

# Substance Misuse Policy

## Welshpool Church in Wales Primary School

### 1. Introduction

This policy sets out the principles and procedures which our School will follow to prevent substance misuse and keep the School smoke-free. It is part of the School's commitment as a Healthy School. It takes account of the Welsh Government Guidance on Substance Misuse Education (no. 107/2013) and "Working Together to Reduce Harm -- The Substance Misuse Strategy for Wales 2008-2018".

Our School does not have any history of substance-related incidents. However, we recognise that some school pupils may be close to a source of harmful drugs or other substances and that all pupils should be informed and educated (in terms appropriate to their age) about the damage which substance misuse can cause to their health, their families and the wider community

We recognise the value of taking a whole school approach, which includes curriculum, school environment, ethos, discipline, leadership and community links.

This Policy should be considered with the School's Health and Safety, Child Protection, Safeguarding and Curriculum Policies and its Policy and Procedure for the Administration of Medicines, as well as the Unacceptable Behaviour Policy.

### 2. Substances

2.1 *'A substance is something people take to change the way they feel, think or behave'* (a United Nations definition).

The substances covered by this policy include:

- tobacco (including electronic 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 or derivatives / similar substances whether or not held to be illegal
- volatile substances such as aerosol propellants, butane, solvents and glues -- 'legal highs'.

2.2 Some pupils may need to bring over-the-counter or prescription medication into the School for their own use. In doing so, they and their parents/ carers must comply with the School's Administration of Medicines

Policy and Procedure which follows Powys County Council guidance and requirements

2.3 Pupils bringing in medication for their own needs must not share or supply that medication to others. To do so would be a disciplinary offence.

### **3. Aims**

- To prevent substance misuse in the School environment
- To empower children and young people to make responsible and well-informed decisions about substances used or misused within society. We aim to be sensitive and respect differences whilst enabling pupils to understand the risks associated with substance use and misuse.

### **4. Objectives**

- To increase pupils' knowledge and understanding of substance misuse
- To provide consistent messages about substance misuse within and outside the taught curriculum
- To manage substance-related incidents with due regard for the School's legal obligations including safeguarding of all pupils
- To prevent smoking (including the use of electronic cigarettes) in any part of the School building and grounds at any time and by any person regardless of their status or business with the school
- To ensure contractors / organisations / individuals using, visiting or working in the School building or grounds agree to comply with this Substance Misuse Policy, and in particular to ensure the site remains smoke-free. There is clear signage to this effect on all three sites.

### **5. Banning of Substances from School - Disciplinary Issues**

5.1 Pupils, staff and visitors are forbidden to bring into the School or to possess when in the School (or on School trips and visits) any substance included in paragraph 2 above, except for:-

- (a) medicines brought into School in accordance with the Administration of Medicines Policy and Procedure, or
- (b) any substance brought into or kept in School with the permission of the Head Teacher, for instance demonstration drugs brought in by the Police Liaison Officer or materials kept by staff for educational purposes.

5.2 Substance misuse by staff is likely to lead to disciplinary action, depending on the facts of the particular case.

5.3 Staff Any member of staff contravening the ban in paragraph 5.1 may be dealt with under the School's Staff Disciplinary Policy which reflects Powys County Council Policy. Depending on the circumstances, a serious incident might lead to a finding of gross misconduct resulting in dismissal. Substance misuse by staff might also raise capability issues.

5.4 Parents / Carers Depending on the circumstances, evidence of substance misuse or contravention of this Policy by a parent / carer might cause the Head Teacher to order that person off the School premises, to contact the Police or to make a child protection referral to Social Services. Refer to the Unacceptable Behaviour Policy. If a parent/carer presents at school showing evidence of substance misuse, Flowcharts on display in the staffroom advise staff on the correct procedures to take. Weekly newsletters are used to remind parents and carers that the School is a non-smoking premises.

## **6. Implementation**

The Head Teacher is the member of staff responsible for dealing with Substance Misuse incidents and for the implementation of this Policy. In the absence of the Head Teacher, the Deputy Head Teacher is responsible for implementation.

All staff are responsible for being aware of and following the procedures set out in this Policy. To promote implementation, any staff who smoke when not at work are asked not to do so in the neighbourhood of the School or in the presence of pupils.

The Governing Body may nominate a governor to take specific responsibility for this Policy and to liaise with the Head Teacher on substance-related issues.

## **7. Pupil Education and the Curriculum**

### 7.1 Curriculum

Effective substance misuse education is intended to enable children and young people to make responsible informed choices about their lives.

