



Substance Misuse Policy

Ysgol Syr Hugh Owen

Adopted by:

Date:

Review Date:

Next Review:

SUBSTANCE MISUSE POLICY

1. Introduction

The strategy 'Dealing with Substance Misuse in Wales: The Partnership Approach' (2000) states that 'Substance misuse in Wales is a complex, dynamic and multi-faceted problem'. One of the main aims of the strategy is to help children and young people reject substance misuse to achieve their full potential in society.

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

2. Definition of Substance

For the purposes of this policy, the word 'substances' includes all substances that alter mood and performance, both legal and illegal, and includes prescription drugs, alcohol, tobacco, and solvents.

Many drugs are transported legally as medicine. There is a clear policy on the administration of medicine. If pupils supply prescription drugs to other pupils at school, they are acting illegally and therefore this policy will come into force.

3. Implementation

The school's Governing Body is responsible for approving the policy and the Headteacher is responsible for implementing the Substance Misuse Policy.

Governors may also be involved in disciplinary action, as required.

3.1 Awareness

The Substance Misuse Policy should be known to all staff who may make first contact with the police. Such contact should normally be limited to:

- The Headteacher
- The Deputy Headteacher or Assistant Headteacher
- Designated Safeguarding Person

3.2 Media Contact

Staff will not report incidents and/or issues related to Substance Misuse to the local media and press in general. The Headteacher, in consultation with the LEA and Governors, will deal personally with all matters relating to the media. All media enquiries will be directed to Gwynedd Council's Press Office.

4. Curriculum

Effective Substance Misuse Education will enable children and young people to make responsible and informed choices about their lives. It will mainly be delivered through the Health and Wellbeing and Science Areas of Learning and Experience but will also be delivered through other subjects e.g., Welsh, English and Drama.

4.1 Delivery

Pupils will learn about Substance Misuse using methods that deliver:

- Accurate and consistent information presented simply and clearly
- Informative and accessible reading material
- Access to credible expert and peers, as well as teachers/youth workers.
- Tasks that can be enjoyed and that are stimulating.
- Appropriate challenges in an environment where they feel safe enough to play a full and active role.

4.2 Use of external Speakers

When people from external agencies are invited to the school they are 'visitors' and are considered to be contributing to, and not replacing, the school's agreed programme. Visitors providing Substance Misuse Education will participate in the planning of the full programme and will contribute their specific expertise when required e.g., Police Liaison Officer, Youth Worker, Healthy Schools. A member of staff will always be present when 'visitors' give provision.

4.3 Complaints Procedure

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

5. Procedures for dealing with an incident

Staff who become aware of difficulties and/or incidents involving pupils and drugs will notify the Designated Safeguarding Person or a member of the Senior Management Team immediately. The response will depend on the type and degree of risk, and some situations will require immediate action.

If a pupil is suspected of being under the influence of alcohol and/or drugs, by no means should they be allowed to attend lessons or anywhere else at school.

Immediate action will be required when there is an obvious security risk, for example:

Example	Action
An adult picking up a child or young person appears to be under the influence of alcohol and/or drugs	Follow the Wales Safeguarding Procedures, call the police if the adult is aggressive
A child or young person/adult appear unwell or unsafe because of substance misuse	Consider obtaining medical advice, recording relevant facts, and informing the parent/carer
Substances are supplied on or near the site	Contact the police
There is easy access to controlled drugs	Contact the police
Litter on the site is associated with potentially dangerous substance misuse e.g., needles, syringes	Arrange safe disposal of litter in accordance with the Health and Safety Policy, call the police if illegal substance misuse is involved
Substance misusers behaving aggressively	Seek immediate police assistance to remove them
A child/young person discloses that they are misusing drugs or that their parent or another family member is misusing drugs	Contact social services or a specialist substance misuse service for advice on how to respond.

The above examples are from WAG Guidance 17/02.

Immediate action may not be necessary when there are:

- General concerns or allegations about a particular family or pupil
- Refuted/inconsistent disclosures
- Concerns but no evidence of substance misuse or related conduct which is harmful or criminal (such as supplying drugs or other harmful substances)
- Concerns but no evidence of immediate risk to safety. In these situations, observing, interviewing, consulting with other agencies, or continuing to monitor, may be appropriate.

