

## School Substance Misuse Education and Incident Management Policy



Ysgol Gymraeg Ifor Hael defines the term 'Drugs' to mean all substances capable of being misused including alcohol, tobacco, medicines and volatile substances as well as illegal drugs.

### **Context**

The policy was written with reference to the following Government initiatives and guidance:

- Working Together to Reduce Harm (2008-2018)
- Circular 17/02 Substance Misuse: Children and Young People (2002)

Reference was also made to the following Police guidance document:

- School Crime Beat: A protocol for police supporting schools with incidents of crime and disorder (2010).

The Substance Misuse Policy stands alone complimenting the PSE, Science and other relevant school policies.

There are links between the Substance Misuse Policy and the following policies:

- The Behaviour Policy
- Child protection Policy
- Health & safety Policy

### **Policy Application**

This policy applies throughout the school grounds and buildings. The policy also applies on any school visit and out of hours' events.

### **Rationale**

Ysgol Gymraeg Ifor Hael is committed to the health and safety of its stakeholders and will take action to safeguard their well-being. Ysgol Gymraeg Ifor Hael does not accept the misuse of drugs or substances by members of the school, or the illegal supply of these substances.

All the drugs covered by this policy are not permitted to be brought to, sold, passed on, or obtained on school premises during the school day. This applies equally to school staff and other adults working in and for the school.

The school takes the issue of substance misuse seriously and seeks to give quality education on drugs to all pupils, which will enable them to make good decisions concerning drug usage both now and later in life. The school seeks to provide accurate, unbiased information about drugs to its pupils in Science and PSE lessons. Research suggests that the most effective substance misuse education takes place when it is part of a co-ordinated and progressive approach, which is skills based, dealing with assertiveness and decision- making.

In addition to this the school seeks to support any pupil who has drug related problems through its caring pastoral system and good working relationships with outside agencies (see **Appendix C** for list).

All aspects of school life at Ysgol Gymraeg Ifor Hael contribute to the common goal of letting young people know that they are valued as human beings. It is our aim that in doing this we raise self-esteem and minimise risk in the area of drug use.

**Support** for pupils and their families involved in substance misuse related incidents includes:

- Pastoral Support programme
- Police and Youth Service Involvement (Education)
- Support through appropriate agencies such as Inroads
- Supervised break times
- Involvement in extra-curricular activities
- Family conferences
- Research projects on the drug or related topics
- Mentoring

The following is a list of **sanctions** that may be initiated when a pupil is involved in a drug or alcohol incident:

- Loss of privileges
- Exclusion – any pupil found to be supplying substances, or believed to be supplying substances will be immediately excluded pending further enquiries.
- After-school and break time detention
- Monitoring of progress in class

Sanctions will always be used alongside support and will be in proportion with the offence.

Incidents will be recorded on a record of drug-related incident form. These records will be kept by the Head Teacher in a Child Protection file. They will be treated as confidential records and only accessible to staff on a need to know basis.

### **Aims of the policy**

The aims of the School Substance Misuse Policy are:

- To ensure that all members of the school know and understand the rules of the school, how they are expected to behave and the policy regarding substance misuse incidents
- To encourage and enable children to appreciate the benefits of a healthy lifestyle now, and in the future
- To help parents/carers and children identify what they need to learn about drugs and how they can take responsibility for their actions
- To enable children and staff to gain access to support structures, e.g counselling and treatment agencies.

### **Substance Misuse Education (SME)**

Effective Substance Misuse Education (SME) will enable children and young people at Ysgol Gymraeg Ifor Hael to make responsible informed choices about their lives.

The school will use Newport's Healthy School scheme, "A Whole School Approach to Substance Use and Misuse Education", to deliver a comprehensive programme for pupils.

A Schools Liaison Officer from South Wales Police contributes to the content of the programme for Year 5 and 6 pupils.

The use of a range of strategies including Circle Time across the school also contributes significantly to the development of the skills, attitudes and values that pupils require as they progress through all phases of life.

The following values of PSE are consistent with the values underpinning substance misuse work:

- Respect for self and others
- Trust
- Honesty and truth
- Independence of mind and the right to hold individual views
- Fairness and justice
- Sensitivity to the environment

SME cannot be delivered in isolation; this will reflect the approach within the Personal and Social Education (PSE) Framework for Wales, which underpins this Policy.

