of the substances covered by this policy include:

- tobacco
- alcohol
- over the counter medicines
- prescription only medicines such as anabolic steroids and benzodiazepines
- illegal substances such as heroin, cocaine, ecstasy, amphetamines, LSD, cannabis, magic mushrooms
- volatile substances such as aerosol propellants, butane, solvents and glues
- new psychoactive substances

Many drugs are lawfully carried as medicines. There is a clear policy on the administration of medicines, however, if pupils supply prescription drugs to others in school, they are acting unlawfully and therefore this policy will apply.

3. Aim

Schools play an important role in having a positive and sustained impact on children and young people's health and well being. Effective substance misuse education provides learning opportunities for children and young people to acquire the skills, knowledge and understanding to make informed choices about substance misuse. We aim to be sensitive and respect differences whilst enabling pupils to understand the risks associated with substance use and misuse.

4. Objectives

- To actively participate in the Pembrokeshire Healthy Schools Scheme and ensure Ysgol Bro Gwaun school is a smoke free environment
- To ensure contractors / organisations / individuals using, visiting or working on school premises agree to comply with the Substance Misuse Policy and ensure the site remains smoke free
- The school will not permit smoking in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the school. This policy extends to the use of the building outside school hours.
- To increase pupils' knowledge and understanding of substance misuse
- To provide consistent messages about substance misuse within and outside of the taught curriculum
- To manage substance related incidents with due regard for our legal obligations
- Support staff who want to quit smoking by ensuring relevant information is available / displayed e.g. Stop Smoking Wales Helpline 0800 085 2219 / www.stopsmokingwales.com
- Raise awareness among parents and share information as appropriate e.g. National No Smoking Day, Alcohol Awareness Day

5. Consultation and Implementation

This policy has been developed in consultation with representatives of the groups the policy will affect. This includes:

- Children and young people
- Staff
- Parents/carers
- Governors/management committees
- Partner organisations & wider community

The Head teacher and Governing Body have ultimate responsibility for the implementation of the Substance Misuse Policy and management of incidents or disciplinary procedures.

At Ysgol Bro Gwaun school, the member of staff with responsibility for Substance Misuse is Miss Alana Finn (PSE Coordinator)

The school Governors will review this policy in line with the review policy cycle. Governors may also be involved in disciplinary proceedings as and when required.

The Governing Body will nominate one governor to take specific responsibility for Substance Misuse (Health & Safety?).

This policy should be considered in conjunction with other related policies including:

- Personal and social education (PSE)
- Behaviour management
- Equal opportunities
- Safeguarding/child protection procedures
- Inclusion

- Health & safety
- Medicines management and administration

6. Delivery of Substance Misuse Education / Curriculum

Effective Substance Misuse Education aims to empower children and young people to make responsible, well informed decisions substances. Learning outcomes for substance misuse education will include the key components of the:

Foundation Phase Framework for Children's Learning for 3 to 7 Year Olds in Wales (2008), Welsh Assembly Government

Personal and social education framework for 7 – 19 year olds in Wales, (2008) Welsh Assembly Government. These are skill development, knowledge and understanding, attitudes and values.

Largely, education about Substance Misuse will take place in PSE and Science lessons but will also be delivered through other subjects including English, Welsh and Drama.

At Ysgol Bro Gwaun School, pupils will learn about Substance Misuse Education using approaches that provide:

- consistent accurate information presented simply and clearly
- informative and accessible reading material
- access to peers and credible adult experts, in addition to teachers
- stimulating and enjoyable tasks
- Appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part.

The national All Wales School Liaison Core Programme will form the basis of substance misuse information around which additional and locally determined prevention initiatives will be built.

6.1 Use of outside Speakers

Where contributors from external agencies are invited into the school to deliver SME they are 'visitors' and will be seen as contributing to the school's agreed programme and not replacing it. Visitors will be involved in the planning of the full programme and contribute their specific expertise where required.

7. Training

SMT will ensure that there is adequate training and resources for all staff involved in the delivery of the aims and objectives of the Substance Misuse Policy.

8. Complaints Procedure

Any complaints about Substance Misuse Education will be made to the Senior Management Team, who will report to the Governors.

