

Ysgol Maesydderwen



Substance Misuse Policy for Pupils

Polisi Camddefnyddio Sylweddau ar gyfer Disgyblion

Type: Recommended Policy

Reviewed / Adopted On	Signed	Next Review
12/7/2020		Summer Term 2022

This document is a Non - Statutory Official School Policy of Ysgol Maesydderwen. This Policy was formally adopted by the school on 5th April 2017.

This policy was written with reference to the following Government initiative and guidance:

- Welsh Government (2008) Working Together To Reduce Harm – The Substance Misuse Strategy for Wales 2008-2018
- Welsh Government (2013) Guidance for Substance Misuse Education – Guidance Document No: 107/2013

Reference was also made to the following Police guidance document:

- School Crime Beat: A protocol for police supporting schools with incidents of crime and disorder (2010)

The Substance Misuse Policy stands alone, complementing the PSE, Science and other relevant school policies. There are links between the Substance Misuse Policy and the following policies:

- The Behaviour Policy
- Child Protection / Safeguarding Policy
- Health and safety Policy

1. Introduction

This policy is concerned with legal drugs such as alcohol, tobacco, e-cigarettes, prescription medication 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.

The standard definition used in this policy for substance misuse is:

'A substance people take to change the way they feel, think or behave' (United Nations)

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.

2 Statement of Policy

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

There is no place in this school for the misuse of drugs by any member of the school

community, nor for the illegal supply of these substances.

Under the Misuse of Drugs Act 1971 the following are offences:

- Possession of a drug unlawfully
- Possession of a controlled drug with intent to supply it
- Supplying or offering to supply a controlled drug (even where no charge is made for the drug)
- Allowing premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs

The School and governors have a responsibility to ensure that the activity of pupils, staff and visitors adheres to the law relating to substance misuse.

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

3 Broad Guidelines

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 (see exceptions below).

Any student having an involvement with, or believed to be involved with alcohol, tobacco or any other substance referred to in this policy 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.

Students working in part with other educational organisations are bound by the same procedures as if they were on the school site, as will be the case with school visits regardless of the rules / laws of the venue or the host country.

This policy applies to all staff, pupils, parents / carers, governors, visitors and partner agencies working with the school.

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.

4 Policy Exceptions

Although illegal substances have no place in school, there are instances where some substances may legitimately be in school:

- Medicines: Prescribed and over the counter medicines are only permitted for use when authorised by letter from parent to school and for the sole use of child. There are set procedures for storing and administering medicines in school. (See Administration of Medicines Policy and guidance)
- Volatile substances: Those used by specific departments in school.

Alcohol: If alcohol is authorised at school, for example at parent or community events, the arrangement for storage or use should be adhered to. It is an offence under the Licensing

Act 1964 to sell alcohol without a license. The school may obtain an occasional license to sell alcohol under the Licensing (Occasional Permissions) Act 1983. However, no license would be needed by the school to offer alcohol at school events (where no sale takes place) or to store alcohol.

5 Substance Abuse Education and Prevention

The school provides a comprehensive and planned Substance Abuse Education curriculum for all students, as part of the Personal and Social Education programme (PSE); 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.

It is essential that all school staff have general substance misuse awareness and a good understanding of the school's Substance Misuse Policy and other related policies. This understanding should include first steps in managing substance misuse incidents and identifying and responding to pupils' needs. Staff will receive relevant updates on substance misuse related matters. Those involved in the delivery of substance misuse education will receive the appropriate training before they are expected to deliver the programmes of study.

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 School will be informed in the first instance and then the designated Senior Leadership Lead (Miss Vanessa Jenkins), or the Headteacher will be consulted and help sought if appropriate.

5 Parental Involvement

Parents/Carers will be informed of the PSE curriculum via the school website, where they will also be able to access this policy. 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, 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 Senior Leadership Team lead (Miss V Jenkins) and Heads of School 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 Heads of School 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.
- 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 School 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;
 - Substance misuse service referrals;
 - Youth support services;
 - Restorative approaches;
 - Behaviour contract;
 - Fixed term exclusion
 - Permanent exclusion

- 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.

