



SUBSTANCE MISUSE POLICY

Related Documents:

Whole School Food and Fitness Policy

School Rules and Procedures

Safeguarding Policy and Procedures

Health and Safety Policy

National Documents:

SE Wales School Aged Substance Misuse Group

Barnardo's Cymru

Gwent Drug & Alcohol Service

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1. Introduction

This policy is concerned with legal drugs such as alcohol, tobacco, e-cigarettes and solvents and illegal drugs such as cannabis, ecstasy, cocaine, heroin and their derivatives and New Psychoactive Substances (NPS or 'Legal Highs').

The school is committed to ensuring that its buildings and grounds are smoke free and this precludes the smoking of tobacco or e-cigarettes on the site.

The school acknowledges that drugs play a part in everyone's life. Experimentation with drugs is often a feature of many young people's lives. It is the responsibility of all schools to help reduce the harm from drugs, to play a role in drug abuse prevention and to help those who abuse drugs.

This policy emphasises the school's pastoral role and pro-active approach to Substance Education and a clear view on handling of drug abuse in school. In developing this policy, the school has considered its legal responsibility, the needs of students, teachers, parents, governors and the local community. The school currently works with Barnardo's, who provide resources, help and support.

2 Statement of Policy

This policy is concerned with legal drugs such as alcohol, tobacco and solvents, and illegal drugs such as cannabis, ecstasy, cocaine, heroin and their derivatives.

There is no place in this school for the misuse of drugs by any member of the school, nor for the illegal supply of these substances.

The school is committed to the health and safety of its members and will take action to safeguard their well-being.

All the substances covered by this policy are not permitted to be brought to, sold, passed on, or obtained on school premises. This applies equally to school staff and other adults working in and for the school, apart from the consumption of alcohol at official school social events.

Any student having an involvement with, or believed to be involved with alcohol, tobacco or any other substance between the time of leaving home for school, and returning home after school, may be excluded as a deterrent to possible offenders and for the protection of other students.

Any student found to be supplying substances, or believed to be supplying substances will be immediately excluded from school pending further enquiries by the relevant authorities.

3 Substance Abuse Education and Prevention

The school provides a comprehensive and planned Substance Abuse Education curriculum for all students, as part of the schools PSE programme of study; it aims to provide students with knowledge, attitude and skills to be able to make informed decisions about drugs and other substances. In addition, the school works closely with the local Police Force and regularly involves Police Officers in the delivery of the education modules around substance misuse education.

4 Confidentiality

Students 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 reprimanded. However, staff will not be able to promise complete confidentiality, in order to seek specialist help/advice if necessary. Information concerning these cases will follow the usual school procedures; i.e. the Head of Year will be informed in the first instance and then the designated Senior Leadership Lead, Mr A. Gardner (Assistant Headteacher, Well-Being) or the Headteacher will be consulted and help sought if appropriate.

5 Parental Involvement

Parents/Carers will be informed of the Substance Abuse Education curriculum. Parents/Carers will be contacted if their child is found to be breaking the rules on substance misuse.

6 Police Involvement

The school maintains strong links with the local community police throughout their involvement in the All Wales School Core Liaison Programme (SchoolBeat), which helps students have a greater understanding of the role of the police in these matters. It is the policy of the school to contact the local community police/schools liaison officer where an incident has involved illegal substances, and to hand the substance to the police.

7 Responding to Incidents

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents and appropriate outside agencies. The School Leadership Team lead, Mr A Gardner and Heads of Year have the general responsibility for handling the daily implementation of the policy. The Headteacher will ensure that all staff dealing with substance abuse issues are adequately supported and trained.

In instances involving substance misuse or supply the following processes will take place:

- If a student admits to using or supplying substances off the premises, the Designated Senior Person (DSP) and Head of Year will be informed. The parents will also be informed and the advice of the Police sought.
- The school and the parents/carers can then work together to support the young person involved.

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- Where it is suspected that dangerous substances are being sold on the premises details regarding those involved will be passed on to the police.
- Where it is suspected that substances are being used on the premises a member of the Leadership Team and / or Head of Year will liaise with parents/carers and the police.
- The school will consider each incident individually and recognises that a variety of responses will be necessary to deal with incidents such as;
 - Learner assistance programmes;
 - School based counselling referrals;
 - CYP substance misuse service referrals;
 - Youth support services;
 - Restorative approaches;
 - Behaviour contract;
 - Fixed term exclusion
 - Permanent exclusion
- The Headteacher takes responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice from the LA Press Office and Legal Department to ensure that any reporting of incidents remains in the best interest of the students, their families and the school.
- The welfare of individual students may result in the school recommending that counselling is a vital part of working through a situation. Under such circumstances, the school will liaise with the appropriate agencies to provide relevant help.

