



Ysgol Penglais School

SUBSTANCE MISUSE POLICY

Signed:

A handwritten signature in blue ink, appearing to be 'Suz'.

Date: June 2021

(Chair of governors on behalf of the Governing Body)

**To be reviewed: June 2024
(by the Full Governing Body)**

SUBSTANCE MISUSE POLICY

Name of school: Ysgol Penglais School

Date policy adopted: See front of policy

Member(s) of staff responsible: The Child Protection Officer

Review date: 12 months – from adoption (if changes are required)

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.

We are part of The Ceredigion Healthy Schools Scheme and recognise 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 and e-cigarettes
- 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
- psychoactive substances (previously known as 'legal highs')

Many medicines are lawfully carried and used in school. There is a clear protocol on the administration of medicines, however, if students 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 students to understand the risks associated with substance use and misuse. This policy will provide clear guidance about how Penglais will respond to incidents of substance misuse, balancing the need for sanction with support. Engagement with the school community is the key to promoting a positive and consistent message about substance misuse issues and Penglais would welcome any comments from all our parents/guardians.

4. Objectives

- To actively participate in the Ceredigion Healthy Schools Scheme and ensure Penglais is a smoke free environment. This includes e-cigarettes, e-cigs or ENDS (electronic nicotine delivery systems).
- 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.
- To ensure the school does 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 students' knowledge and understanding of substance misuse.
- To challenge attitudes and highlight social norms relating to substance misuse.
- To help students develop skills to help them deal with challenges of substance misuse throughout their life.
- 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 and the need for support as well as sanction.
- To support staff and students who want to quit smoking by ensuring relevant information is available / displayed e.g. Stop Smoking Wales Helpline 0800 085 2219 / www.stopsmokingwales.com and appropriate service for young people eg Choices/Barod.
- Raise awareness among parent/guardians and share information as appropriate e.g. National No Smoking Day, Alcohol Awareness Week etc.
- To work with the Local Authority Harm Reduction Partnership and also with the SchoolBeat Police officers.

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*
- *Governors*
- *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 Penglais School the member of staff with responsibility for coordinating this substance misuse policy and its implementation is **Assistant Headteacher and Safeguarding Officer**.

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.

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

- Personal and social education (PSE)
- Positive Behaviour Policy
- Anti-Bullying and Kindness Policy
- Equal opportunities
- Arrangements for reporting absence and keeping confidential records
- Extra- curricular activities including residential excursions
- Safeguarding and child protection procedures
- Inclusion
- Health & safety
- Medicines management and administration

6. Delivery of Substance Misuse Education / Curriculum

Effective SME should start early and be age appropriate. Effective SME aims to empower children and young people to make responsible, well informed decisions about substances used and/or misused within society. Substance misuse education is more effective when it is underpinned by a whole-school approach which adopts a positive school ethos and supportive policy. 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.

In line with Welsh Government recommendations the basis for planning SME in Penglais School will include the key components of the:

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

Other opportunities for SME will include Science, Drama, English, Welsh, Wellbeing and Tutor Time and the Welsh Baccaulaureate. At Penglais School students will learn about SME 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 as delivered by Dyfed Powys Police will support delivery and Choices/Barod will deliver sessions to specific groups if need is identified.

6.1 Use of outside Speakers

Contributions from outside speakers or theatre groups are no substitute for a properly resourced teacher led programme. However, they may enrich a programme if:

- The input is part of a programme and jointly planned with the teacher.
- The approach compliments that of the school programme.
- The teacher is present so they can follow up the input at a later stage. As long as the teacher is present, there is no requirement for visitors to have a police check.
- The speaker has experience and expertise in drug education and working with young people.
- The outside speaker can offer something specific and useful that teachers cannot (such as information about helping services young people can use or knowledge about the law and the consequences of breaking the law in this area).

Careful consideration should be given to using outside agencies to ensure that a positive educational message is given rather than fear employed to change behaviour.

For guidance on the protocol for drug detection (with dogs) in school please refer to the Dyfed Powys Police and Local Authorities protocol for drug detection in Educational Establishments.

6.2 Guidance on Sensitive Issues

As with other sensitive subjects, staff should not offer confidentiality to students, nor should they be expected to talk about their own personal experiences or lack of them, unless they feel comfortable doing this and it contributes to students' learning or to trust between students and staff. **Under no circumstances should staff admit to having done anything illegal however long ago.**

Teachers will answer students' questions openly and honestly giving due attention to the maturity and understanding of the students concerned. Information arising from discussions cannot be regarded as confidential as teachers may have to act to protect students from harm by involving or informing other adults such as parent/guardians or the police.

