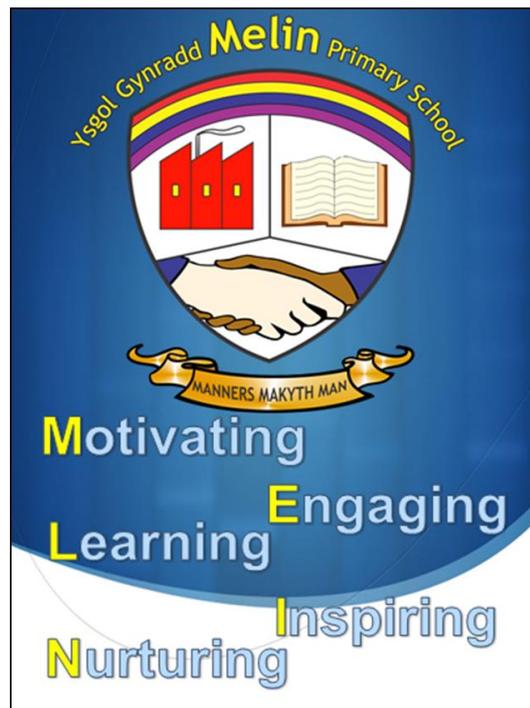
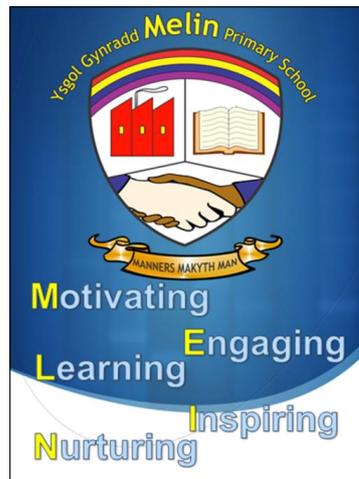


# Melin Primary School



## Substance Misuse Policy March 2017



### Beliefs and Values

At Melin Primary School we believe that the emotional wellbeing of the child, developed through a curriculum based on activity and experience is at the heart of learning.

We aim to provide a safe, caring and stimulating learning environment across the Primary phase in which children are given the best opportunities to develop into literate, numerate, digitally competent, creative life-long learners so that they reach their potential.

We work together with the adults in our children's lives to ensure that they are safe, happy and are empowered to make a change in their lives.

The Headteacher, Mr. T. Richards is responsible for the successful implementation and monitoring of this Policy along with the Food and Fitness Governor from the Governing Body.

The policy has been developed based on the WAG Document 'Guidance for Substance Misuse Education' (Guidance Document Number 107/2013), the Revised National Curriculum and Foundation Phase Orders and the PSE Framework (Wales).

This policy should be considered along with the Safeguarding/Child Protection Policies, Behaviour and Discipline, PSE and Staff Discipline, Conduct Capability and Grievance procedures.

### Aims

As a Healthy School, Melin Primary School does not accept the misuse of drugs or substances by members of the school, or the illegal supply of these substances and we acknowledge the importance of our pastoral role in the welfare of our pupils, and will seek to support all in substance misuse situations.

The school takes a positive stance on Substance Misuse Education, believing that health education is a vital part of the Personal and Social Education for all pupils. We aim to work with a range of

stakeholders to ensure that key messages are learnt and understood by our pupils. As with all subjects, it is essential for parents to be involved and informed about relevant issues and matters.

In Melin Primary School we seek to enable children to make informed choices about their lives and will work with partners to deliver a comprehensive and engaging programme for pupils. A Schools Liaison Officer from South Wales Policy will contribute to the programme for Key Stage Two pupils within the school.

### Our SME Curriculum

The school curriculum in Wales provides clear opportunities for learners to acquire the skills, knowledge and understanding they need to make informed choices when they encounter illegal drugs and legal substances such as alcohol, tobacco, medicines and volatile substances.

SME can not be delivered in isolation and will be incorporated into the themes within the curriculum.

### Foundation Phase

#### *Organisation, Teaching and Learning*

The specific references to SME are:

Foundation Phase Framework for Children's Learning for 3 to 7-year-olds in Wales

SME sits within Personal and Social Development, Well-being and Cultural Diversity. This Area of Learning is central and provides an overarching framework through which all other Areas of Learning are taught.

SME is expressed through the skills of Well-being; children should be given opportunities to:

- ◊ develop an understanding about dangers in the home and outside environment
- ◊ understand that medicines are taken to make them feel better and that some drugs are dangerous.

### Key Stage Two

#### *Organisation, Teaching and Learning*

Science in the National Curriculum for Wales in Key Stage 2 (for learners aged 7 to 11 years old)

Learners should be given opportunities to study:

- ◊ the effect on the human body of some drugs, e.g. alcohol, solvents, tobacco.

