

Ysgol Bro Tawe



Substance Use and Misuse Policy



The United Nations Convention of the Rights of the Child (UNCRC) is at the heart of our school's Planning, Policies, Practice and Ethos. As a Rights Respecting School we not only teach about children's rights but also model rights and respect in all relationships. Our aspiration is that our values of the school guide the behaviour, actions and relationships of all members of the school community.

Article 19: You should not be harmed and should be looked after and kept safe.

Article 33: You should be protected from dangerous drugs.

Article 36: You should be protected from doing things that could harm you.

Article 13: Your right to information.

OVERVIEW

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

Effective substance misuse education enables children and young people to make responsible well-informed choices about their lives. This policy should be read and applied alongside the **Welsh Government Guidance for substance misuse education. No 107/2013**.

DEFINITION OF A SUBSTANCE

For the purposes of this policy statement the word "substances" includes all mood and performance changing substances, both legal and illegal, and including prescribed drugs, alcohol, tobacco, e-cigarettes and solvents.

Medicines

Many drugs are lawfully carried as medicines. There is a clear policy on the administration of medicines. If students supply prescription drugs to others in school, they are acting unlawfully and so this policy applies.

Volatile substances

Currently the school has no volatile substances that are kept on the premises such as: aerosol propellants, butane, solvents etc. If in the future there is a need for this then it is the responsibility of the Headteacher to ensure safe and secure storage of such items in accordance with CLEAPSS Risk Assessments. All cleaning substances are kept under lock and key when not in use in accordance with COSH guidelines.

Smoking

Our school site is a smoke (tobacco and vape) free school. We have a clear smoke free policy.

This policy sets out to:

- %1 Clarify the school's responsibilities and the legal requirements.
- %1 Provide clear guidelines, which will enable staff to respond sensitively and confidentially to pupils, associated with the possession or use of substances on school premises.
- %1 Help schools and provide clarity regarding incidents, protocols and sanctions.
- %1 Help schools to support young people.
- %1 Explain to the whole community the school's approach to substances.

- %1 Give curriculum guidance on developing, implementing and monitoring substance misuses education.
- %1 Ensure that the school's ethos and values are reflected in the substance misuse curriculum and in responses to incidents.
- %1 Create a basis for evaluation.

Staff Responsibility

The headteacher and governing body has ultimate responsibility for implementation of the policy. At Ysgol Bro Tawe the responsible staff member/specific named contact is the Head Teacher. Training opportunities are provided on a regular basis.

Curriculum Issues

The approaches used for substance misuse education should provide opportunities for issues to be explored as well as information to be gained. Largely, education about substance misuse takes place in PSE and Science lessons. Evidence from research on the effectiveness of substance misuse education shows that no single method is effective alone and multi faceted sustained approaches are more productive. Resources used at Ysgol Bro Tawe include: Healthy Schools Wales Substance Use and Mis-Use Toolkit, Keys to Alcohol, Keys to Smoking and SENSE CD-Rom.

The methods used should:

- %1 Identify clear learning outcomes.
- %1 Emphasise enquiry and investigation rather than formal presentations.
- %1 Offer structured opportunities for discussion in pairs and groups of various sizes.
- %1 Involve an appropriate balance of planned learning activities, including questionnaires, games, surveys, role-play, case study and discussion.
- %1 Allow for graphic as well as written and oral responses.
- %1 Stimulate interest and motivation without resorting to sensationalism.

Research shows that young people value approaches that provide:

- %1 Consistent accurate information presented simply and clearly.
- %1 Informative and accessible reading material.
- %1 Access to peers and credible adult experts, in addition to teachers/youth workers.
- %1 Stimulating and enjoyable tasks.
- %1 Appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part.

Evidence suggests that substance misuse education is not effective when it relies solely upon:

- %1 Stand-alone or one off talks and sessions which are not part of a whole organisation programme.
- %1 Fear arousing approaches. Reliance on using this approach alone has been shown to lack credibility and may at worst glamorise substance misuse. Research has shown such approaches are not effective particularly in the long term.
- %1 Information only. Evidence shows that information approaches alone will not change behaviour. Information does have a role as part of a broader life skills approach.
- %1 Single messages e.g. just say no. Such approaches may limit open, honest debate and discussion, which are building blocks of effective substance misuse education.