Issues that need to be referred to other organisations include:

- Investigation of criminal activity, including searches of individuals or personal property
- Apart from urgent first aid, appropriate medical personnel should attend to any health or medical emergency
- The assessment and provision of support and services to vulnerable or distressed children and families are matters for social services
- A drug treatment and counselling programme requires trained staff, usually available through social services, health services or specialist substance misuse services

5.1 Contact with Parents

A reasonable attempt will be made to contact parents to let them know that a search will be conducted. Parents do not have the right to stop such a search or delay it excessively. Police powers to detain an individual prior to a search are limited. If the parents can be contacted and they are available to attend school, they will be guided to the room where the search will be conducted. Parents will be notified of any drug-related incidents unless:

- There are concerns in relation to child protection
- It would interfere with an investigation at the school
- It would interfere with a police investigation
- It could lead to more harm to the child for another reason.

Parents are usually contacted directly by phone if it is proven that drugs have been used. If it is suspected that drugs have been used, but without proof, the agreed police protocol will be put in place.

5.2 Contact with the Police

The school will contact the School Community Police Officer when information needs to be shared and will request a search. Officers in official uniform will only attend the school if there is no alternative, or if the search needs to be conducted quickly.

When attending, the School Community Police Officer will be informed of the nature of the allegation and the confidence in the source of the information. They will be ushered into the room where the search will be conducted if the pupil is already being held there.

When parents are not present, a member of school staff (a member of the Senior Management Team) will be present throughout the search. While some questions will be allowed in connection with the search, a formal interview will not be allowed unless the parents are present. It is highly unlikely that such an interview will take place on school grounds.

Staff should be vigilant of any attempts by the pupil to escape to get rid of any drugs or attempts to pass drugs to any other pupils either in the classroom or on the way to the search.

6. Procedure for dealing with a pupil after an incident

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

It is not the school's role to provide medical care to those who are under the influence of alcohol or drugs. If a pupil is at risk because of alcohol or drugs, the parents should be contacted and asked to take control of their child. If this isn't possible, any emergency contact is to be asked to assist. Alternatively, social services and the police can be contacted for advice.

A pupil may not be released to walk, cycle, or catch the bus at home if there is a concern that they are under the effect of alcohol or drugs. If necessary, reasonable force can be used to keep the child under control. Any employee is authorized to use force in these circumstances.

6.1 Recording Incidents

The system of recording incidents must include factually accurate records for all incidents of Substance Abuse and related incidents including:

- An Incident Record Form
- An Interview Record Form

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

7. Out of School Procedures

The school has no role dealing with drug related incidents which are out-of-hours and away from school grounds, apart from:

- On school trips and visits, when the same rules and procedures are followed as far as is reasonable and practicable
- By passing information to relevant agencies when a pupil's safety or welfare is threatened
- To assist the police in preventing use of the land around the school for drug trafficking.

8. Child Protection

There may be a need to commence **Safeguarding Wales Procedures** if the safety or welfare of a pupil (or another pupil) is threatened. Only in exceptional circumstances e.g., if there is a prominent child protection issue, would sensitive information be passed against a pupil's wishes, and even then, the school would

inform the pupil first and endeavour to explain why this needed to happen. These exceptions are defined by a moral or professional duty to act:

- Should there be child protection issues
- When life is at risk

8.1 Confidentiality

Teachers will not promise confidentiality. The boundaries of confidentiality will be clearly articulated to pupils. If a pupil discloses sensitive information, which is not generally known, and asks for it not to be passed on, it will be discussed with a senior member of staff. The request will be honoured unless disclosure of the information can be avoided as teachers carry out their professional responsibilities in relation to:

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

Every effort will be made to ensure that the pupil agrees with the way the school intends to use any confidential information.

9. Procedure for Dealing with Incidents involving Staff

Substance Abuse incidents involving staff are subject to the school's Staff Disciplinary Policy.

9.1 Procedure for Dealing with Adults (non-staff)

The school will not release a pupil into the care of other adults where there is a possibility of harm to that pupil. If there is evidence that parents or carers arriving at school to collect pupils are under the influence of drugs or alcohol, Social Services or the Police will be contacted in accordance with the Wales Safeguarding Procedures.

When a parent or visitor is, or appears to be, under the influence of a substance on school grounds, they are asked to leave immediately. The safety of the parent / visitor will be ensured, with supervision if necessary. When illegal substances are discovered, the Police are notified.

10. Removing Drug Paraphernalia

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

11. Review and Evaluation

This Substance Misuse Policy will be reviewed every three years.

GWEITHDREFN AR GYFER RHEOLI DIGWYDDIADAU SY'N GYSYLLTIEDIG Â SYLWEDD SY'N CYNWYS DISGYBLION

