### Franksbridge Primary School

#### Substance Misuse Policy

Member of Staff Responsible: Mrs. Wilkie Reviewed with School Council 29.1.18

Reviewed with governors: October 2020

1. Introduction

"Working Together to Reduce Harm” is the Welsh Government's 10 year substance misuse strategy (ending in 2018). It aims to set out a clear national agenda for tackling and reducing the harms associated with substance misuse in Wales. One of the main aims of the strategy is to help children and young people resist substance misuse in order to achieve their full potential in society.

Effective substance misuse education enables children and young people to make responsible well-informed choices about their lives.

**2. Definition of a substance**

A substance is defined as a chemical, which can alter mood and physical behaviour. All are drugs, some illegal *e.g. cannabis, amphetamines, ecstasy, heroin,* while others are legal *e.g. alcohol, solvents, tobacco*. Legal drugs also include prescribed and over the counter medicines.

**3. Aims of the Policy**

* To aid school staff to empower children and young people to make responsible, well-informed decisions about substances used and / or misused within society.
* To raise awareness of substance misuse among school pupils, staff, parents and governors of the school.

# 4. Objectives

* To provide clear guidelines, which will enable staff to respond sensitively and confidently to pupils, associated with possession or use of substances on school premises or outside.
* To provide guidelines on where substance misuse education can be delivered within the PSE framework and National Curriculum Orders for Science.

**5. Discovery of substances**

Schools should liaise closely with their local police officer to ensure that there is an agreed policy for dealing with a range of incidents, which might arise involving illegal drugs. Although there is no statutory requirement to do so, the Secretary of State would expect the police to be informed when illegal drugs are found on a pupil or on school premises. The law permits school staff to take temporary possession of a substance suspected of being a controlled drug for the purpose of protecting a pupil from harm and from committing the offence of possession. They should hand the substance to the police who will be able to identify whether it is an illegal drug; school staff should not attempt to analyse or taste an unidentified substance.

**6. Role of the coordinator**

At Franksbridge Primary School, Sarah Langford (governor) is the named contact for substance misuse education. It is her role to ensure that all staff are aware of the latest developments in substance education. The school will ensure that relevant training is provided for pastoral staff and those with responsibility for substance education. The main contact for information is:

**Dyfed Powys** Welsh Government

Government Buildings

Picton Terrace

Carmarthen

Carmarthenshire

SA31 3BT

Tel: 01267 225310

Draft guidance for substance misuse education can be viewed using this link:

<http://wales.gov.uk/docs/dcells/consultation/120704draftguidanceen.pdf>

The document ‘Working Together to Reduce Harm. 2008 – 2018’ can be viewed using this link**:** [**http://wales.gov.uk/dsjlg/publications/commmunitysafety/strategy/strategye.pdf?lang=en**](http://wales.gov.uk/dsjlg/publications/commmunitysafety/strategy/strategye.pdf?lang=en)

7. Curriculum

The schools approach to substance misuse education is reflected in the schools approach to Personal and Social Education which includes a statement that PSE encompasses “all the planned learning experiences and opportunities which take place not only in the classroom but also in other areas of school experience”

Substance misuse education requires a sensitive approach, which is matched to the particular needs and concerns of the pupils and the families of the pupils. It must be age and ability appropriate.

The following table sets the agenda for the teaching of substance misuse across key stages and details the PSE framework issued by ACCAC in 2000 and the Wales National Curriculum (2008) Science Order.

|  |  |  |
| --- | --- | --- |
| **Key Stage** | **PSE Framework** | **Wales National Curriculum Science Order** |
| **Foundation Phase** | • value and contribute to their own well-being and to the well-being of others  • understand that medicines are taken to make them feel better and that some drugs are dangerous. |  |
| **2** | Know the harmful effects, both to themselves and others of tobacco, alcohol, solvents and other legal and illegal substances. | The effect on the human body of some drugs, e.g. alcohol, solvents, tobacco |

In addition to knowledge and understanding, the development of attitudes, values and skills are an essential part of substance misuse education.

The following are most relevant;

|  |  |
| --- | --- |
| **Attitudes and Values** | **Skills** |
| * 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 | * Listening * Assertiveness, including resistance skills * Problem solving * Peer working * Thinking Skills |

Please see Appendix D for resources used at Franksbridge School and others that are available to Primary Schools.