Please see Guidance for substance misuse education. No 107/2013

<https://beta.gov.wales/sites/default/files/publications/2018-03/guidance-for-substance-misuse-education.pdf>

Procedures for dealing with an incident

Flow diagrams are available in the appendices with regard to incidents involving a pupil and incidents involving an adult.

Staff who become aware of difficulties or incidents involving pupils and drugs should inform the responsible staff member/specific named contact. The responsible staff member/specific named contact will then notify the head teacher. The response will depend on the type and degree of risk, with some situations requiring immediate action. Exemplars from WAG guidance include:

Immediate action is needed when there is a clear risk to safety, for example:

·%1 An adult collecting a child or young person appears to be under the influence of drink or drugs;

Action: apply locally agreed child protection procedures, involve the police if adult is aggressive.

·%1 A child or young person/adult appears ill or unsafe as a result of substance misuse;

Action: consider obtaining medical advice, note relevant facts and inform parent/carer.

·%1 Substances are being supplied on, or near premises;

Action: contact police.

·%1 There is ready access to controlled drugs;

Action: contact police.

·%1 The premise has potentially hazardous substance misuse related litter e.g needles, syringes;

Action: arrange safe removal of litter according to Health and Safety policy, involve police if related to illegal substance misuse.

·%1 Substance misusers behaving aggressively;

Action: seek urgent police assistance to remove.

·%1 A child/young person discloses that they are misusing drugs or their parent or other family members are misusing drugs;

Action: 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:

·%1 Generalised allegations or concerns about a particular child/young person or family;

·%1 Refuted/inconsistent disclosures;

·%1 Concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or other harmful substances);

·%1 Concerns but no evidence of immediate risk to safety.

Actions requiring referral to other organisations include:

·%1 Investigation of criminal activity, including searching persons or personal property.

·%1 Apart from immediate first aid, any health or medical emergency which should be attended by appropriate medical personnel.

·%1 Assessment and providing support and services to vulnerable or troubled children and families are matters for social services.

·%1 Counselling and drug treatment programmes require trained staff, normally accessible through social services, health or specialist substance misuse services.

Guidance on use of outside Speakers

'How should outside speakers be used?' The answer is 'with great care'.

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

·%1 The input is part of a programme and jointly planned with the teacher.

·%1 The approach compliments that of the school programme.

·%1 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.

·%1 The speaker has experience and expertise in drug education and working with young people.

·%1 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).

'Employing ex-addicts as spearheads for prevention campaigns in the belief that their evidence is especially real, is often misconceived. The enticing and implicit message, "I've been there man, so I know" is alluring, containing as it does the hidden conceit that the only way you ever really know is to "go there". The central involvement of ex-addicts in educational campaigns may give a subtle kudos and credence to the very activity it is wished to discourage.'

'Drug Scenes', Royal College of Psychiatrists 1987

This is true now as it was in 1987, so check carefully before involving outside speakers. What can they really offer that teachers cannot? What will they say and do? How will it be integrated into the school drug education programme and how will it be followed up? Don't accept offers from outside speakers if you are not completely sure of their value and competence. In the past many schools have called upon a range of visitors to tell pupils about the horrors of drug use. In many cases this has not been relevant to the young people concerned and has been of little educational value. In a few cases it has been detrimental to pupils' attitudes and has caused serious issues between parents and school.

Careful consideration should be given to using outside agencies to ensure that a positive educational message is given rather than shock horror or fear employed to change behaviour: for example, inviting in police drugs sniffer dogs to demonstrate their efficiency in finding drugs in bags or pockets - this is a useful deterrent message providing pupils are forewarned and have the opportunity for discussion. Any other use of drugs dogs in schools may lead to serious break down of trust between school, pupils and families. If a school considers it necessary to use drugs dogs to identify possible drug offenders in school, the governors should be consulted and parents informed of the possibility beforehand.

Contact with Parents

There should be a reasonable attempt to contact parents to inform them that a search will be taken 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 should be escorted to the room in which the search is to take place.

Contact with Police

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

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

If the child is already detained, they should then be escorted to this room for the search to be conducted. If the parents are not present a member of school (teaching or non-teaching) must be present throughout the search. Note that although some questioning associated with the search is allowed, no formal interview must be permitted unless parents are present. It is very unlikely that such an interview would take place on school premises.

If the students must be collected from a teaching room or other area within the school, wherever possible this should be done by two adults. Staff should be wary of any attempt of the student to escape to jettison drugs, or attempt to pass drugs to any other student either in the classroom or on the way to the search.