8 Vulnerable, at-risk pupils:

The following methods are used to identify those pupils who are vulnerable to substance Misuse:-

- Monitoring of wellbeing concerns
- Child protection register
- Social Services involvement
- Monitoring of behaviour intervention Support offered to these pupils includes:
 - Mentoring via the Wellbeing Team
 - School Nurse support
 - Educational Psychologist involvement
 - Social Services support
 - Information and support to access local non-statutory substance misuse organisation

9 Dealing with the Media

Substance misuse incidents receive a high level of media attention.

The Headteacher will take responsibility for liaison with the media. However, if you receive a telephone call or visit from any media source, do not be put under pressure:

- Tell the reporter the school get back to them. Find out their contact details; who they are working for and if there are any specific questions wanting answered.
- Inform the Head Teacher.
- Under no circumstances should the names of the individuals be released to the media.

The Head Teacher will liaise with the LEA press office and legal department to ensure that any reporting of incidents remains in the best interest of the pupil, their family and the school.

10 Conclusion

The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society and to enable the school to manage incidents of substance misuse efficiently and sensitively. This policy ensures that substance misuse is not delivered in isolation but as part of the approach within the school curriculum and through the Personal and Social Education Framework for Wales.

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 School 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 or Head of School.

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 School, 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 School, 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.
6. The Headteacher will arrange for the Police to remove the substance from the premises.
7. The Headteacher, SLT Lead or Head of School will inform the young person's parents/carer, unless this would place the young person in danger.

Alcohol, tobacco, volatile substances and medicines will be offered for collection by parents/carers unless this would place the young person in danger.

Needles and drug Paraphernalia

Caution is required in the event of a discovery of any equipment and paraphernalia associated with substance use, especially needles and syringes.

Pupils should not be allowed to handle drug paraphernalia. Extreme caution should be

taken when drug paraphernalia such as a syringe or needle is found, due to the risk of a needle-stick injury. The blood residue in a used needle could be infected with viruses such as HIV, or Hepatitis B or C.

1. Assess the area and the risk involved. Do not put yourself in any danger.
2. Do not run your hands over or under surfaces that you cannot clearly see.
3. Check that the equipment and the container you are using to remove the paraphernalia are not defective.
4. Always use pierce- proof gloves and use a pair of tongs. Make sure the container you are disposing the item(s) into is securable.
5. Use a disinfectant to clean contaminated surfaces. Always use papers towels, and dispose of these safely.
- 6 The Headteacher will ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

Searching

(Refer to <http://wales.gov.uk/docs/dcells/consultation/091126behaviourinschoolsen.pdf>) .

School staff may not carry out personal searches of pupils or adults, their clothing or their personal property even if they suspect that the person is in possession of a forbidden substance or article.

School staff should follow the school procedures and/or contact the Senior Management Team if it is felt that a search may need to be undertaken.

If a pupil fails to comply with a request to search property when they are suspected of substance misuse, senior staff may contact parents and request that they come into school and search the pupil and his/her property or proceed on formal lines and contact the police. The school must attempt to contact parents prior to any police involvement / search so that they have the opportunity to accompany their child

Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused. The headteacher will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Assessment of a drug related incident

A number of factors must be taken into consideration when carrying out an assessment of a drug related incident. The areas to be taken into consideration are:

- The safety of staff and young people involved and in the immediate surroundings
- The legal status of the drug and the quantity involved;
- The reason(s) behind the incident;
- Whether the incident is a one off, or whether it has happened before;
- The person's knowledge and understanding of the school's drug policy; and

- The person's home and school circumstances.

Recording of incidents

Incidents will be recorded on SIMS (in a basic format) a more detailed record will be written up on a record of substance misuse-related incident form (see Appendix ???). These records will be kept in the pupil file or 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 on SIMS.

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 SLT Lead. The key staff involved will decide whether disciplinary and/or counselling action will be taken.

When you call an ambulance by dialling 999 you will be asked to provide certain information to the ambulance controller, including:

- Confirm telephone number
- Address/location of casualty (school, unless off site)
- The nature of the emergency (suspected substance misuse)
- Is the patient unconscious and conscious and is he/she responsive?
- Do you know what substance(s) are suspected to have been taken?
- How many persons are involved?
- The injured person's name and age

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.