Key Stage	PSE Framework Wales	National Curriculum Science Order
Foundation Phase	Understand that medicines are taken to make them better, but that some drugs are dangerous	Pupils should be taught about the role of drugs as medicines
Key Stage 2	Know the harmful effects, both to themselves and others of tobacco, alcohol, solvents and other legal and illegal substances	Pupils should be taught that tobacco and other drugs can have harmful effects

### **Schools Substance Misuse Co-ordinator**

Name of Co-ordinator – **Miss Rhian Fidler** (Healthy Schools Lead)

Roles & duties of the School Substance Misuse Co-ordinator:

1. Contact point for enquiries about the substance misuse curriculum
2. Acts as the wider PSE Coordinator
3. Daily implementation of the Substance Misuse Education Policy

The Head Teacher takes overall responsibility for this policy and its implementation and for liaising with the Governing Body, parents and appropriate outside agencies and for the appointment within the school of a SME Coordinator.

### **Lead Governor on substance misuse issues**

Name of lead Governor – **Mrs O Allender**

Roles and duties of the lead governor:

1. To be involved in the development & review of the School Substance Misuse Policy
2. To represent the Governing body with regard to substance misuse issues within the school
3. To play a role in ensuring the policy is made known to the whole school community

### Outside visitors

Teachers lead on teaching substance misuse education in the classroom and outside visitors are only used for support as part of an integrated programme of work. Visitors will be advised on their integration into the substance misuse education programme and the expectations of their input will be made clear from the beginning. A teacher will always be present in the classroom during any lesson carried out by an outside visitor.

### Monitoring and evaluation

It is vital that SME is continually monitored and evaluated for teaching and quality.

Monitoring will be done in the following ways:

- Lesson observation with feedback to teachers
- Teachers making comments on lesson plans and Schemes of Work

Evaluation will be done in the following way:

- Science work books
- Self-Evaluation
- School Council feedback
- Quizzes to measure knowledge levels, if appropriate
- Pre and Post Substance Misuse Education Programme Questionnaires, if appropriate

### Staff training

Any staff training needs should be referred to the Head Teacher for incorporation into the ongoing continuing professional development plans for the whole staff team.

### Management of substance misuse-related incidents

There is a range of potential substance misuse-related incidents that may arise within the school involving pupils, parents and staff. It is important that the school community is aware of these and agree the guidelines for response. (See **Appendix A** for a sample framework for schools)

Each case should be carefully considered in the light of the individual circumstances and the best interests of the child/young person. It is impossible to provide an exhaustive list of incidents that may be covered by this policy, but the following are examples of the type of incidents that are covered:

- substance misuse related litter in or around the premises e.g. cans, syringes;
- suspicion and allegations about an individual's activities;
- disclosure about substance misuse on the premises or elsewhere whilst the responsibility of the school e.g. school trip;
- children or adults clearly displaying signs of substance misuse;
- possession of substances while children, young people or adults are the responsibility of the school;
- use of substances while children, young people or adults are the responsibility of the school;
- selling or dealing in substances while children, young people or adults are the responsibility of the school.

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

Example	Action
An adult collecting a child or young person appears to be under the influence of drink and/or drugs	Apply locally agreed child protection procedures, involve the police if adult is aggressive
A child or young person/adult appears ill or unsafe as a result of substance misuse	Consider obtaining medical advice, note relevant facts and inform parent/carers
Substances are being supplied on, or near premises	Contact police

There is ready access to controlled drugs	Contact police
The premise has potentially hazardous substance misuse related litter e.g. needles, syringes	Arrange safe removal of litter according to Health and Safety Policy, involve police if related to illegal substance misuse
Substance misusers behaving aggressively	Seek urgent police assistance to remove
A child/young person discloses that they are misusing drugs or their parent or other family members are misusing drugs	Contact social services or specialist substance misuse service for advice on how to respond.

### Procedure for Dealing with Incidents Involving Staff

Substance Misuse related incidents involving staff is subject to Newport City Council Employment and Disciplinary Policy and Procedures. Substance Misuse outside school working hours could adversely affect job performance and so initiate Capability Procedures.

Staff are obliged to co-operate with testing procedures, including the provision of biological samples for analysis when there is reasonable suspicion of substance abuse. Refusal to co-operate is a disciplinary offence that could result in disciplinary action including dismissal.

Supply of illegal drugs or alcohol to pupils in school or on school visits is potentially gross professional misconduct and would normally be reported to the Education Workforce Council for Wales.

### Procedure for Dealing with Adults (not staff)

Ysgol Gymraeg Ifor Hael 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 and be asked for a relative to collect their child. The school must be careful not to jump to conclusions about a parent's substance misuse, but any concerns must be dealt with in an appropriate way.

The parent should be politely invited to meet with a senior member of staff who will deal with the situation.

Where visitor appears to be under the influence of a substance on the school premises they will be asked to leave immediately. Where illegal substances are involved, Police will be informed.