In the Foundation Phase substance use and misuse will be taught through the Personal and Social Development Well-being and Cultural Diversity (PSDWBCD) Framework:

*Children should be given opportunities to:*

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

At Key Stage 2, it will reflect the approach within the Personal and Social Education (PSE) Framework for Wales and will be delivered through PSE and Science and Technology lessons.

*Children should be given opportunities to:*

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

Further education about substance misuse may also be delivered through Circle Time or through teaching opportunities during Healthy Schools weeks that take place throughout the year.

### 7.2 Delivery

Substance Misuse Education will be delivered using approaches that provide:

- Consistent accurate information, presented simply and clearly
- Access to peers and credible adult experts, in addition to teachers
- Stimulating and enjoyable tasks
- Appropriate challenges in an atmosphere in which pupils feel secure enough to play a full and active part.

### 7.3 Use of Outside Speakers

When 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 appropriately involved in the planning of the full programme and contribute their specific expertise where required e.g. the Police School Liaison service who delivers discrete sessions throughout the school.

## **8. Training**

The Head Teacher will seek to ensure that there is adequate training and resources on Substance Abuse for all staff involved in the delivery of the aims and objectives of the Substance Misuse Policy, taking account of other training priorities and limits on funds available for training.

## **9. Media Contact**

Staff will not report or discuss incidents and/or issues concerning Substance Misuse to or with the press or media. All general enquiries about Substance Misuse at the School should be referred to and handled by the Head Teacher. Any enquiry about a specific actual or alleged incident at the School will be dealt with by the Head Teacher / Powys County Council in accordance with the School's Emergency Management Plan.

## **10. Procedures for dealing with an incident (In accordance with Flowcharts)**

10.1 Staff who become aware of any difficulty and/or incident involving substances in the School environment will

- (i) take steps to secure the immediate safety of pupils and others
- (ii) Discreetly inform the Head Teacher as soon as practicable.

10.2 The Head Teacher will take such action as she thinks appropriate. The response will depend on the type and degree of risk, with some situations

requiring some immediate action and others to be dealt with more formally in accordance with school procedures eg disciplinary procedures.

10.3 Probable responses to incidents concerning (a) pupils, (b) staff (c) adults other than staff or (e) the discovery at the School of a substance or associated paraphernalia are summarised in paragraphs 17-20 below and outlined in the flowcharts displayed in the staffroom.

## **11. Contact with Parents and Carers**

Our School attaches importance to involvement of parents / carers. Parents/carers concerned will be informed of any substance-related incident involving their child unless it is believed that:-

- 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.

## **12. Contact with Police**

In dealing with an incident, the arrival at our School of police officers in uniform should be avoided if possible. When contacting the police concerning a substance misuse incident, the School should intend to involve the School Community Police Officer and not the emergency police. If CPOs are not available and if the situation is an emergency, then a 999 call may be necessary for a quicker response.

## **13. Recording of Incidents**

Staff dealing with a substance misuse incident should make prompt and accurate factual records of what has happened using any Incident Record or Interview Record Forms required by Powys County Council and should request adult witnesses or outside personnel involved (such as a police officer) to sign relevant parts of the record.

## **14. Safeguarding and Confidentiality**

14.1 The School recognises that dealing with a substance-related incident is likely to involve recording and passing on to other people or agencies personal and confidential information.

14.2 The Head Teacher is responsible for the secure storage and preservation of documents, files or other forms of information concerning any substance-related incident

14.3 Staff should not promise confidentiality to anyone disclosing an apparent incident of substance misuse. The boundaries of confidentiality should be explained to disclosing adults or pupils. 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. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the member of staff concerned will discuss the matter with the Head Teacher who has discretion on disclosure. In particular, confidentiality may be broken against the wishes of the person confiding the information when there appears to be a child protection/ safeguarding issue, there appears to be a risk of serious harm to someone or when apparent criminal offences are disclosed.

14.4 The Head Teacher will consider obtaining the agreement of any disclosing pupil or adult to the way in which the School intends to use any sensitive information, but may conclude in particular that approaching the pupil is inappropriate.

## **15. Procedure for Dealing with Incidents involving a Pupil**

15.1 The Head Teacher will proceed as she thinks appropriate on the evidence available. In all cases, the School's priority is to safeguard all pupils apparently involved in or affected by an incident and to balance their interests against the interests of the School Community as a whole. To achieve this, some immediate actions may appear necessary. Once these have been completed, the Head Teacher will usually take time for further assessment of information, seeking advice and the involvement of other agencies.

15.2 If a pupil appears to be ill or at risk because of possible substance misuse, parents will almost always be contacted and required to take control of their child. Alternatively, any emergency contact such as Social Services may be asked to assist

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

16.1 In the unlikely event of a member of staff being under the apparent influence of a substance, the Head Teacher is likely to send them or enable them to go home, taking account of their safety and the disruption to the School if they apparently need to be supervised or assisted by another member of staff.