Appendix A – Guidance for Staff (Managing the Situation)

Where a student discloses substance misuse on the premises, staff will inform the appropriate member of Leadership Team or Head of Year where appropriate, participate in the planning of subsequent action.

Where a student discloses substance misuse off the premises, the staff member will inform the appropriate member of Leadership Team and/or Head of Year.

In both the above instances staff must also refer to the school's Safeguarding Policy and procedures as referral to Social Services may be deemed necessary.

Where staff discover substances, which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed, from either a place or a person.

- a) Place If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance there while you enlist the support of a colleague or student as a witness.
- b) Person When receiving or retrieving substances from a student, do so, if possible in the presence of a witness. In the absence of a witness, do not put off retrieving substances, or, within bounds of your professional discretion, removing a suspicious substance from a student's possession.

The following guidelines should be observed at all times.

1. Remove the substance and record the time, place and circumstance when the substance came into your possession.
2. Do not investigate the nature of the substance, but do record its approximate size and appearance.
3. When possible, have the recordings countersigned by a witness.
4. Take the substance immediately to the appropriate member of Leadership Team or Head of Year, who will take it to the Headteacher. Do not keep the substance on your person or in a place of safekeeping; to do so may place you at risk.
5. In the presence of the member of Leadership Team or Head of Year, place the substance in a suitable sealed container. The member of Leadership Team or Head of Year and yourself, and when possible, the witness, should sign and date the package. An official report should be completed recording the time, date and circumstances of the findings.
6. The Headteacher will arrange for the Police to remove the substance from the premises.
7. In the event of a discovery of any equipment associated with substance use, especially needles and syringes, students should not be allowed to handle such items. All equipment found must

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be handled by adults in accordance with Health and Safety procedures regarding safe disposal of needles. The Headteacher will ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

Appendix B – Guidance for Staff (First Aid issues)

Emergency situations

Where a person is unconscious, which may be as a result of drug use. Staff with first aid qualifications should be called and the person not left alone. The person will be placed in the recovery position and an ambulance called. The parents will be informed and called to the school. An assessment of the incident will be started including finding out whether a substance has been taken and evidence gathered. A report of the incident will be written down and given to the Headteacher or Deputy Headteacher. The key staff involved will decide whether disciplinary and/or counselling action will be taken.

Intoxication from drug use

The person will be removed to a quiet room and not left alone. The first aider and senior member of staff will be called. The person will be helped to calm down and medical assistance sought if necessary. The parents will be informed and called to the school. A report of the incident will be written down, and key staff involved will decide if disciplinary and/or counselling action should be taken.

Administering Medicines

In most cases, parents, not teachers, will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. All medicines are stored securely in the Medical Room with access only by senior staff and the School Nurse. In the case of asthma reliever inhalers, these are kept by students for easy and immediate access.

Appendix C – Recording Template

Substance Misuse Incident Recording Form Template

School / organisation name:		Date of incident:		Date and time reported:	
				Reported by:	
Person(s) involved:		Other(s) involved:		Contact details:	
Description of incident:					
Category of incident	Action taken	By whom	Who contacted		
Categories: 1. Drug-related litter 2. Possession 3. Supply 4. Under the influence 5. Non learner/member 6. Suspicion / allegation					
Name / description of substance:	Amount / size:	Removed by:		Where retained:	
Name:			Witnessed by:		
Signed:			Signed:		
Date:			Date:		

Appendix D – Examples of Substance Misuse Related Incidents

Examples of Substance Misuse Related Incidents

Immediate action is needed when there is a clear risk to safety. For example:

- An adult collecting a child or young person appears to be under the influence of drink or substances.
Action: Apply locally agreed safeguarding procedures, involve the Police if the adult is aggressive.
- A child/young person/adult appears ill or unsafe as a result of substance misuse.
Action: Obtain medical advice, note the relevant facts and inform parents/carer.
- Substances are being supplied on or near the premises.
Action: Contact police / neighbourhood policing team.
- The premises have potentially hazardous substance misuse related litter (needles, syringes).
Action: Arrange the safe removal of litter, according to Health & Safety Policy.
- There is ready access to controlled drugs.
Action: Contact police / neighbourhood policing team.
- A child/young person discloses that they are misusing substances or their parent or other family members are misusing substances.
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 (including the School Police Liaison Officer), continued monitoring maybe appropriate when there are...