### Recording of incidents

Incidents will be recorded on a record of substance misuse-related incident form (see **Appendix B** for sample recording form). These records will be kept by the Head Teacher in a child protection file. They will be treated as confidential records and only accessible to staff on a need to know basis.

### Assessment of a Drug Related Incident

A number of factors must be taken into consideration when carrying out an assessment of a drug-related incident. The areas to be taken into consideration are:

- the safety of staff and young people involved and in the immediate surroundings
- the legal status of the drug and the quantity involved;
- the reason(s) behind the incident;
- whether the incident is a one-off, or whether it has happened before;
- the person's knowledge and understanding of the school's drug policy; and
- the person's home and school circumstances.

### Informing Governors

Head Teachers should notify the chairperson of the governing body and the lead governor on drug issues about any significant substance-related incident. This should be done in advance of any information being generally known.

Details should be provided in such a way that the identities of young people are not disclosed. This will ensure:

- that confidentiality is preserved; and
- that the chairperson is not compromised or precluded from considering any subsequent decision of the Head Teacher to exclude the young person from school.

If individual governors enquire about an incident the Head Teacher should refer them to the chairperson and the lead governor on drug issues.

## **Confidentiality**

Pupils at this school need to feel able to talk in confidence to a member of staff about substance related problems without the fear of being judged or told off. However, staff will not be able to promise complete confidentiality in order to seek specialist help/advice if necessary.

## **Smoking**

Ysgol Gymraeg Ifor Hael is a smoke free school. Any pupil found smoking will face the same sanctions as those using any other type of drug. Parents will be notified that the school, school grounds and area around the school is also 'smoke free'.

## **Searching for Substances (pupils)**

Staff should always seek consent from the child to conduct a search, and ensure that an adult witness is present. The safety of the member of staff performing the search is of paramount importance.

- Personal searches: It is not appropriate for a member of staff to carry out a personal body search; however young people can be asked to turn out their pockets and bag. Staff should always encourage a child to voluntarily hand over any drugs. If the young person refuses and it is believed that a crime has taken place, the police should be contacted to conduct a personal search.
- Searches of premises: Staff can search school property e.g trays for drugs. However, the prior consent of the child should be obtained. If the young person refuses, they should be made aware that staff can still continue with the search. The school will need to balance the likelihood that an offence has been committed, against the risk of intruding on the young person's privacy without just cause.
- Searches of personal property: Staff cannot search personal property without the consent of the child. Consent can be sought from the young person, but if this is refused staff will need to either:
  - notify the parents/carers of the child, who may persuade the child to give consent; or
  - call the police.

## **Disposing of Needles and other Drug Paraphernalia**

Pupils should not be allowed to handle drug paraphernalia. Extreme caution should be taken when drug paraphernalia such as a syringe or needle is found, due to the risk of a needle-stick injury. The blood residue in a used needle could be infected with viruses such as HIV, or Hepatitis B or C.

1. Assess the area and the risk involved. Do not put yourself in any danger.
2. Do not run your hands over or under surfaces that you cannot clearly see.
3. Check that the equipment and the container you are using to remove the paraphernalia are not defective.
4. Always wear pierce-proof gloves and use a pair of tongs. Make sure the container you are disposing the item(s) into is securable.
5. Use a disinfectant to clean contaminated surfaces. Always use papers towels, and dispose of these safely.
6. If your organisation has a contract with an agency to remove drug paraphernalia, they should be contacted.

## **Confiscation of Substances (pupils)**

It is legal (and recommended) that a suspected illegal drug be confiscated by staff immediately to prevent any further offence from being committed. The safety of the member of staff performing the search is of paramount importance.

When taking possession of an illegal drug, staff should:

- always have a second adult witness present; in the absence of a witness do not put off receiving substances or within bounds of your professional discretion removing a suspicious substance from a pupil's possession
- place the drug in a sealed bag and include details of the date and time of the confiscation and the witness present on the incident record form.
- take the substance to the Substance Misuse Coordinator or the Head Teacher who will notify the police who will dispose of the drug (the law does not require the name of the person from whom the drugs were taken to be provided to the police); do not keep the substance on your person or in a place of safekeeping – this may place you at risk
- record full details of the incident, including the size and appearance of confiscated material, the police reference number.
- inform the young persons' parents/carer, unless this would place the young person in danger.

Alcohol, tobacco, volatile substances and medicines will be offered for collection by parents/carers/social workers unless this would place the young person in danger.

## **Medical assistance**

If there is a medical emergency, qualified first aiders in the school should be called.

