



## **Substance Misuse Policy**

**Name of school: Ysgol Gwaelod Y Garth School**

**This policy was reviewed on: January 2015**

**The next review date is: January 2017 (or when an incident occurs)**

### **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

### **The schools stance on drugs**

Ysgol Gwaelod y Garth School defines the term 'Drugs' to mean all substances capable of being misused including alcohol, tobacco, medicines and volatile substances as well as illegal drugs.

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, apart from alcohol at official school social events.

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.

All aspects of school life at Ysgol Gwaelod y Garth School 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.

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.
- 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(see appendix 2). 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.

## **Consultation**

The following people were consulted about the development of the policy:

- Teachers
- Other school staff
- Governors
- Pupils

Consultation was carried out using the following methods:

- Staff meeting discussion
- Copy of policy to staff for comment
- Governor meeting
- Discussion with pupils and school Council

## **Location**

A copy of the Substance Misuse Policy will be located in the staff Policy File, on the server and on the school Website. If further copies are required, please contact the Head Teacher.

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

Name of Co-ordinator	<b>Mr I Ellis / Mrs S Jones</b>
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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 and Child Protection lead
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 Substance Misuse Education Coordinator.

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

Name of lead Governor	<b>Mrs Sam Austin</b>
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*Roles and duties of the lead governor:*

- *To be involved in the development & review of the School Substance Misuse Policy*
- *To represent the Governing body with regard to substance misuse issues within the school*

*To play a role in ensuring the policy is made known to the whole school community*

## **Substance Misuse Education in the school**

Substance Misuse Education forms part of the following frameworks:

- PSE
- RE
- PE
- Science

### **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. However, it is recommended that other staff within the school are used to support the provision of substance misuse education, such as school nurses.

### **Starting where the pupils are**

A needs assessment is carried out with pupils prior to any substance misuse education taking place. This will ensure that any drug education is content, age and experience appropriate. See appendix 1 for information on areas covered and when.

### **Monitoring and evaluation**

It is vital that Substance Misuse Education 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
- Including substance misuse education as a regular agenda item at tutor group and relevant departmental meetings.

Evaluation will be done in the following way:

- Science work books
- Self Evaluation
- School Council feedback
- Quizzes to measure knowledge levels

- Pre and Post Substance Misuse Education Programme Questionnaires

### **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.

### **Incident management**

There is a range of potential substance misuse-related incidents that may arise within the school involving pupils, parents and staff. Incidents will be recorded on a record of substance misuse-related incident form. Forms are available from Mr Ellis or a member of the SMT.  
(SEE APENDIX 2)

### **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 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.

### **Informing Governors**

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

The identities of young people will not be 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.

## **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**

Gwaelod y Garth is a smoke free school. Any pupil found smoking will face the same sanctions as those using any other type of drug.

## **Recording of incidents**

Incidents will be recorded on a record of substance misuse-related incident form (see Appendix 2). These records will be kept by the Mr Ellis in a child protection file. They will be treated as confidential records and only accessible to staff on a need to know basis.

All smoking related incidents will be recorded as will incidents reported to the school that take place out of school hours or out of school grounds.

## **Searching for Substances**

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.

## **Confiscation of Substances**

Any suspected illegal drugs will 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.

## **Parental substance misuse**

It may be that an incident occurs that involves a parent of a child at the school. It is important that an assessment is made of the situation in line with that referred to above. 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.

A parent who is considered to be intoxicated from the misuse of drugs will not be allowed to drive a pupil home from school. The parent should be politely invited to meet with a senior member of staff who will deal with the situation. They will contact another member of the family to collect the child.

- ***See school's child protection policy***

## **Medical procedures**

Clear guidelines have been issued to parents informing them of what medicines can be given to pupils. All medicines must come with a letter from parents informing the teacher of what time to administer the medicine and how much. Medicines will be kept in the school fridge opposite the reception class and a record of who administered the medicine and at what time will be kept in the medicine file along with the letter from the parent.

Epi pens will be kept in classes in sealed boxes out of the reach of children and all staff will receive annual training on how to use the pens. Pictures of all children with severe medical conditions will be displayed in the staff room with the child's condition clearly noted below the picture.

Any pupil who is under the influence of drugs/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.

