



Ton-Y-Ywen Primary School

## Substance Misuse Education and Incident Management Policy

Last reviewed – Jan 2020

**Name of school:** Ton-Yr-Ywen School

**This policy was published on:** December 2017

**Member of staff responsible:** Kathryn Welch

### **Introduction**

Ton-Yr-Ywen School believes that the presence of unauthorised drugs in our school is not acceptable, since it represents a threat to our health and safety. Ton-yr-Ywen school is committed to taking seriously its part in the education of children about substance misuse. It supports the Wales strategy for tackling substance misuse by helping children and young people resist substance misuse in order to achieve their full potential in society. (refer to WAG guidance)

This policy reflects the consensus of opinion of the whole teaching staff. It has been drawn up as a result of staff and governors' discussion.

### **Context**

The policy was written with reference to the following Government initiatives and guidance:

- Working Together To Reduce Harm (2008-2018)
- Circular 107/2013 Guidance on Substance Misuse Education (2013)

There are links between the Substance Misuse Policy and the following school policies:

- Behaviour Management Policy
- Safeguarding Policy
- Health & Safety Policy
- PSE Policy
- Smoking Policy

This policy also links with Cardiff Council's policy on the **Management of Alcohol, Drugs & Substance Misuse at Work.**

Last reviewed – Jan 2020

## **THE NATURE OF SUBSTANCE MISUSE EDUCATION**

The central aim of substance misuse education is to empower children to make healthy, responsible informed decisions about drugs. It will make an important contribution to stopping young people starting using a substance or delaying the onset of first use.

Empowering children to make informed choices will be achieved by:

- (a) Giving accurate information about drugs and their effects, the law, ways of keeping safe.
- (b) Exploring feelings, attitudes and values, discussing risk-taking and building up self-esteem;
- (c) Developing personal and social skills, such as communicating effectively, being assertive, making decisions, problem solving.

We regard substance misuse education as a whole school issue, and we believe that opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in science, RE and PE. It will form part of the PSE provision in accordance with the PSE Framework and will be taught by the classroom teacher. If appropriate the police school liaison officer will be invited to take part in a discussion about drugs and the law.

## **THE MAIN AIMS OF SUBSTANCE MISUSE EDUCATION**

- To help children to be aware of the dangerous substances that might be around them at home and in the community – e.g. medicines, cigarettes, etc
- To give children sufficient information about substances so that they can keep themselves and others safe.
- To help children explore their attitudes and values and equip them with relevant skills so that they can make informed and healthy choices about substances.
- To clarify the school's approach to drugs, for staff, pupils, governors, parents and carers and to clarify the legal requirements and responsibilities.
- To safeguard the health and safety of pupils and staff in our school.
- To enable staff to manage drug-related incidents properly.

## **IMPLEMENTATION PROCEDURES**

Drug Misuse Education will be based on the National Curriculum Science requirements and on the advice in the Welsh Government's PSE Framework.

The Foundation Phase programme includes: keeping myself safe and healthy and the safe and proper use of medicines.

The Key Stage 2 programme includes medicines, smoking tobacco, alcohol, volatile substances and illegal substances.

In Key Stage 2, pupils will learn that alcohol is the most widely used drug, and that its dangers can be overlooked. We will ensure that our pupils are aware of the risks associated with drinking. We teach pupils that smoking is a minority habit, and encourage them to consider its effects and risks. We also teach pupils about the dangers of volatile-substance abuse, because of the high risk of accidental death, especially for first-time and occasional abusers. We acknowledge that by the time pupils are in Year 6, some of them may have had some experiences with drugs already, so we must help to equip pupils to handle risky situations, before they actually meet them.

We recognise that learning is most effective when it addresses the development of knowledge and understanding, attitudes and values, and skills together, and when teaching and learning are participative and active. We use a variety of teaching styles that are characterised by active learning. We find out what the children know already, we pose dilemmas, and we get the children to discuss choices. Wherever possible, the information we give is visually reinforced. We use drama, role-play or ICT to demonstrate various strategies and scenarios. In short, we seek to engage our pupils. We give them the opportunity to talk to groups or to the whole class. We encourage them to listen to the views of others, and we ask them to explore why drugs are such a problem for society.

We aim to teach all pupils about drugs, however different their attainment levels, and however diverse their requirements. We recognise that pupils with special educational needs may be more vulnerable, that different communities have different attitudes towards drug abuse, and that some pupils may have drug-abusing parents or carers.

Important values related to substance misuse education to be promoted in the school are respect for self and others; independence of mind and the right to hold individual views; keeping oneself safe; looking after the body; honesty and truth; sensitivity to the environment.

Important skills related to substance misuse education to be developed in the school are resisting pressure, analysing risk, decision making and problem solving.