### **Medical procedures**

Any pupil who has taken any alcohol will remain with a member of the senior management team until a parent or carer can collect them from school.

In the case of an emergency, call for an ambulance immediately.

### **Dealing with the Media**

Substance misuse incidents receive a high level of media attention. If the school receives a telephone call or visit from any media source, school staff must not be put under any pressure.

Good practice in the instance would be to-

- Tell the reporter you will get back to them. Find out their contact details; who they are working for and if there are any specific questions wanting answered.
- Inform the Head Teacher.
- Under no circumstances should the names of individuals be released to the media.
- The Head Teacher will liaise with the LA press office and legal department to ensure that any reporting of incidents remains in the best interest of the pupil, their family and the school.

### **Vulnerable, at-risk pupils**

The following methods are used to identify those pupils who are vulnerable to substance misuse:

- Child protection register
- Educational social worker
- Social Services involvement
- Behaviour policy
- Families First involvement

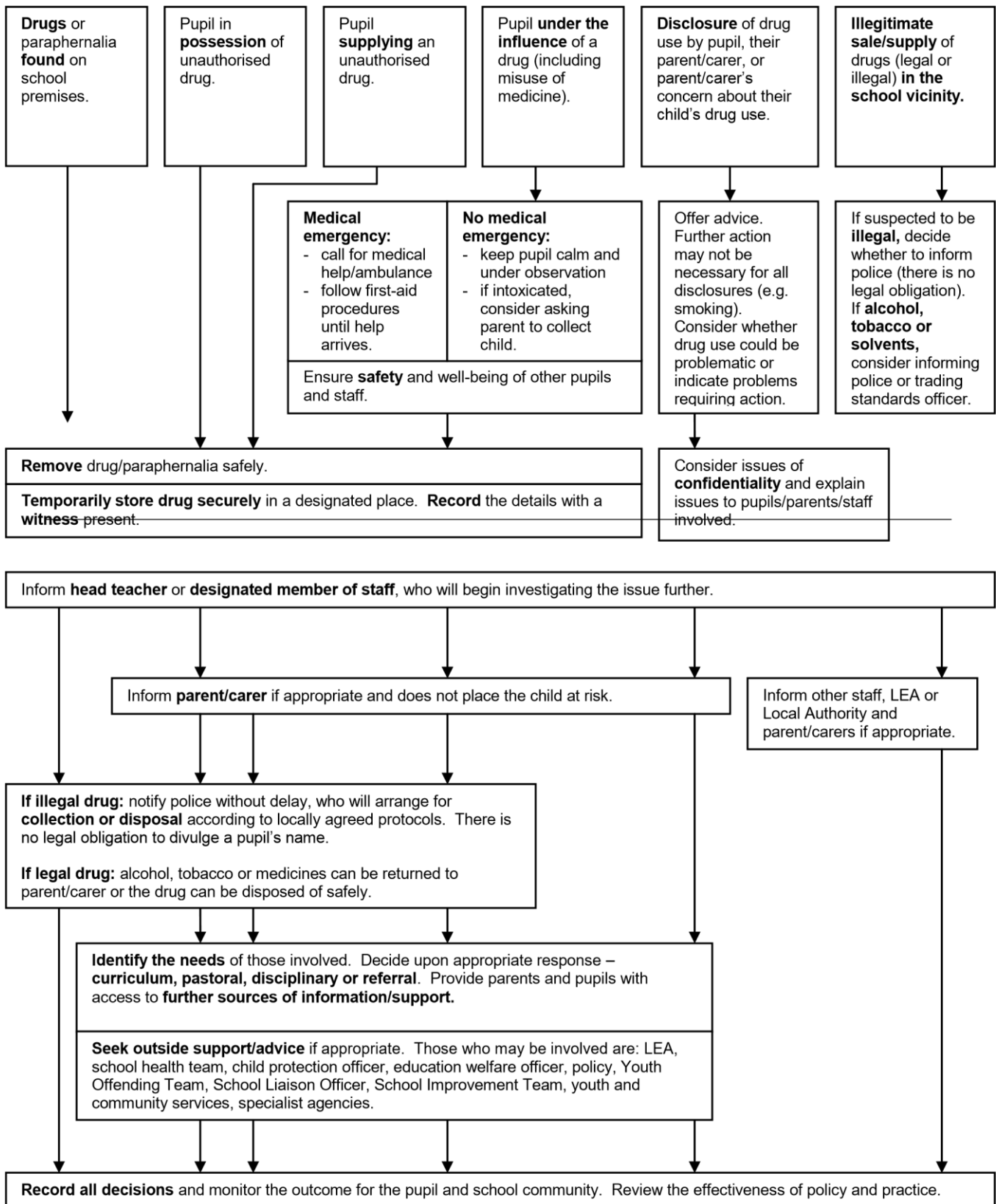
Any monitoring carried out will be done in the following way:

- Behaviour policy
- Child protection register
- Interviews with Educational Social Workers

Support offered to these pupils includes:

- Behaviour team involvement
- Educational Psychologist involvement
- Educational Social Worker involvement
- Social Services support /TATC support
- Information and support to access local non-statutory substance misuse organisations.