16.2 Substance Misuse related incidents caused by or involving staff are likely to involve disciplinary offences and will be dealt with in accordance with the School's Staff Disciplinary and other HR Policies which follow Powys County Council models or procedures.

16.3 Substance use by staff outside the school environment is not subject to this Policy, but might raise capability issues if it affected subsequent work performance.

## **17. Procedure for Dealing with Incidents involving Adults (other than Staff)**

17.1 The Head Teacher has authority from the Governing Body and the County Council to order anyone to leave the School, whether or not that person has implied permission to be at the School. Where a parent or visitor is / or appears to be under the influence of a substance on the School premises, staff will report to the Head Teacher who will usually order that parent or visitor to leave immediately and police may be called to remove them if they do not do so (see the School's policy on Unacceptable Behaviour). The Head Teacher will consider whether any risk to the adult's safety outweighs the risks and possible disruption to the School in allowing them to remain for a time.

17.2 The Head Teacher will consider whether any substance-related incident involving an adult other than staff requires subsequent reporting to the police or to Social Services.

17.3 Staff should not release pupils into the care of parents/carers when there are reasonable grounds for believing that this would put the pupil at risk, for instance if a parent appears to be under the influence of alcohol or other substances when seeking to collect a pupil. Staff should immediately report the situation to the Head Teacher who may decide to refer to Social Services or contact police (in accordance with the Child Protection Policy and Local Safeguarding Children's Board procedures).

## **18. Procedure on discovery of suspected illegal substances or substance-related paraphernalia on school grounds**

18.1 If a suspected substance is found or recovered at the School, staff will normally proceed as follows:-

- Secure the suspect substance from any contact by pupils
- Staff should not attempt to analyse or taste any unidentified substance
- Staff will discreetly inform the Head Teacher who will take charge of the suspect substance and will consider the following steps
- If someone is in possible danger or is likely to be at risk of harm - ring 999 or refer to Social Services as appropriate
- Contact the School Community Police Officer for disposal and advice re - future action
- If the School Community Police Officer is not available – contact the local police station, explain the situation and ask for an incident number
- Establish who was present when the substance was found
- Keep pupils away and store the substance in a suitable location pending any police arrival
- Ensure that an Incident report form is completed, with witness signatures

- Consider how to discuss the incident with any pupils aware of it or with pupils generally

18.2 If needles, syringes or substance-related paraphernalia are found at the School staff will normally proceed as follows:

- Staff will keep pupils away from the area and will discreetly inform the Head Teacher who will take charge of the situation
- The paraphernalia should be immediately secured from any contact by pupils by being carefully placed in a box avoiding direct hand contact, preferably in a designated sharps box using suitable protective equipment (eg protective gloves and tweezers or other implements to avoid contamination or a puncture wound).
- Contact Environmental Services to empty the box
- Inform the School Community Police Officer
- Complete an Incident report form, treating the incident as hazardous and return to County Council
- Consider how to discuss the incident with any pupils aware of it or with pupils generally

## **19. Volatile Substances kept at the School**

The School does not currently keep on the premises Volatile Substances such as aerosol propellants, butane, solvents and glues, i.e. substances which might provide “legal highs”. If it does so in the future, the Head Teacher is responsible for ensuring the controlled use and secure storage of any such substance in accordance with relevant CLEAPSS Risk Assessments. Cleaning substances are locked away when not In use in accordance with COSHH regulations.

## **20. Equality**

In implementing and reviewing this and related policies, the School will avoid unlawful discrimination and will seek to apply the policies consistently to all pupils, parent/carers, staff and visitors irrespective of age, disability, race or ethnic background, gender (sex), gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, or sexual orientation.

The School will comply with all relevant equalities legislation and will promote equality in all aspects of school life.

## **21. Complaints**

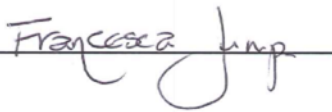
Complaints about Substance Misuse will be handled under the School’s Complaints Procedure, unless other procedures (e.g. Curriculum, Disciplinary) are more appropriate to the particular complaint.



## **22. Monitoring, Evaluation and Review**

The Head Teacher is responsible for monitoring this Policy. She will report to the Governing Body at least once a year concerning any Substance Misuse at the School, any lessons learnt and her evaluation of this Policy.

The Governing Body will review this Policy in line with the review policy cycle, usually in September each year.

A handwritten signature in blue ink that reads "Francesca Jung". The signature is written over a horizontal line.