## **STAFFING AND RESOURCES**

It is the responsibility of all individual class teachers to ensure that the pupils within their class receive their entitlement. Resources will be easily accessible in order to fully implement the curriculum.

The school has an appointed PSE Co-ordinator who will be responsible for:

- Ensuring that a planned and co-ordinated programme of substance misuse education is in place.
- Monitor and evaluate the drug education as part of the PSE provision.
- Identify the needs for INSET in Substance Misuse Education.

Evaluation will be done through the following ways:

- Science workbooks
- Self-Evaluations
- School Council Feedback
- Quizzes to measure knowledge levels
- Pre and Post Substance Misuse Education Toolkit Questionnaires

## **Staff training**

All staff working with young people should have as a minimum completed basic substance misuse awareness training. Staff training needs should be referred to the Head Teacher for incorporation into the ongoing continuing professional development plans for the whole staff team.

## **HEALTH AND SAFETY**

We believe that sharps, blades, needles and syringes present a health and safety risk to pupils, school personnel and to others who use the school site. We have a duty to ensure that every effort is made for the safe management of sharps, needles and syringes and that a safe procedure is in place to assist in the prevention of needle stick injuries. If either a sharp, blade, needle or a syringe is found pupils are directed not to touch it but report the finding to a member of staff straight away. That member of staff will:

- Cover the item with a suitable container
- Put on impenetrable gloves
- Use a litter picker or tongs to pick up the item
- Dispose of the item in a sharp box, situated in the main school office

When managing needle injuries personnel must inform a school First Aider who will:

- Allow the wound to bleed
- Wash the area with soap and water
- Dry the wound and cover

Last reviewed – Jan 2020

- Contact the child's parents and suggest the child must be taken immediately to a hospital
- In the absence of the parents take the child immediately to a hospital
- Dispose of the item as above
- Complete the appropriate report forms

### **A Smoke-free Environment**

A no-smoking policy is a legislative requirement.

- Ton-Yr-Ywen is a smoke free school. Any pupil found smoking will face the same sanctions as those using any other type of drug.
- No smoking signs must be displayed at all entrances to school grounds and at every outer entrance to the building or enclosed areas forming part of the school premises.
- Smoking is not permitted in any commercial vehicle transporting pupils or staff on journeys and to out of school events.

We will promote our commitment to providing a smoke-free environment by:

- Prominently displaying our No Smoking Policy in the staff room.
- Informing parents of new entrants of our school's No Smoking Policy
- Advising contractors and others working within our school's premises of our No Smoking Policy.
- Ensuring that organisations/individuals using school facilities agree to comply with our No Smoking Policy.
- Giving new members of staff a copy of the policy which will become part of their contract of employment.
- Promoting all school activities outside of our school's premises as smoke-free, for example; field trips, sporting events.
- Declaring a no smoking zone at school site entrances.
- Support smoking staff to quit by displaying the Stop Smoking Wales helpline number in the staffroom (0800 085 2219).
- Providing pupils with educational programmes on smoking so that they understand the benefits of not smoking.
- Taking opportunities to participate in appropriate educational initiatives to promote no smoking for example; Switched On Team, The Police Liaison Programme.
- Reminding parents transporting pupils to and from school events, of the school's No Smoking Policy and encouraging them to comply with the spirit of the policy.

### **Electronic Cigarettes**

The use of electronic cigarettes will be prohibited on all school premises, including those areas stated in the Smoke-free Environment section mentioned in the above section. The use of such devices will be treated the same as any combustible product.

## **SUBSTANCE RELATED INCIDENT MANAGEMENT**

### **Pupils**

Any substance related incident involving a pupil in the school will be taken seriously and each case dealt with in its own context. The immediate priority is the welfare of the child. However, the following responses would normally be recommended:

- If an illegal substance is found on school premises it will be locked away and the school liaison officer will be contacted to dispose of it.
- If a child is found with a cigarette, alcohol or any other substance, legal or illegal, it will be removed and the parents informed and further action discussed.
- If a child is under the influence of alcohol or other drugs parents will be informed and medical advice may be obtained.
- If a child discloses that they are misusing drugs child protection procedures will be applied.
- If substances are being supplied on or near school premises the police will be contacted.
- When it is appropriate families will be referred to an information and counselling service.
- All substance misuse will be recorded using the Substance Incident Recording Form (Appendix 1).

### **Recording of Incidents**

Incidents will be recorded on a record of substance misuse-related incident form (see appendix 1). These records will be kept by the Head Teacher in a child protection file. They will be treated as confidential records and only accessible to staff on a need to know basis. All smoking related incidents will be recorded as will incidents reported to the school that place out of school hours or out of school grounds.

### **Searching for Substances**

Staff should always seek consent from the child to conduct a search, and ensure that an adult witness is present. The safety of the member of staff performing the search is of paramount importance.