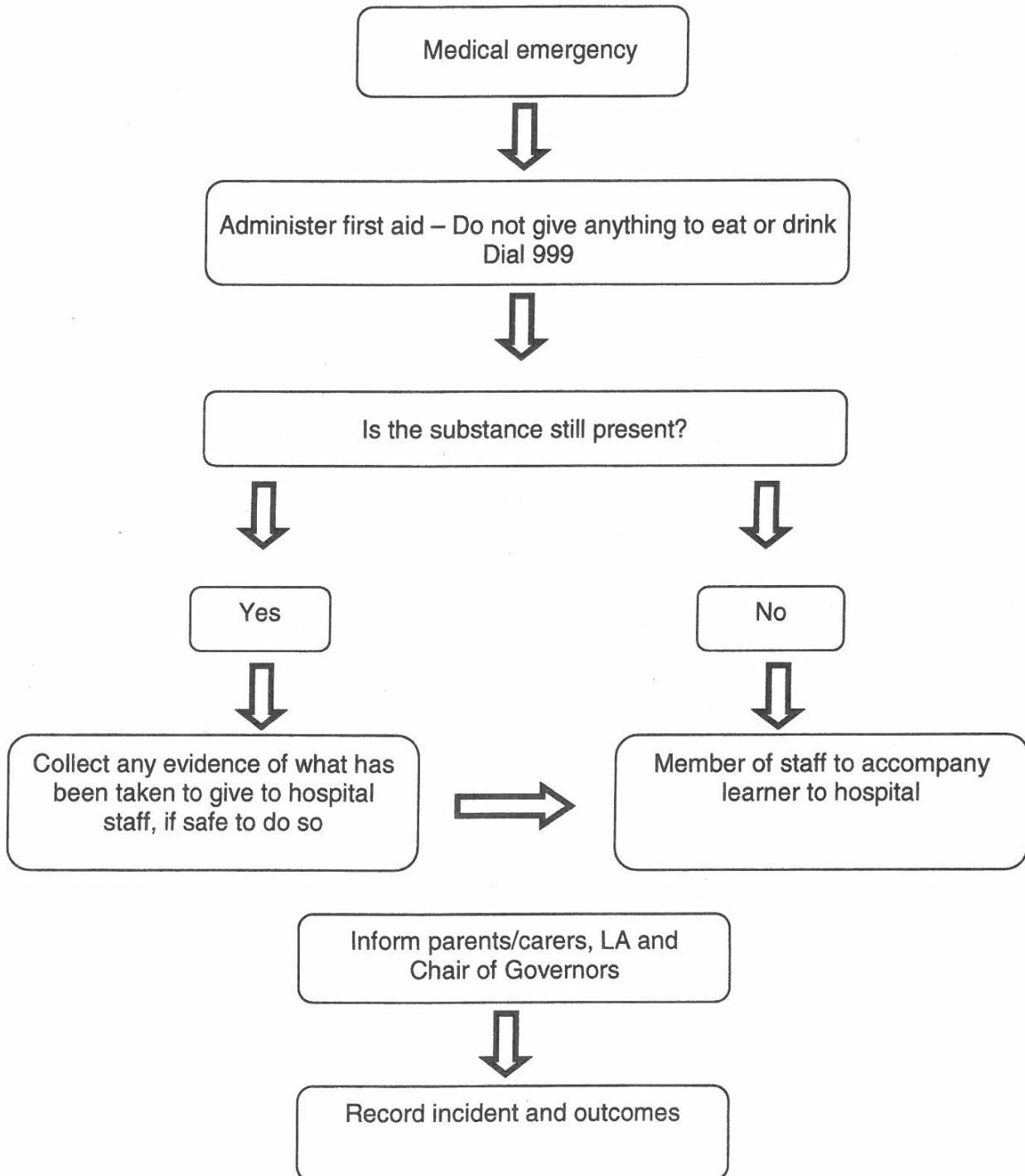
- Generalised allegations or concerns about a particular child/young person or family.
- Refuted/inconsistent disclosures:
- Concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or other harmful substances).
- Concerns but no evidence of immediate risk to safety.