Awareness

This protocol should be communicated to all staff who may make initial contact with the police. Such contact should normally be limited to:

The Headteacher
The Deputy Headteacher
The child protection teacher

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 should be applied as far as is reasonable and practicable.
- To the extent that the effect of some substances may persist into school time.
- By passing information onto relevant agencies when the safety or well being of students is threatened.
- To assist police in preventing the use of land surrounding the school for drug trading.

Procedure for Dealing with young people after an incident

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a student to behave inappropriately will not be seen as a mitigating factor - the behaviour will be punished using the normal range of school sanctions.

It would be normal practice to contact the police according to the agreed protocol of a search is required or if there is a concern about dealing in illegal drugs. In cases of possession, the decision to contact police is discretionary.

Exclusion may be an appropriate punishment for using alcohol or drugs on school premises, but each case will depend on circumstances. Longer exclusions could be used for situations where accompanying behaviour was disruptive to the classes or systems of the school or for second or subsequent offences.

A child found to be dealing drugs on a significant scale is likely to be permanently excluded from school. This means drugs or swapping drugs repeatedly. It is important to remember that a child who supplies a small quantity of drugs to a friend is still guilty of a serious criminal offence, but this is likely, on first offence, could be punished by fixed term exclusion.

It is not the role of the school to provide medical care to those under the influence of drink or drugs. If a child 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 could be asked to assist. Failing that, social services and police can be called for advice.

A child 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.

Informing parents

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

Procedure for Dealing with Incidents Involving Staff

Substance misuse related incidents involving staff is subject to Powys County Council's Employment and Disciplinary Policy and procedures.

There is a further relevant Health and Safety policy document on Alcohol in Powys County Council establishments.

Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student or staff safety is at risk, the member of staff can be suspended pending disciplinary action. This may include dismissal.

Staff are obliged to cooperate with testing procedures, including giving biological specimens for analysis when there is reasonable suspicion of substance abuse. Refusal to cooperate is a disciplinary offence that could result in disciplinary action including dismissal.

Supply of illegal drugs or alcohol to school students in school or on school visits is potentially gross professional misconduct and would normally be reported to the Education Workforce Council.

Procedure for Dealing with Adults (not staff)

The school is not able to 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 children are under the influence of drugs or alcohol, either social services or the police will be contacted in line with the school's safeguarding policy.

Where any member of the school community, staff, parent or visitor is or appears to be under the influence of alcohol or illegal drugs on the school premises they will be asked to leave immediately and action taken to ensure their safety, with supervision if necessary. Where illegal substances are involved, the police will be informed.

Safeguarding and Confidentiality

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 safeguarding procedures if a pupil's safety or welfare (of 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.

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

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.

The Headteacher will consider the following steps:

- If someone is in possible danger or is likely to be at risk of harm - ring 999 and /or refer to Social Services as appropriate.
- Contact the School Community Police Officer (SCPO) for disposal and advice re-future action.
- If the SCPO 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 substance in a suitable location pending any police arrival
- Ensure that incident form is completed, with witness signatures
- Consider how to discuss the incident with any pupils aware of it or with pupils generally.

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.

Media Contact

It is important that staff do not report incidents and/or issues concerning drug misuse to the local press and media generally. The Head teacher, in consultation with the LA and Governors will deal personally with all media matters. All media enquiries need to be referred to the County Council's press office.

Review

It is recommended that this policy should be reviewed in line with the review policy cycle. The Headteacher is will report to the *Governing Body* at least once a year concerning any substance misuse at the school and any lessons learnt

Incident Record Sheet

School: Ysgol Bro Tawe

Date of incident:	Date & time reported:	By whom reported:
Pupils involved:	Dates of birth:	Home contact No.
Description of incident:		
Action taken:	By whom:	Date & time:

Date of incident:	Contact No.	By whom:	Date & time of contact:	Date & time of response:
Ambulance				
GP				
Police				
Social Services				
LEA				
PDAC				
Youth Offending Team				
Health Promotion Officers				
Environmental Health				

Pupil interview report:

Check that the following details are recorded in writing:

Pupil's name, date of birth and home address.

Parent or carer contact details

Date, time and place of interview

Names and status of all others present

Clear record of the content of the interview

Separate record of any action to be taken, by whom and by when, including details of any other personnel to be involved.

The record of the interview should be signed and dated by the responsible parties, including at least one witness.