**Personal searches:** It is not appropriate for a member of staff to carry out a personal body search; however young people can be asked to turn out their pockets and bag. Staff should always encourage a child to voluntarily hand over any drugs. If the young person refuses and it is believed that a crime has taken place, the police should be contacted to conduct a personal search.

**Searches of premises:** Staff can search school property e.g. trays for drugs. However, the prior consent of the child should be obtained. If the young person refuses, they should be made aware that staff can still continue with the search. The school will need to balance the likelihood that an offence has been committed, against the risk of intruding on the young person's privacy without just cause.

**Searches of personal property:** Staff cannot search personal property without the consent of the child. Consent can be sought from the young person, but if this is refused staff will need to either:

- notify the parents/carers of the child, who may persuade the child to give consent;
- OR call the police.

### **Staff**

We acknowledge that alcohol, drug and substance misuse is defined as ‘the intermittent or continual use of alcohol or any drug or other substance which causes detriment to a member of staff’s health, functioning, or performance at work, and which affects efficiency, productivity, safety, attendance, time keeping or conduct in the workplace.’

We recognise we have a responsibility to ensure a safe and healthy work environment for all staff and pupils. We do not condone the excessive and/or inappropriate use of alcohol, or misuse of drugs/substances, whether illicit or prescribed. We recognise that a safe and healthy working environment is put at risk by employees who use alcohol and other drugs/substances in such a way that their health, work performance, conduct or relationships at work are adversely affected.

We encourage staff with alcohol and drug/substance related problems to seek help voluntarily and we are fully committed to support the member of staff through this process.

We do not permit any member of staff to be at work if they are under the influence of alcohol (or smelling of alcohol) and/or drugs. We will take appropriate action, in consultation with Cardiff County Council Human Resources Department through the absence control procedures and the disciplinary process, if we judge that absenteeism or misconduct has arisen out of the inappropriate use of alcohol or drugs.

Any involvement in the production or distribution of any illegal drug/substance will result in disciplinary action.



### **Parental substance misuse**

It may be that an incident occurs that involves a parent of a child at the school. It is important that an assessment is made of the situation in line with that referred to above. The school must be careful not to jump to conclusions about a parent's substance misuse, but any concerns must be dealt with in an appropriate way.

A parent who is considered to be intoxicated from the misuse of drugs will not be allowed to drive a pupil home from school. If there are concerns as to the safety of the child, the school will find alternative arrangements for his or her care. The parent should be politely invited to meet with a senior member of staff who will deal with the situation.

- See school's Safeguarding policy including section on Confidentiality

### **CONFIDENTIALITY**

**Although there is no general duty in criminal law to disclose information about a person's personal substance misuse, it will be made clear to the children that when substance misuse issues are discussed no guarantee of confidentiality can be made.**

### **DEALING WITH THE MEDIA**

All enquiries from the media about substance misuse incidents and the programme of substance misuse education should be directed to the head teacher. The school will attempt to build good relationships with local reporters and bring to their attention examples of good practice within the school.

### **Equality Impact Assessment**

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of this Policy**

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the Headteacher and the nominated governor sub-committee and the necessary recommendations for improvement will be made to the Governors

## INCIDENT RECORDING FORM: RECORD OF SUBSTANCE MISUSE INCIDENT

School:	Date of Incident:	Date & Time Reported: Reported By:	
Name(s) of Pupil(s) Involved:	Date(s) of Birth:	Home Contact Number(s):	
Description of Incident:			
Category of Incident	Action Taken	By Whom	Contacted
Drug Related Litter on or near School Premises			
Suspicion, Allegation & Disclosure in & out of School Activities			
Symptoms of Drug Misuse (pupil, parent, carer, staff, contractor)			
Pupils/Parents with Drugs on School Premises/Trip/Transport			
Pupils/Parents taking Drugs on School Premises/Trip/Transport			
Pupils/Parents selling/supplying Drugs on School Premises/Trip/Transport			
	Removed By:	Where Retained:	Receipt Given & Counter Signed:

Contacts Made (Where Appropriate):

Category of Incident	Contact Number	By Whom	Contact Time	Arrival
----------------------	----------------	---------	--------------	---------

Last reviewed – Jan 2020

Police <i>(make note of Incident number)</i>				
Ambulance				
Other Health Professionals				
Social Services Child Protection Team				
Youth Offending Team				
Environmental Health				
Schools Service				
Other relevant area agency/service				

*Pupil / parent Interview Details* (as appropriate):

If a member of staff is required to be present a summary should be detailed below:

RECORD OF EVENTS

TIME:		DETAILS:	
OUTCOME:			
Signed:		Witnessed by:	
Title:		Title:	
Date:		Date:	