

## YSGOL RHIWABON

### **SUBSTANCE MISUSE POLICY**

This policy was adopted/updated by the Governing Body on:

Signed: \_\_\_\_\_ Chair of Governors

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

The policy will be reviewed: Autumn Term 2017

#### **Introduction**

The strategy 'Tackling Substance Misuse in Wales: A Partnership Approach' (2000) states that '*Substance misuse in Wales is a complex, dynamic and multifaceted problem*'. 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.

This policy should be read and applied alongside the **Welsh Assembly Government Circular 17/02 'Substance Misuse: Children and Young People'** which replaces circular 54/95.

#### **Definition of "Substance" for the purpose of this policy**

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.

#### **Implementation**

The Headteacher and Governing Body have ultimate responsibility for the implementation of the Substance Misuse Policy.

At Ysgol Rhiwabon, the member of staff with responsibility for dealing with issues of Substance Misuse is Jamie Forman.

The school Governors will review this policy in line with the review policy timetable. Governors may also be involved in disciplinary proceedings as and when required.

#### **Awareness**

The Substance Misuse Policy should be communicated to all staff that may make initial contact with the police. Such contact should normally be limited to:

- The Headteacher
- The Pastoral Deputy or Assistant Headteacher
- The Child Protection Officer

## Media Contact

Staff at Ysgol Rhiwabon will not report incidents and/or issues concerning Substance Misuse to the local press and media generally. The Headteacher, in consultation with the LEA and Governors will deal personally with all media matters. All media enquiries will be referred to the Wrexham County Borough Council Press Office.

## Curriculum

Effective Substance Misuse Education will enable children and young people at Ysgol Rhiwabon to make responsible informed choices about their lives. It will not 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
<b>Foundation Phase</b>	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
<b>2</b>	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
<b>3</b>	Know the effects of and risks from use of a range of legal and illegal drugs (including alcohol and tobacco) and the laws governing their use	Pupils should be taught that the abuse of alcohol, and other drugs affect health
<b>4</b>	Know the pattern of drug use (including alcohol and tobacco) in their community and beyond and where to get help, information and advice	Pupils should be taught the dangers of contracting HIV and hepatitis by the use of intravenous drugs.

Largely, education about Substance Misuse will take place in PSE and Science lessons but will also be delivered through other subjects including English, Welsh and Drama.

## Delivery

At Ysgol Rhiwabon, pupils will learn about Substance Misuse Education 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/youth workers.
- Stimulating and enjoyable tasks
- Appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part.

## Use of Outside Speakers

Where people from external agencies are invited into the school they are 'visitors' and will be seen as contributing to the school's agreed programme and not replacing it. Visitors delivering Substance Misuse Education will be involved in the planning of the full programme and contribute their specific expertise where required e.g Police School Liaison Officer, Youth Worker, Healthy Schools.

(Further information: *Drug Education: Handbook for Teachers* written by G.T.Davies)

## Complaints Procedure

Any complaints about Substance Misuse Education will be made to the Senior Management Team, who will report to the Governors.

## Procedures for Dealing with an incident

Staff who become aware of difficulties and/or incidents involving pupils and drugs will inform the responsible staff member. The responsible staff member will then notify the headteacher. The response will depend on the type and degree of risk, with some situations requiring immediate action.

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

Exemplars above from WG Guidance.

**Less immediate action e.g. observation, interview, consultation with other agencies, continued monitoring, may be appropriate when there are:**

- Generalised allegations or concerns about a particular pupil 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
- 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

### **Contact with Parents**

There will be a reasonable attempt to contact parents to inform them that a search will take place. Parents do not have the right to prevent such a search nor to delay it unduly. The police are limited in their powers to detain a person in advance of a search. If parents can be contacted and are able to attend the school site, they will be escorted to the room in which the search will take place.

Parents 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.

Parents will normally be contacted directly by telephone in the event of proven drug usage. If it is suspected but not proven, the agreed police protocol will be implemented.

### **Contact with Police**

When information is passed to the police, a search will be requested and it will be stressed that wherever possible plain clothed officers or family protection officers will attend. Only as a last resort, or if there is a need to conduct the search swiftly, will uniformed officers attend the school.

On attending, officers will be briefed as to the nature of the allegation and the confidence in the source of information. They will be escorted to the room in which the search is to take place.

When the parents are not present a member of school staff (teaching or non-teaching) will be present throughout the search. Although some questioning associated with the search will be allowed, no formal interview will be permitted unless parents are present. It is very unlikely that such an interview will take place on school premises.

Staff should be wary of any attempt of the pupil to escape in order to dispose of any drugs, or attempt to pass drugs to any other pupil either in the classroom or on the way to the search.

### **Procedure for dealing with a pupil after an incident**

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a pupil to behave inappropriately will not be seen as a mitigating factor – the behaviour will be punished using the Behaviour Policy.

It is not the role of the school to provide medical care to those under the influence of drink or drugs. If a pupil is at risk because of impaired mental state, parents 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.

A pupil must not be released to walk, cycle or catch the bus home if there is concern about mental impairment resulting from drink or drugs. If necessary, reasonable force may be used to restrain the child. Any employee is authorised to use force in these circumstances.

### **Recording of incidences**

At Ysgol Rhiwabon the system for recording an incident must include accurate factual records of all Substance Misuse and related incidents using:

- Incident Record Form
- Interview Record Form

The record of the incident and interview will be signed and dated by the responsible member of staff/Police, including at least one witness.

### **Out of School Procedures**

The school has no role in dealing with drug incidents outside school hours and premises other than:

- In or around school, on school transport, 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 pupil is threatened
- To assist police in preventing the use of land surrounding the school for drug trading.

### **Child Protection**

It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. It would be only be in exceptional circumstances, e.g where there is a clear child protection issue, that sensitive information is passed on against a pupil's wishes, and even then the school will inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there are Child Protection issues
- Where a life is in danger

## **Confidentiality**

Teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it will be discussed with a senior member of staff. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child Protection
- Co-operation with a police investigation
- Referral to external service

Every effort will be made to secure the pupils agreement to the way in which the school intends to use any sensitive information.

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

Substance Misuse related incidents involving staff is subject to Wrexham County Borough Council's Employment and Disciplinary Policy and Procedures. Substance Misuse outside school working hours could adversely affect job performance and so initiate Competency 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 General Teaching Council for Wales.

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

Ysgol Rhiwabon 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. The parent/visitors safety will be ensured, with supervision if necessary. Where illegal substances are involved, Police will be informed.

## **Disposal of Drug Paraphernalia**

Needles or syringes found on school premises will be placed in a secure container (e.g. sharps box), using gloves and tweezers. Used needles and syringes will be disposed of appropriately and not disposed of in domestic waste.

## **Monitoring and Evaluation**

This Substance Misuse Policy will be reviewed in line with the School Development Plan.

## References

**Carmarthenshire County Council** *Substance Misuse : A guide to developing a whole school policy.*

**WG** *Substance Misuse: Children and Young people. Circular (2002)*

**Incident Record Form**

**School:** .....

Date & time of incident:	Date & time reported:	Reported by:

Pupils involved:	Dates of birth:	Home contact no	Parent/guardian
-	-	-	-
-	-	-	-
-	-	-	-

Description of incident:

Immediate Action taken:	By whom:	Date & time of action

**Interview Record Form**

**School:** .....

Date & time of interview:	Interviewed by:	Others Present:

Pupil involved:	Date of birth:	Home contact No	Parent/guardian

Home Address:

Summary of incident and action already taken:

Action to be taken:	By whom:	Date & time:

### WCBC Procedure for managing a substance related Incident involving pupils