Actions requiring referral to other organisations include:

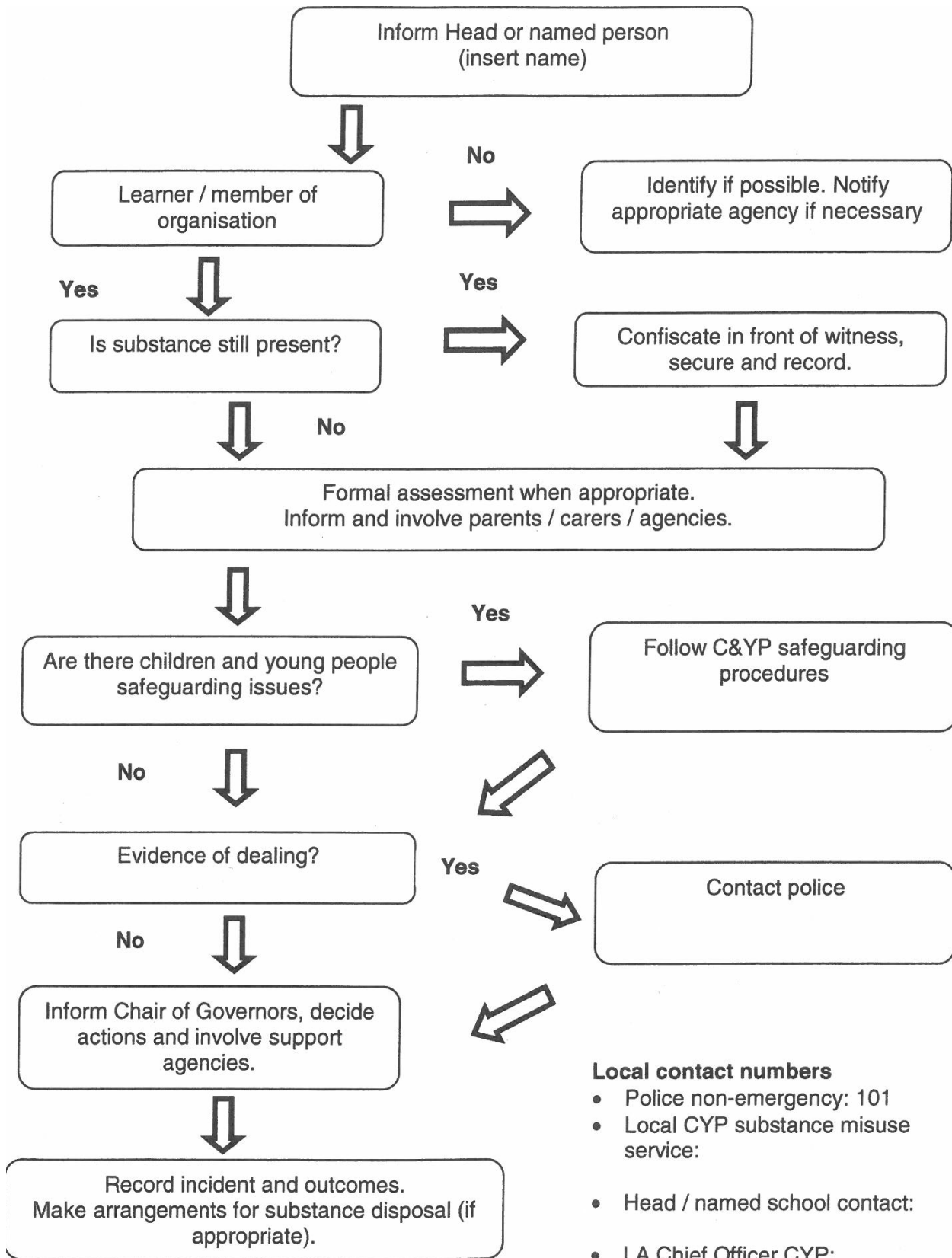
- Investigation of criminal activity, including searching persons or personal property. School Crime Beat Protocol provide guidance for taking action in line with police policy.
- Apart from immediate first aid, any health or medical emergency which should be attended by medical personnel.
- Assessment and providing support and services to vulnerable or troubled children and families are matters for social services.
- Counselling and drug treatment programmes should be delivered by trained health professionals.