**When you call an ambulance by dialling 999 you will be asked to provide certain information to the ambulance controller, including:-**

- confirm telephone number
- address/location of casualty (school, unless off site)
- the nature of the emergency(suspected substance misuse)
- is the patient unconscious or conscious and is he/she responsive
- do you know that substance(s) are suspected to have been taken
- how many persons are involved
- the injured person's name and age

### **Dealing with the Media**

***Substance misuse incidents receive a high level of media attention. If you receive a telephone call or visit from any media source, do not be put under any pressure.***

- 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 LEA 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



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 (LDI and Police staff)
- Educational Psychologist involvement
- Educational Social Worker involvement
- Social Services support
- Information and support to access local non-statutory substance misuse organisations.

**Date Agreed: November 2012**

**Review Date: November 2014**

# **Appendix 1**

## **Foundation Phase and Key Stage 2**

### Foundation PSE links - KS1

#### **KS1 - Foundation Stage - Area of Learning: Personal and Social Development, Wellbeing and Cultural Diversity**

##### **Range: Well-being**

- Understand that medicines are taken to take them feel better and that some drugs are dangerous.
- Develop an understanding about dangers in the home and outside environment

### PSE links - KS2

##### **Range: Health and Emotional Wellbeing**

- The harmful effects, both to themselves and others, of tobacco, alcohol and other legal and illegal substances.
- The features and physical and emotional benefits of a healthy lifestyle, e.g. food and fitness

##### **Learners should be given opportunities to:**

- Take increasing responsibility for keeping the mind and body safe and healthy.
- Feel positive about themselves and be sensitive towards the feelings of others.

### High quality substance misuse education aspects covered

- Increase knowledge and understanding and clarify misconceptions about:
  - o Generic introductory drugs information
  - o The Short and long term effects and risks of drugs
  - o The laws relating to drugs
  - o The impact of drugs on individuals, families and communities
  - o The prevalence and acceptability of drugs use among peers
  - o The complex moral, social, emotional and political issues surrounding drugs
- Develop personal and social skills to make informed decisions and keep themselves safe and healthy, including:
  - o Assessing, avoiding and managing risks
  - o Communicating effectively
  - o Resisting pressure
  - o Finding information, help and advice
  - o Devising problem-solving and coping strategies
  - o Developing self awareness and self esteem

- Enable young people to explore their own and other people's attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influences.

### Resources

- Skills for the Primary School Child: The World of Drugs
- Keys to Alcohol
- The new Primary School Drugs Education Pack
- Talk Health

### Contributing outside agencies

- Inroads
- Crucial Crew
- ASH Wales - including 'Kick Butts Day' materials
- School Community Police Officers delivering the All Wales School Liaison Core Programme and follow up lessons from 'School Beat'
- Theatre Companies

### Timing

- All lessons last around 1 hour

## **KS1**

### **Year 2 - Focus on personal safety, health and medicines**

<b>Lesson title</b>	<b>Lesson Aim</b>	<b>Delivered by</b>	<b>Resource required</b>
Lesson 1 - Introduction to medicines and keeping well	To understand about the safe use of medicines	Teacher	Talk Health - p24 - Unit 3 - Safe Use of Medicines
Lesson 2 - AWSLCP - Who? What? Where? Take Care!	To understand the benefits and dangers of medicines	School Community Police Officer	n/a
Lesson 3 - AWSLCP - Who? What? Where? Take Care! - follow up	To understand the benefits and dangers of medicines and to be more aware of personal safety	Teacher	n/a
Lesson 4 - Medicines - Personal Safety and Risk	Understand the dangers of medicines	Teacher	Talk Health - P28 - Unit 4 - Dangerous things at home and school
Lesson 5 - Choices and consequences about drugs and medicines	Understand that all medicines are drugs but that not all drugs are medicines	Teacher	Talk Health - p30 - Unit 5 - Drugs and Medicines

Lesson 6 - Keeping myself safe	To understand about keeping safe	Teacher	Talk Health - p37 - Unit 6 - Keeping myself safe
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## KS2

### Year 3 - Focus on introducing drugs, medicines and risk

Lesson title	Lesson Aim	Delivered by	Resource required
Lesson 1 - What is a drug?	To understand what children already know about drugs and medicines and to introduce the definition of a drug.	Teacher	Talk Health - p8 The New Primary School Drugs Education Pack - S14 p105
Lesson 2 - Effects of drugs	Understand the effects drugs can have on our bodies	Teacher	Talk Health - p.42 - Unit 7 - Taking Medicines
Lesson 3 - Drug related situations - Choices and consequences	Understand how to respond to drug related situations	Teacher	The New Primary School Drugs Education Pack - S15 - p105
Lesson 4 - Personal Safety	Understand dangerous behaviours with a focus on misusing volatile substances	Teacher	Skills for the Primary School Child: The World of Drugs - s.8 Volatile Substances
Lesson 5 - Reflection and getting help	To raise awareness of the possible dangerous situations involving drugs and to help children explore strategies to keep themselves safe and get help.	Teacher	Talk Health - p51 - Unit 8 - Keeping myself safe - getting help