APPENDIX C

Actions to be taken by any member of staff dealing with the following incidents

SUBSTANCE	INITIAL ACTIONS	FOLLOW-UP ACTIONS
Cigarettes	1. Confiscate and destroy	<p>1. Follow school internal referral procedures</p> <p>Possession or consumption</p> <ul style="list-style-type: none"> · First offence = After school Detention. Send Standard Letter 1 (Appendix). Issue smoking related information to pupil · Repeat offences = 1 day isolation/exclusion off site
Alcohol	<ol style="list-style-type: none"> 1. Ensure safety of child if alcohol consumer 2. Confiscate any alcohol child may have 	<ol style="list-style-type: none"> 1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse 3. Contact parents to remove child 4. Send Standard Letter 2 (Appendix) <p>Possession or consumption</p> <p>First offence = 1 day isolation from mainstream lessons</p> <p>Repeat offences = 2 day isolation/ exclusion from mainstream lessons</p> <p>Supplying = Sanction to depend on individual cases. Possible referral to police for any adult who may have purchased alcohol for an under-age drinker.</p> <p>Re-integration meeting with parents to include: Pastoral Support Plan</p> <ul style="list-style-type: none"> ● Information & advice on alcohol misuse and support services available ● Support sessions with appropriate member of staff to be offered on return day to school ● Onward referral to Young Person's Substance Misuse Service offered ● Possible referral to other services if applicable <p>5. Refusal of bullet points 3 & 4 above to be recorded in pupil file</p>

<p>Volatile Substances</p>	<p>1. Ensure safety of child if they have used a substance 2. Confiscate any substance child may have</p>	<p>1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse 3. Contact parents to remove child if necessary 4. If no necessity to remove pupil, contact parents to raise concern 5. Send Standard Letter 2 (Appendix)</p> <p>Possession or consumption First offence = 2 day isolation from mainstream lessons/exclusion off site per school protocols Repeat offences = 2 day isolation from mainstream lessons/exclusion off site as per school protocols Supplying = 3 day exclusion from mainstream lessons/exclusion off site as per school protocols These sanctions may differ if there is a serious Health & Safety concern attached to an incident</p> <p>6. Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> ● Pastoral Support Plan ● Information and advice on substance misuse and support services available ● Support session with appropriate member of staff to be offered on return day to school ● Onward referral to Young Person's Substance Misuse Service offered ● Possible referral to other services if applicable <p>7. Refusal of bullet points 3 & 4 above to be recorded in pupil file</p>
<p>Unrestricted or Psychoactive Drugs e.g. Alkyl Nitrates, Khat 1.</p>	<p>Ensure safety of child if they have used a substance 2. Confiscate any substance child may have</p>	<p>1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse 3. Contact parents to remove child if necessary 4. If no necessity to remove pupil, contact parents to raise concern</p>

		<p>5. Send Standard Letter 2 (Appendix)</p> <p>Possession or consumption First offence = 2 day isolation from mainstream lessons Repeat offences = 2 day exclusion from mainstream lessons Supplying = Sanction to depend on individual cases 6.</p> <p>Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> ● Pastoral support plan ● Information and advice on substance misuse and support services available ● Support session with appropriate member of staff to be offered on return day to school ● Onward referral to Young Person's Substance Misuse Service offered ● Possible referral to other services if applicable <p>7. Refusal of bullet points 3 & 4 above to be recorded in pupil file.</p>
<p>Over the counter prescription medicines . This guidance has been written with reference to the WAG document entitled 'Access to Educational Support for Children & Young People with Medical Needs' May 2010</p>	<p>1. Ensure safety of child 2. Check for permission letter 3. If no permission letter, confiscate medicines</p>	<p>1. Follow school internal referral procedures 2. Designated person carried out guidelines on Managing Incidents of Substance Misuse</p> <p>Possession or consumption First Offence</p> <ul style="list-style-type: none"> ● Contact parents to remind them of procedure ● Ask them to remove child if necessary ● Send Standard Letter 2 (Appendix) <p>Sanctions may be applied depending on the circumstances of individual incidents</p> <p>Repeat Offences = Parents called in to discuss the issue and possible sanctions depending on circumstances Supplying Apply sanction as deemed appropriate</p>