Appendix E – Response Procedures for Substance Misuse Related Incidents – Medical Emergencies

This procedure covers both legal substances and illegal substances. If someone has lost consciousness or gone into a coma after using substances, first aid must take precedence over any other actions. Acute intoxication, unconsciousness and semi-unconsciousness should all be regarded as medical emergencies. If in doubt, always treat as a medical emergency.



Appendix F – Response Procedures for Substance Misuse Related Incidents – Legal & Illegal Substances



Appendix G – Student Policy: Substance Misuse

All Schools have responsibility to help reduce the harm from drugs, to play a role in drug abuse prevention and help students who abuse drugs.

This student school policy covers legal drugs such as alcohol, tobacco and cigarettes and solvents and illegal drugs such as cannabis, ecstasy, heroine and new psychoactive substances (NPS) also known as ‘Legal highs’.

All of the drugs covered in this policy are not permitted to be brought into school or sold, passed on or obtained on the school site.

There is no place in this school for the misuse of drugs by any member of the school community, or for the illegal supply of these substances. The school is committed to protect the health and safety of all students and staff alike.

The school is committed to ensuring that its buildings and grounds are smoke free and nobody is allowed to smoke tobacco or e cigarettes. Any student found to be supplying substances, or believed to be supplying substances will be immediately suspended from school and enquiries carried out by the relevant authorities.

Education and Prevention

The school provides a Drug and Substance Abuse Education Programme for all students in all key stages. This work aims to provide students with knowledge, attitude and skills to be able to make informed decisions about drugs. The school also works closely with the local police force, who regularly deliver the drugs education modules.

If Students have concerns

Students can talk to a member of staff about substance related problems and are encouraged to do so. However, staff can’t promise complete confidentiality, as specialist help or advice may be needed. Staff who students can talk to include:

- Head of Year
- Form Tutor
- Subject Teacher
- Teaching Assistant
- Youth Worker
- School based Counsellor
- Learning Progress Leader

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There are other organisations where students can get help and advice.

Gwent NGage is a young person's drug and alcohol service for students under the age of 18. It provides a safe and supportive space for young people to talk about issues they have relating to drug and/or alcohol use.

Contact details:

<https://barod.cymru/where-to-get-help/service-2/gwent-n-gage/>

For general information about substance misuse and for help and support outside office hours the Dan 24/7 website provides additional help for young people.

Contact details:

<http://dan247.org.uk/>

For students over the age of 18, advice and support is available through the Gwent Drug and Alcohol Service (GDAS).

Contact details:

GDAS Telephone 03339 933 577 or Website www.gdas.wales.

Responding to Incidents

In instances of substance misuse or supply the following processes take place:

- Parents will be contacted if a student is caught breaking the rules on Substance Abuse.
- The school will contact the local community police/schools liaison officer in incidents which have involved illegal substances and hand the substance to the police.
- If a student admits to using or supplying substances outside school, Senior Leaders, the Head of Year will be informed. Parents will be informed and the Police contacted for advice. The school and the parents can work together to support the young person involved.
- Where it is suspected that dangerous substances are being sold in school, details will be passed onto the police.
- Where it is suspected that substances are being used in school, a senior teacher or Head of Year will contact parents and the police.
- The school will look at any incident individually and recognises a variety of responses may be needed to deal with it. However, permanent exclusion will be considered.
- The welfare of an individual student may result in the school recommending that counselling is needed to support the student. When this happens, the school will arrange for the relevant agencies to provide this help.
- All incidents of substance misuse will be recorded.

Policies Equality Statement

At Caerleon Comprehensive School, we serve a diverse community and take account of a wide range of needs. In accordance with the Equality Act (2010), our policies and learning and teaching strategies fulfill our duty to serve people according to their needs and promote equality. In order to embed fairness in all aspects of school life, we take account of equality as we formulate, develop and update school policies and plans.

Our vision and values promote inclusivity and equality and tackle discrimination. We have high expectations for all our pupils and staff. Our equality statement is guided by core principles:

- All learners are of equal value;
- We recognise and respect difference;
- We foster positive attitudes and relationships and a shared sense of community and belonging;
- We observe good practice in recruitment, retention and staff development;
- We aim to reduce and challenge barriers to equality at every opportunity.