### Year 4 - Focus on Smoking

Lesson title	Lesson Aim	Delivered by	Resource required
Lesson 1 - The effects of smoking tobacco	To understand the effects of smoking tobacco	Teacher	Talk Health - p55 - Unit 10 (and 11?)
Lesson 2 - AWPSLCP - TASK Force -	To begin to understand the facts about certain drugs including tobacco,	School Community Police Officer	n/a

Tobacco, Alcohol and Solvents Knowledge  (Alternative lesson) AWPSLCP - TASK Tobacco	alcohol and solvents and the law relating to their sale and use.  <i>To understand the risks and harmful effects of tobacco</i>	<i>School Community Police Officer</i>	<i>n/a</i>
Lesson 3 - AWPSLCP - TASK Force - Tobacco, Alcohol and Solvents Knowledge - follow up lesson	To understand further the facts about certain drugs including tobacco, alcohol and solvents and the law relating to their sale and use.	Teacher	Teacher follow-up activities sheet
Lesson 4 - Attitudes and values towards smoking tobacco	To understand what people think about tobacco	Teacher	Skills for the primary school child: The World of Drugs - S6 - Tobacco
Lesson 5 - Choices and consequences and saying 'no'	To understand how to make personal decisions on tobacco and how to say 'no'	Teacher	Talk Health - p62 - Unit 12

### Year 5 - Focus on Alcohol

Lesson title	Lesson Aim	Delivered by	Resource required
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Lesson 1 - What is alcohol?	To understand what pupils already know about alcohol and what alcohol is	Teacher	Keys to Alcohol - Key Session 1 and 2.
Lesson 2 - Effects of alcohol	To understand the effects of alcohol on the body.	Teacher	Keys to Alcohol - Key session 3
Lesson 3 - Attitudes and values	To understand the views of others on alcohol	Teacher	Keys to Alcohol - Key session 6
Lesson 4 - Staying Safe with alcohol	To understand how to stay safe with alcohol	Teacher	Keys to Alcohol - Key session 7 and 8
Lesson 5 - First Aid around alcohol	To provide pupils with information on emergency procedures that will help in a variety of situations including those relating to alcohol.	Teacher	Keys to Alcohol - Key session 9
Lesson 6 - Finding out more about alcohol and getting help	To encourage pupils to use research skills to revisit information they have already been given, to find out other facts about alcohol and to encourage independent work to produce a presentation.	Teacher	Keys to Alcohol - Key Session 10

### Year 6 - Focus on Legal, illegal drugs and volatile substances

Lesson title	Lesson Aim	Delivered by	Resource required
Lesson 1 - Legal and illegal drugs	To understand the different types of legal and illegal drugs and how they affect the body.	Inroads Young Persons Worker	n/a
<i>Lesson 1 - alternative teacher led - Legal and illegal drugs</i>	<i>To understand the different types of legal and illegal drugs and how they affect the</i>	<i>Teacher</i>	<i>Talk Health - Unit 18 - What do you know about drugs?</i>

	<i>body.</i>		
Lesson 2 - AWPSLCP - So! What's the problem?	To know about the harmful effects both to themselves and others of alcohol and solvents and to understand that all actions have consequences.	School Community Police Officer	n/a
Lesson 3 - AWPSLCP - So! What's the problem? - Follow up lesson	To know about the harmful effects both to themselves and others of alcohol and solvents and to understand that all actions have consequences.	Teacher	Teacher follow up activities sheet
Lesson 4 - AWPSLCP - It's your choice	To understand the classification of drugs and to recognise and understand the power of peer influence and pressure	School Community Police Officer	n/a
Lesson 5 - AWPSLCP - It's your choice - Follow up lesson	To understand the classification of drugs and to recognise and understand the power of peer influence and pressure	Teacher	Teacher follow up activities sheet
Lesson 6 - Personal safety and risk	To understand how to stay safe around drugs.	Teacher	Skills for the Primary School Child - The World of Drugs - S13 - 'Staying out of Harm's Way'

Lesson 7/8 - Reflection	To understand what we have learnt about drugs.	Teacher	Skills for the Primary School Child - The World of Drugs - S15 - 'Our Display'.
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## Appendix 2

### Ysgol Gwaelod Y Garth School Substance Misuse Incident Recording Form

<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				
Local Drug Support Agency eg Inroads				
Substance Misuse Education and Advice Service				

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:	