7. Training

The Senior Leadership Team (SLT) 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. Training for staff should be provided to build knowledge, skills and confidence. For schools in Ceredigion training will be provided by Choices. (www.barod.cymru)

8. Complaints Procedure

Any complaints about Substance Misuse Education should be made to a member of SLT who will report this information to the Governors.

9. Media Contact

Staff at Penglais 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 LEA and Governors will deal personally with all media matters.

All media enquiries will be referred to the Ceredigion County Council Press Office.

10. Procedures for dealing with an incident (including on school trips)

The types of substance misuse related incidents will vary. Penglais School is prepared for these possibilities and has a range of responses that are considered appropriate.

Staff who become aware of difficulties and/or incidents involving students and any illegal substances as defined in this policy will inform the responsible staff member, the Assistant Headteacher/Safeguarding Lead. 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 refer to Schools 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/guardian.
<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/guardian 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, for example:

- generalised allegations or concerns about a particular student 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/Guardians

Parent/Guardians 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

Students will be invited to turn out their pockets but only the police have the power to search students. There will be a reasonable attempt to contact parents/guardians to inform them that a search will take place.

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, transfer and disposal 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 or make a call to 101 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 student after an Incident

Staff who become aware of difficulties and/or incidents involving students 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 students is a priority. Some responses may include:

- specialist support or treatment provided by outside agencies
- school based counselling services
- restorative approaches
- youth support services
- behaviour contracts

If a student is at risk because of impaired mental state, parent/guardians 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 Penglais School the system for recording an incident will include accurate factual records of all substance misuse and related incidents using:

- Incident Recording Form provided in the Guidance for substance misuse education document 107/2013 – attached

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 student 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 accordingly.

14. Safeguarding & Confidentiality

An important aspect of a confidential conversation is to agree what will happen to the information disclosed however, teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to students. It may be necessary to invoke local Child Protection Procedures if a student's safety or welfare (or that of another student) is under threat. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it will be discussed with a senior member of staff. Confidentiality may be breached 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 under the Misuse of Drugs Act 1971.

Every effort will be made to secure the students 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 Ceredigion 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)

Penglais School will not release students into the care of other adults where there is a possibility of harm to that student. Where there is evidence that parent/guardians or carers arriving at school to collect students 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/guardian 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/guardian or visitor's 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 may be involved, Police will be informed.

17. Litter disposal on school grounds

Needles and syringes

Discarded needles and used syringes present health and safety implications and if found on school premises the following protocol will be followed:

- 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).

- The local police 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 or 101
- Substance misuse incident recording form will be completed
- Education with students

Substances or substance related paraphernalia

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 or Neighbourhood Policing Team 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
- A substance misuse incident recording form will be completed, with witness signatures
- Staff should not attempt to analyse or taste any unidentified substance
- Care must be taken with disposal of cans, bottles and broken glass
- Education with students

17.1 Volatile Substances

Penglais 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

All students, their parents/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 students to participate and evaluate what they have learnt according to their age, needs and ability
- Parent/Guardians 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 SLT and governors. Specific issues will be discussed at staff meetings as appropriate

20. References

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

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

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

Tobacco Control Action Plan for Wales (2012), Welsh Government

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

21. Useful Websites

www.schoolbeat.org

www.dan247.org.uk

www.talktofrank.com

www.drugscope.org.uk

www.drinkaware.co.uk

www.siedsinfo.co.uk

www.barod.cymru

Substance misuse incident recording form template

School/Organisation:		Date of incident:	Date and time reported: Reported by:	
Young person(s) involved:		Names:	Home contact number	
Description of incident:				
Category of incident	Action taken	By whom		Who contacted
Categories: 1. Drug-related litter 2. Possession 3. Supply 4. Under the influence 5. Non learner/member				
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	Enquiry/Referral (Appointment time)
Parent/Guardian				
Police				
Ambulance				
Other health professional				
Social services duty team				
Environmental Health				
Education department				
Drug support agency				
Other:				

Signed: _____ Witnessed by: _____

Outcome:

Attach any details of meetings/actions/plans as appropriate:

Title: _____ Title: _____
 Date: _____ Date: _____

This form should now be kept in a secure central file.