**Comment [TR1]:** Have all subjects grouped together e.g. Organisation and Leadership  
**Knowledge and Understanding of the World**  
Sdvdsdgsdgsdg

**Comment [TR2]:** Have all subjects grouped together e.g. Organisation and Leadership  
**History**  
Sdvdsdgsdgsdg  
**Geography**  
dfgdfhd

### *Personal and social education (PSE)*

The Health and emotional well-being theme of the Personal and social education framework for 7 to 19-year-olds in Wales provides clear opportunities to teach about substance misuse. Central to the process is equipping learners with the skills and knowledge to make informed choices. In addition to understanding positive health choices, learners should be aware of the potential risks of the use and misuse of legal and illegal substances. The specific references to SME within the PSE framework are:

#### *Key Stage 2 (for learners aged 7 to 11 years old)*

##### **Skills**

###### *Developing thinking*

Learners should be given opportunities to:

- ◊ identify links between cause and effect
- ◊ distinguish between 'facts', beliefs and opinions
- ◊ form personal opinions and make informed decisions.

###### *Working with others*

Learners should be given opportunities to:

- ◊ work cooperatively to solve problems
- ◊ resist unwanted peer pressure and behaviour
- ◊ empathise with others' experiences and feelings
- ◊ ask for personal support and advice.

###### *Range*

Learners should be given opportunities to:

- ◊ take increasing responsibility for keeping the mind and body safe and healthy

and to understand:

- ◊ the harmful effects, both to themselves and others, of tobacco, alcohol and other legal and illegal substances.

### **Additional Learning Needs and Inclusion**

As a school, we believe in providing all pupils with opportunities to develop their skills, experience and learning in all areas of the Foundation Phase and National Curriculum. Reasonable adjustments will be

made to enable all learners to take part in activities, with differentiation and adaptations made to ensure true inclusivity.

More able and talented pupils will have work differentiated appropriately within the subject areas. Teachers will liaise effectively with Cefn Saeson or Key Stage Two to ensure pupils are sufficiently challenged.

### **Definition of a Substance**

For the purposes of this policy the word 'substances' includes all mood and performance changing substances, both legal and illegal, and including prescribed drugs, alcohol, tobacco and solvents.

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

### **The range of substances covered by this policy**

The substances covered by this policy include:

- Tobacco
- Alcohol
- Over the counter medicines
- Prescription only medicines, including anabolic steroids and benzodiazepines
- Volatile substances, including aerosol propellants, butane, solvents and glues
- Illegal substances, including heroin, cocaine, ecstasy, amphetamines, LSD, GHB and cannabis

### **Procedures for managing substance misuse related incidents**

*Each case should be carefully considered in the light of the individual circumstances and the best interests of the child/young person. All incidents should be recorded using the record template (Appendix A).*

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 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.

### Smoking on Melin Primary School grounds

Melin Primary School provides a smoke free environment for our pupils. No person is allowed to smoke or use 'vapour sticks' on school premises. Persons who do so will be asked to stop or leave the premises.

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/carer
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.

### Incident Follow-up Procedures

In any action that the school takes following an incident, the welfare of pupils involved will be of paramount importance. Support for pupils involved and their parents/carers will be arranged in discussion with appropriate agencies.

Disciplinary action taken against pupils may include fixed term exclusion and, in exceptional circumstances, permanent exclusion. The school will follow the guidelines set out by the Local Authority or Welsh Government Circulars.

Following an incident the school will also review the substance misuse education provided to pupils and make amendments to this as necessary.

### **Procedure for Dealing with Incidents Involving Staff**

Substance Misuse related incidents involving staff is subject to the Local Authority's 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 EWC.

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

Melin Primary 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. Where illegal substances are involved, Police will be informed.

### **Confidentiality**

It may be appropriate for staff to provide one-to-one support and advice for pupils. In such circumstances, staff will make pupils aware that they cannot offer total confidentiality. All staff will adhere to the school's Child Protection Policy.

### **Media Contact**

Staff at Melin Primary School will not report incidents and/or issues concerning Substance Misuse to the local press and media generally. The Head teacher, in consultation with the Local Authority and Governors will deal personally with all media matters. All media enquiries will be referred to the Neath Port Talbot Press Office.

## Further Guidance

Guidance for Substance Misuse Education; WAG(107/2013)

## Monitoring, Evaluation and Review

This policy will be reviewed when fresh guidance is available or changes to statutory Curriculum orders, whichever is sooner.

T. Richards

March 2017

Appendix A – Substance Misuse Incident Recording Form

Melin Primary School

Date of incident	Date and time reported:	Reported by:
Young person(s) involved (name):	Role in incident:	Home contact number:
Description of incident:		

Category of incident	Action taken	By whom	Who was contacted
Categories: 1. Drug-related litter 2. Possession 3. Supply 4. Under the influence			
Name/description of substance:	Amount/Size:	Removed by:	Where retained:

Signed: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Contacts and referrals made (where appropriate)

CONTACTS	Contact name and number	Contact made by	Time and date contact made	Equiry/Referral (Appt. Time)
Parents/Carers				
Police				
Ambulance				
Other health professional				
Social Services SPOC team				
Environmental Health LA				
Education Department LA				
Drug support agency				
Other:				

Outcome:

Attach any details of meetings/actions/plans as appropriate (chronology):

Signed: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

THIS FORM SHOULD BE SECURELY STORED IN THE HEADTEACHER'S OFFICE