#### 8. Managing Substance Misuse Incidents in school.

The types of Substance Misuse related incidents will vary and may include;

* Litter related to substance misuse around premises. e.g. cans, syringes etc.
* Suspicion and allegations about individual or group activities.
* Disclosure about substance misuse on the premises or whilst the children / young people are the responsibility of the organisation.
* Children and young people clearly displaying signs of substance misuse.
* Children and young people making a disclosure of parental substance misuse.
* Possession of substances while children, young people or adults are the responsibility of the organisation.
* Use of substances while children, young people or adults are the responsibility of the organisation.
* Selling or dealing in substances while children, young people or adults are the responsibility of the organisation

For further guidance refer to the Welsh Assembly Government document ‘Working Together to Reduce Harm. 2008 – 2018’. This can be viewed using this link**:** [**http://wales.gov.uk/dsjlg/publications/commmunitysafety/strategy/strategye.pdf?lang=en**](http://wales.gov.uk/dsjlg/publications/commmunitysafety/strategy/strategye.pdf?lang=en)

**9. Monitoring**

This policy will be reviewed every 2 years by the Governing Body and amended as agreed necessary.

Governor responsible for Substance Misuse is Sarah Langford.

**10. Other relevant documents and guidance**

This policy has been written and reviewed in line with the following guidance –

* Working together to reduce harm 2008-2018
* Health and Safety (First Aid) regulations (1981)
* Mind the germs (2006)
* Teach germs a lesson
* Guidance for substance misuse education 2013

The Welsh Assembly Government document ‘Working Together to Reduce Harm. 2008 – 2018’ can be viewed using this link**:** [**http://wales.gov.uk/dsjlg/publications/commmunitysafety/strategy/strategye.pdf?lang=en**](http://wales.gov.uk/dsjlg/publications/commmunitysafety/strategy/strategye.pdf?lang=en)

Please see also the policies for;

Child protection

Personal and Social Education

Health and Safety

Equal Opportunities

No Smoking

**COVID 19**  
Due to the current COVID 19 pandemic we are aware there is the potential for an increase in children exposed to parental/carers’ substance misuse at home. If these concerns become apparent, information regarding support agencies will be given to families and referrals made where appropriate.

This policy has been agreed and ratified by the Board of Governors:

Alison Long (Chair of Governors)

Rhian Wilkie (Head Teacher)

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**APPENDIX**

A – Managing Substance Misuse Related Incidents.

B – Action Checklist for Substance Misuse Incidents.

C – Record of Drug Related Incident.

D –Contacts for support.

### Appendix A

### Managing Substance Misuse Related Incidents

**Overriding principle**

The appropriate response safeguards the welfare of the pupil – All incidents of substance misuse should be treated seriously.

Report Incident to named member of staff. Confidentiality is not an option if pupil is at risk

Classify the incident according to the speed of action required

###### **Classification of incident**

Category 1 - Immediate Action

|  |  |
| --- | --- |
| **Incident** | **Response** |
| * An adult collecting a child or young person appears to be under the influence of drink or drugs. * A child or young person appears ill or unsafe as a result of substance misuse. * Substances are being supplied on or near the premises. * There is ready access to controlled drugs. * The premises has potentially hazardous substance misuse related litter e.g., needles, syringes * Substance misusers behaving aggressively * A child /young person discloses that they are misusing drugs or their parent or other family members are misusing drugs. | * Apply locally agreed child protection procedures, involve the police if adult is aggressive. * Consider obtaining medical advice, note relevant facts and inform parent / carer. * Contact Police * Contact Police * Arrange safe removal of litter according to Health and Safety Policy. Involve Police. * Seek urgent police assistance to remove. * Contact social services or specialist Substance Misuse Service for advice on how to respond. |

Category 2- Less immediate action

|  |  |
| --- | --- |
| **Incident** | **Response** |
| * General allegations or concerns about a particular child / young person or family * Refuted / inconsistent disclosures * Concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or harmful substances). * Concerns but no evidence of immediate risk to safety | * Less immediate action e.g. observation, interview, consultation with other agencies may be appropriate |

#### Category 3 - Referral

|  |  |
| --- | --- |
| Incident | **Response** |
| * Investigation of criminal activity, including searching persons or personal property. * 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. * Counselling and Drug treatment programmes. | * Contact Police * Contact Medical Services * Contact Social Services * Contact Health or specialist substance misuse services |

**Category 4- Franksbridge School Staff.**

|  |  |
| --- | --- |
| * Providing support for young children and those with limited understanding. * Supporting children and young people involved in experimenting with solvents, alcohol or controlled drugs. * Applying a range of responses appropriate to the incident. * Referring to agencies outside the organisation for support, advice | Action appropriate for staff of an organisation. |