9. Media Contact

Staff at Ysgol Bro Gwaun will not report incidents and/or issues concerning Substance Misuse to the local press and media generally. The Head teacher, in consultation with the LEA and Governors will deal personally with all media matters. All media enquiries will be to be referred to the Pembrokeshire County Council Press Office.

10. Procedures for dealing with an incident

The types of substance misuse related incidents will vary. Ysgol Bro Gwaun school is prepared for these possibilities and have a range of responses that are considered appropriate.

Staff who become aware of difficulties and/or incidents involving pupils and drugs will inform the responsible staff member. The responsible staff member will then notify the head teacher. The response will depend on the type and degree of risk, with some situations requiring immediate action (schools may wish to link this into their 'School Management of Emergencies policy, procedures and guidance' document).

Immediate action is needed when there is a clear risk to safety, for example:

Example	Action
<i>An adult collecting a child or young person appears to be under the influence of drink and/or drugs</i>	Apply locally agreed child protection procedures, involve the police if adult is aggressive
<i>A child or young person/adult appears ill or unsafe as a result of substance misuse</i>	Obtain medical advice, note relevant facts and inform parent/carer
<i>Substances are being supplied on, or near premises</i>	Contact police/Neighbourhood Policing Team (NPTs)
<i>There is ready access to controlled drugs</i>	Contact police/Neighbourhood Policing Team (NPTs)
<i>The school has potentially hazardous substance misuse related litter e.g. needles, syringes</i>	Arrange safe removal of litter according to health and safety policy Review school risk assessment in accordance with required standards of control Involve police if related to illegal substance misuse
<i>A child/young person discloses that they are misusing drugs or their parent/carer or other family members are misusing drugs</i>	Contact social services or specialist substance misuse service for advice on how to respond

Less immediate action e.g. observation, interview, consultation with other agencies, continued monitoring, may be appropriate when there are:

- generalised allegations or concerns about a particular pupil or family
- refuted/inconsistent disclosures
- concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or other harmful substances)
- concerns but no evidence of immediate risk to safety.

Actions requiring referral to other organisations include:

- Investigation of criminal activity, including searching persons or personal property. School Crime Beat Protocol provides guidance for taking action in line with police policy.
- Apart from immediate first aid, any health or medical emergency which should be attended by appropriate medical personnel.
- Assessment and providing support and services to vulnerable or troubled children and families are matters for social services.
- Counselling and drug treatment programmes require trained staff, normally accessible through social services, health or specialist substance misuse services.

11. Contact with Parents

There will be a reasonable attempt to contact parents to inform them that a search will take place. Parents will be informed of any drug related incident unless:

- There are child protection concerns
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the child for another reason

12. Contact with Police

There are three main levels of response that the Police can provide when responding to incidents of substance misuse:

1. Collection and administration of any suspected substances
2. Partnership investigation
3. Formal police investigation

For **ALL** substance misuse incidents the school will involve the School Community Police Officer and not the emergency police. If they are not available and if the situation is an emergency, then a 999 call may be necessary for a quicker response.

13. Procedure for dealing with a pupil after an Incident

Staff who become aware of difficulties and/or incidents involving pupils and substances will inform the head teacher.

The response will depend on the type and degree of risk, with some situations requiring immediate action and others requiring time for assessment of information, seeking advice and the involvement of other agencies. In all cases the safety and security of pupils is a priority.

If a pupil is at risk because of impaired mental state, parents should be contacted and required to take control of their child. Failing that, any emergency contact will be asked to assist. Alternatively social services and police can be called for advice.

13.1 Recording of Incidences

At Ysgol Bro Gwaun school the system for recording an incident will include accurate factual records of all Substance misuse and related incidents using:

- Incident Record Form

The record of the incident and interview will be signed and dated by the responsible member of staff / Police, including at least one witness. Records will be completed as soon as possible after the incident. The governing body will monitor substance misuse incidents.

13.2 Out of School Procedures

The school has no role in dealing with drug incidents outside school hours and premises other than:

- On school trips and visits, when the same rules and procedures will be applied as far as is reasonable and practicable
- By passing information onto relevant agencies when the safety or well being of a pupil is threatened
- To assist police in preventing the use of land surrounding the school for drug trading.
- Safely removing the debris, needles, sharps from site according.