## Appendix A – Managing a Substance Misuse Incident



**Appendix B – Substance Misuse Incident Recording Form**  
**RECORD OF SUBSTANCE MISUSE INCIDENT**

<b>School:</b>	<b>Date of Incident:</b>	<b>Date &amp; Time Reported:</b>	
		<b>Reported By:</b>	
<b>Name(s) of Pupil(s) Involved:</b>	<b>Date(s) of Birth:</b>	<b>Home Contact Number(s):</b>	
<b>Description of Incident:</b>			
<b>Category of Incident</b>	<b>Action Taken</b>	<b>By Whom</b>	<b>Contacted</b>
Drug Related Litter on or near School Premises			
Suspicion, Allegation & Disclosure in & out of School Activities			
Symptoms of Drug Misuse			
Pupils/Parents with Drugs on School Premises/Trip/Transport			
Pupils/Parents taking Drugs on School Premises/Trip/Transport			
Pupils/Parents selling/supplying Drugs on School Premises/Trip/Transport			
	<b>Removed By:</b>	<b>Where Retained:</b>	<b>Receipt Given &amp; Counter Signed:</b>



**Contacts Made (Where Appropriate):**

Category of Incident	Contact Number	By Whom	Contact Time	Arrival
Police <i>(make note of Incident number)</i>				
Ambulance				
Other Health Professionals				
Social Services Child Protection Team				
Youth Offending Team				
Environmental Health				
Schools Service				
Inroads				
Public Health Team				

Pupil Interview Details (as appropriate):

If a member of staff is required to be present a summary should be detailed below:

**RECORD OF EVENTS**

TIME:	DETAILS:
OUTCOME:	

Signed:		Witnessed by:	
Title:		Title:	
Date:		Date:	

## Appendix C – National and local support agencies

**DAN 24/7** is a national confidential service providing advice to drugs and alcohol users and anyone wanting information on substance misuse **24 hours a day, 7 days a week**. This service is bilingual.

**0800 6 33 55 88**

[www.dan247.org.uk](http://www.dan247.org.uk)

Organisation	Contact address and telephone number	E-mail / website	Details
<b>The Gwent Specialist Substance Misuse Service (GSSMS)</b>	Base: 139 Lower Dock Street, Newport Tel: 01633 216777		The Gwent Specialist Substance Misuse Service (GSSMS) is a Gwent wide service fostering the theme of partnership and working to address the complex needs of the client group. It offers a wide range of services from advice and information to alternative prescribing and inpatient detoxification, promoting positive change in serious substance misuse.
<b>Gwent drug and alcohol service</b>	0333 999 35 77 Old School Building Powells Place, Newport  NP20 1EL tel: 01633 245 890	<a href="http://www.gdas.wales/">http://www.gdas.wales/</a>	Providing direct intervention and support for service users and families
<b>Social Services</b>	Contact the duty and social work teams at the Information Station, Queensway, Newport NP20 4AX  (01633) 656656	<a href="mailto:info@newport.gov.uk">info@newport.gov.uk</a>	Child protection advice, referrals and assessment. Newport City Council's social services help to look after and protect vulnerable people
<b>School Health Nursing Service</b>	East 01633 283162  West 01633 266176		A School Health Nurse is a qualified, experienced professional and the only trained nurse working across health and education boundaries. They work with individual children, young people and families, schools and communities to improve health. They also provide the link between school, home and the community.
<b>CAMHS</b>	Gwent Child and Adolescent Mental Health Service (CAMHS), Ty Bryn Young Persons Unit, St Cadoc's Hospital, Lodge Road, Caerleon, Newport NP18 3XQ Tel: 01633 436 831		Child and Adolescent Mental Health Services operate a specific drug and alcohol service for young people suffering from mental distress and substance misuse issues.
<b>Barnardos Cymru</b>	Trident Court East Moors Road Cardiff CF24 5TD  029 2049 3387	<a href="http://www.barnardos.org.uk">www.barnardos.org.uk</a>	Nationwide charity reaching out to disadvantaged young people, families and communities. Runs 43 services in Wales including 8 which are specific to Cardiff.