APPENDIX B



Action Checklist for a Substance Misuse Incident

**The immediate priority is the welfare of the child or young person;-**

|  |  |
| --- | --- |
|  | **✓ or ✕** |
| Provide first aid as necessary, minimise risk of harm to him/herself or others. |  |
| Send for an ambulance if required. Arrange for appropriate adult to accompany children and young people to hospital. |  |
| Inform parent/ carer of incident, invite parent / carer to come to the premises. |  |
| If medical treatment is not required the child/young person (and belongings) should be taken to a private room and supervised by preferably two members of staff. |  |
| The Headteacher or member of staff with responsibility for substance misuse has to quickly establish the facts and take action following clear, written procedures. |  |
| Contact police for advice and / or involvement as necessary. |  |
| Arrange an interview of the pupil / young person with witnesses to establish the facts of the incident, level of involvement and whether others were involved. Records must be kept. |  |
| Arrange interview for staff and other pupils and young people involved. Records must be kept. |  |
| Inform Headteacher or Governor responsible for Substance Misuse as soon as possible in accordance with policy. |  |

Once investigation has finished, assess the appropriate response and involve other organisations as required by policy.

Checklist for interview with pupils and young people

|  |  |
| --- | --- |
|  | **✓ or ✕** |
| Remind pupil / young person of the policy regarding substance misuse and the procedures to be followed to investigate the incident, including the intention to contact parents/carers and police. |  |
| Ask child / young person to hand over any substances. If reluctant to do so, explain that request will be repeated in presence of parents/carers and possibly police. **It is not legal to carry out personal searches.** |  |
| Once investigation has finished, give consideration to the guidance, which has been given in terms of sanctions and involvement of other agencies. |  |
| Parents / carers should be allowed access to the child / young person with a member of staff present at all times. |  |
| Where police involvement is necessary every attempt should be made to have parents/carers present. |  |

### APPENDIX C

### Record of Drug Recording Incident.



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School;** | | **Date of incident;** | | **Date and Time reported;**  **Reported by;** | | |
| Pupil(s) involved 1.  2.  3. | | | | Date(s) of birth | | **Home Contact no.** |
| **Description of incident;** | | | | | | |
| **Category of Incident** | **Action taken** | | **By whom** | | **Contacted** | |
| Drug related litter on or near school premises |  | |  | |  | |
| Suspicion, allegation and disclosure in and out of school activities |  | |  | |  | |
| Symptoms of drug misuse |  | |  | |  | |
| Pupils / parents with drugs on school premises / trip / transport |  | |  | |  | |
| Pupils/parents selling/supplying drugs on school premises/trip/transport |  | |  | |  | |

**Contacts made (Where appropriate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category of incident | Contact No. | By whom | Date /Time | Response |
| Police |  |  |  |  |
| Ambulance |  |  |  |  |
| Other Health Professionals |  |  |  |  |
| Health Promotion Dept. |  |  |  |  |
| Social Services |  |  |  |  |
| Youth Offending Team |  |  |  |  |
| Environmental Health |  |  |  |  |
| Education Department |  |  |  |  |
| Local Drug Support Agency |  |  |  |  |

# Pupil Interview details

|  |  |  |
| --- | --- | --- |
| Name of pupil |  | |
| Place of interview |  | |
| Date and Time of interview |  | |
| Names and status of witnesses present | Name | Status |
| Outcome of interview (Attach further paperwork if necessary) | | |

Signed………………………………………….. Witnessed by……………………………………..

Designation…………………………………….. Designation………………………………………

Date……………………………………………. Date……………………………………………….

**Appendix D**

## Contacts for Support

**For information on substance misuse education:**

**Dyfed Powys** Welsh Government

Government Buildings

Picton Terrace

Carmarthen

Carmarthenshire

SA31 3BT

Tel: 01267 225310

**CAIS (Young Person’s Substance Misuse Service)**

**Contact:** Robert Lynch, Team Leader  
**Address:** Unit 4, The Old Town Hall Workshops, Temple Street, Llandrindod Wells, **Phone:** 03007772258 **E-mail:** robert.lynch@cais.org.uk  
**Website:** [www.cais.org.uk](http://www.cais.org.uk)

**Dyfed Powys Police School Liaison Officers**

**PC Kevin Scourfield, 664**  
Newtown Station

0845 330 2000.

**School Nurses**

School Nurses change on a fairly frequent basis. Contacts for the school nurse can be found in the school office.

Please note, these organisations work in partnership to provide guidance, training programmes and drugs awareness sessions for Schools, involving pupils, staff, parents & governors.

**Emergency Services**

These should be called if someone is unconscious or behaviour is dangerouslyunpredictable and uncontrollable.