14. Safeguarding & Confidentiality

Teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to pupils. It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it will be discussed with a senior member of staff. Confidentiality may be broken against the wishes of the person confiding the information when necessary:

- where there is a children and young people safeguarding issue
- where the life of a person is at risk or there is risk of serious harm to others
- when criminal offences are disclosed.

Every effort will be made to secure the pupils agreement to the way in which the school intends to use any sensitive information.

15. Procedure for Dealing with Incidents Involving Staff

Substance misuse related incidents involving staff are subject to Pembrokeshire County Council's Employment and Disciplinary Policy and Procedures and are linked to the Drug and Alcohol at Work Policy. The safeguarding of children and young people is of greater urgency than staff disciplinary procedures.

16. Procedure for Dealing with Adults (not staff)

Ysgol Bro Gwaun School will not release pupils into the care of other adults where there is a possibility of harm to that pupil. Where there is evidence that parents or carers arriving at school to collect pupils are under the influence of drugs or alcohol, Social Services or Police will be contacted in line with the Child Protection Policy.

Where a parent or visitor is / or appears to be under the influence of a substance on the school premises and they will be asked to leave immediately. The parent /visitors safety will be ensured, with supervision if necessary, provided this can be achieved without putting employees or others at risk of physical harm. Where illegal substances are involved, Police will be informed.

17. Procedure for discovery of substances or substance related paraphernalia on school grounds

Where a suspected substance is found or recovered within the confines of a school, the Police School Crime Beat Policy recommends the following:

- The head teacher will be informed
- If someone is in possible danger or is likely to be at risk of harm - ring 999
- Contact the School Community Police Officer for disposal and advice regarding future action
- If the School Community Police Officer is not available – the local police station should be contacted. Explain the situation and ask for an incident number
- Ensure that the seizure is witnessed in corroboration with another member of staff
- Store it in a suitable location pending police arrival
- An Incident report form will be completed, with witness signatures
- Staff should not attempt to analyse or taste any unidentified substance
- Education with pupils

If needles, syringes or substance related paraphernalia are found on our school premises:

- The head teacher will be informed
- The paraphernalia will be placed in a sharps box, using protective clothing and equipment referred to in the school guidance document 'safe handling and disposal of needles' and in accordance with

the school's risk assessment (this will include gloves and tweezers or other implement to avoid direct handling / puncture wound).

- Environmental Services will be contacted to empty the box (disposal contacts are to be found in the above school guidance document)
- Inform the School Community Police Officer
- Incident report form will be completed (and forwarded to eg Corporate Health and Safety Unit as a hazardous incident on the Accident Incident Report Form.
- Education with pupils

17.1 Volatile Substances

Ysgol Bro Gwaun school is responsible for the controlled use and security of Volatile Substances such as aerosol propellants, butane, solvents and glues where they are authorised for use for curriculum purposes, in accordance with relevant CLEAPSS Risk Assessments.

18. Equality

As an employer and provider of services Ysgol Bro Gwaun school will not unlawfully discriminate on grounds of age, disability, gender, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language

All pupils, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. The school will not tolerate any form of discrimination, harassment or victimisation.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

19. Monitoring and Evaluation

- Opportunities will be provided which will enable pupils to participate and evaluate what they have learnt according to their age, needs and ability
- Parents will be invited to feedback their ideas for improvements on a regular basis both verbally and through questionnaires
- School Council are responsible for the child friendly version of this policy
- Progress will be monitored at regular intervals by SMT and governors. Specific issues will be discussed at staff meetings as appropriate

20. References

Working Together to Reduce Harm: The Substance Misuse Strategy for Wales (2008 – 2018), Welsh Assembly Government, 2008

Guidance for substance misuse education (2013) Guidance document no: 107/2013 Welsh Government, 2013

Foundation Phase Framework for Children's Learning for 3 to 7 Year Olds in Wales (2008), Welsh Government

Personal and social education framework for 7 to 19 year olds in Wales, Welsh Assembly Government, 2008

School Crime Beat Policy (2010) available on www.schoolbeat.org