<p>Illegal Substances e.g. Cannabis Cocaine Mephadrone</p>	<p>1. Ensure safety of child if they have used a substance 2. Confiscate any substance child may have</p>	<p>1. Follow school internal referral procedures 2. Designated person carried out guidelines on Managing Incidents of Substance Misuse</p> <p>Possession or Consumption First offence = 5 days fixed term exclusion: Send Standard Letter 3 (Appendix)</p> <ul style="list-style-type: none"> ● Police notified ● LA may be notified <p>Supplying First offence: Sanction may differ depending on individual cases and may lead to permanent exclusion for a first offence</p> <p>3. Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> ● Pastoral Support Plan ● Governors' Committee and contract ● Information & advice on substance misuse and support services available ● Support sessions with appropriate member of staff to be offered on return day to school ● Onward referral to Young Person's Substance Misuse Service offered ● Possible referral to other services <p>4. Refusal of bullet points 4 & 5 above to be recorded in pupil file</p> <p>Second Offence – possession, consumption, supplying</p> <ul style="list-style-type: none"> ● Permanent exclusion ● Police notified.
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APPENDIX D

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, e-cigarettes, prescription medication and solvents and illegal drugs such as cannabis, ecstasy, cocaine, heroin and their derivatives and New Psychoactive Substances (NPS or '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 or on the way to or from school. The policy also covers students whilst they are on school trips and visits and based at other venues e.g. work experience, other schools.

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 School
- Form Tutor
- Subject Teacher
- Teaching Assistants and support staff
- Youth Worker
- School based Counsellor

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

Contact details:

VJ CAN YOU INCLUDE RELEVANT ORGANISATIONS

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 and the relevant Head of School 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.

APPENDIX E

Substance Misuse Policy: Standard letter 1

Dear

Re: Substance Misuse Incident

Your child has been involved in an incident of substance misuse. The substance concerned was cigarettes. Details of incident:

.....
.....
.....

The School views substance misuse extremely seriously and as a result of this incident your child has been given an after school detention on.....

Your child has been issued with information about the negative effects of smoking on his/her health and the smoking cessation services that are available.

.....

Substance Misuse Policy: Standard Letter 2

Dear Substance

Re: Misuse Incident

Your child has been involved in an incident of substance misuse. The substance concerned was:

Details of incident:

.....
.....
.....

The School and Governors views substance misuse extremely seriously and as a result of this incident the following sanction has been applied to your child:

.....
.....

Your child will return to mainstream lessons / school on:

.....

We would like you to attend the re-integration meeting in school for your child
on..... at.....

At this meeting we will discuss how to help your child manage any problems related to
substance misuse and the support that the school or other services can offer to prevent any
further incidents which may lead to exclusion. Please confirm your attendance at this
meeting.

Substance Misuse Policy: Standard Letter 3

Dear

Re: Substance Misuse Incident

Your child has been involved in an incident of substance misuse. This was a serious incident
of substance misuse involving an illegal substance. The substance involved was

.....

Details of incident:

.....

.....

.....

The School and Governors view substance misuse extremely seriously and as a result of this
incident your child will be excluded from school for 5 school days. Your child will be
excluded from school from..... and will return to school
on..... The Police and Local Education Authority have also
been informed of the incident.

We would like you to attend the re-integration meeting in school for your child on
.....at.....

At this meeting we will discuss how to help your child manage any problems related to
substance misuse and the support the school and other services can offer.

You have the right to make representations to the School Governors Pupil Discipline
Committee if you so wish.

To make representations, please contact the Chairman of the Governing Body at Ysgol
Maesydderwen, Ystradgynlais, Powys SA9 1AP. Tel. 01639 842115, as soon as possible.

You have the right to see a copy of your child's School record. Due to confidentiality restrictions, you will have to notify me in writing if you wish to be supplied with a copy of your child's School record. There will be a charge for photocopying.

You may wish to contact Mr Imtiaz Bhatti at Powys County Council who can provide support. ADD details of Powys CC and phone number here.

IT IS OF UTMOST IMPORTANCE THAT YOU AND YOUR CHILD UNDERSTAND THAT A SECOND OFFENCE INVOLVING AN ILLEGAL SUBSTANCE COULD RESULT IN A PERMANENT EXCLUSION FROM SCHOOL.

Please confirm your attendance at this meeting.