

Radyr Comprehensive School
Ysgol Gyfun Radur

**Substance Misuse Education
and Incident Management
Policy**



Introduction

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 complimenting the PSHE, Science and other relevant school policies.

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

- The Behaviour Policy;
- Protecting Children from Abuse Policy;
- Child Protection / Safeguarding Policy;
- Health and safety Policy;
- PSE Policy.

The school's stance on drugs

Radyr Comprehensive School defines the term 'Drugs' to mean all substances capable of being misused including alcohol, tobacco, medicines and volatile substances as well as illegal drugs.

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

The school takes the issue of substance misuse seriously and seeks to give quality education on drugs to all students, which will enable them to make good decisions concerning drug usage both now and in later life. The school seeks to provide accurate, unbiased information about drugs to its students in Science and PSE lessons, and during wellbeing events. Research suggests that the most effective substance misuse education takes place when it is part of a co-ordinated and progressive approach, which is skills based, dealing with assertiveness and decision-making.

In addition to this the school seeks to support any student who has drug related problems through its caring pastoral system and good working relationships with outside agencies.

All aspects of school life at Radyr Comprehensive School contribute to the common goal of letting young people know that they are valued as human beings. It is our aim that in doing this we help to raise self-esteem and minimize risk in the area of drug use.

Support for students and their families involved in substance misuse related incidents includes:

- Pastoral Support programme;

- Police and Youth Service Involvement (Education);
- Support through appropriate agencies such as Up2U;
- Supervised break times;
- Involvement in extra- curricular activities;
- Family conferences;
- Research projects on the drug or related topics;
- Mentoring from Wellbeing Officers.

The following is a list of sanctions that may be initiated when a student is involved in a drug or alcohol incident:

- Loss of privileges;
- Internal exclusion;
- Fixed Term or Permanent Exclusion- any pupil found to be supplying substances, or believed to be supplying substances will be immediately excluded pending further enquiries.

Sanctions will always be used alongside support and will be in proportion with the offence. Incidents will be recorded on SIMS, and the detail of the incident on a record of drug- related incident form. These records will be kept by the Deputy Head Teacher in the Child Protection file. They will be treated as confidential records and only accessible to staff in a need to know basis.

Aims of the policy

Our aims of the School Substance Misuse Policy are:

- To ensure that all members of the school know and understand the rules of the school, how they are expected to behave and the policy regarding substance misuse incidents;
- To encourage and enable young people to appreciate the benefits of a healthy lifestyle now, and in the future;
- To help parents/carers and young people identify what they need to learn about drugs and how they can take responsibility for their actions;
- To enable young people and staff to gain access to support structures, e.g. counselling and treatment agencies.

Schools Substance Misuse Co-ordinators

Assistant Head Teacher (Inclusion & Wellbeing) & Deputy Head Teacher

Role & duties of the School Substance Misuse Co-ordinator

1. To provide a contact point for enquiries about the substance misuse curriculum;
2. To support the PSHE Co-ordinator with the planning and delivery of substance misuse education;
3. To oversee the daily implementation of the Substance Misuse Education Policy.

The Head Teacher takes overall responsibility for this policy and its implementation and for liaising with the Governing Body, parents and appropriate outside agencies and for the appointment within the school of a Substance Misuse Education Co-ordinator.

Lead Governor on Substance misuse issues

Roles and duties of the lead governor

- To be involved in the development and review of the School Substance Misuse Policy;
- To represent the Governing Body with regard to substance misuse issues within the school;
- To play a role in ensuring the policy is made known to the whole school community.

Substance Misuse Education in the school

Substance Misuse Education forms part of the following curriculum areas:

- PSHE;
- Science;
- Welsh Baccalaureate.

Substance misuse education is also presented in assemblies, tutor based activities, Wellbeing days for students and Wellbeing Evenings for parents/carers, and on an individual and small group basis through the work of the Wellbeing Team.

Outside Visitors

Teachers lead on teaching substance misuse education in the classroom and outside visitors are used for support as part of an integrated programme of work. Visitors will be advised on their integration into the substance misuse education programme and the expectations of their input will be made clear from the beginning. A teacher will always be present in the classroom during any lesson carried out by an outside visitor. However other staff within the school, are used to support the provision of substance misuse education, such as the wellbeing team and trained student support assistants.

Starting where the pupils are

A needs assessment is carried out with the students prior to any substance misuse education taking place. This will ensure that any drug education is content, age and experience appropriate. This will take the form of initial discussions with students in lessons and their input into the review of the Substance Misuse Policy.

Monitoring and evaluation

It is vital that Substance Misuse Education is continually monitored and evaluated in terms of teaching and quality of provision.

Monitoring will be done in the following ways:

- Lesson observation with feedback to teachers during faculty reviews and PM observations;
- Teachers making comments on lesson plans and schemes of work during PSHE meetings;
- Including substance misuse education as a regular agenda item at PSHE and Year Group
- Wellbeing and Inclusion meetings.

Evaluation will be done in the following way:

- Work scrutiny;

- Department Self Evaluation;
- Conducting regular pupil/parent voice;
- School Council Feedback;
- Quizzes to measure knowledge levels;
- Pre and post Substance Misuse Education Programme Questionnaires.

Staff training

Any staff training needs should be referred to the Deputy Head Teacher for incorporation into ongoing professional development plans for the whole staff team (CPD).

Incident Management

There is a range of potential substance misuse-related incidents that may arise within the school involving students, parents/carers and staff. It is important that the school community is aware of these and agree the guidelines for response.

Disposing of Needles and other Drug Paraphernalia

Students 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.

Informing Governors

The Head Teacher should notify the chairperson of the Governing Body and the lead governor on drug issues about any significant substance related incident. This should be done in advance of any information being generally known.

Details should be provided in such a way that the identities of young people are not disclosed. This will ensure:

- That confidentiality is preserved;
- That the chairperson is not compromised or precluded from considering any subsequent decision of the Head Teacher to exclude the young person from school.

If individual governors enquire about an incident the Head Teacher should refer them to the chairperson and the lead governor on drug issues.

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.

Confidentiality

Students at Radyr Comprehensive 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 told off. However, staff will not be able to promise complete confidentiality in order to seek specialist help/advice if necessary.

Smoking

Radyr Comprehensive School is a smoke free school. Any pupil found smoking/using e cigarettes will face the sanctions set out in the Behaviour Management Policy.

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 A). These records will be kept by the Deputy 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 on SIMS.

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 is believed that a crime has taken place, the police should be contacted to conduct a personal search.

Searches of the premises

Staff can search school property e.g. lockers 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.

Confiscation of substances

It is legal (and recommended) that a suspected illegal drug be confiscated by staff immediately to prevent any further offence being committed. The safety of the member of staff performing the search is of paramount importance.

When taking possession of an illegal drug, staff should:

- Always have a second adult witness present; in the absence of a witness do not put off receiving substances or within bounds of your professional discretion removing a suspicious substance from a student's possession;
- Place the drug in a sealed bag and include details of the date and time of the confiscation and the witness present on the incident record form;
- Take the substance to the Substance Misuse Co-ordinator or the Head Teacher who will notify the police who will dispose of the drug (the law does not require the name of the person from whom the drugs were taken to be provided to the police); do not keep the substance on your person or in a place of safekeeping- this may place you at risk;
- Record full details of the incident, including the size and appearance of the confiscated material and the police reference number;
- 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.

Parental substance misuse

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

A parent/carer who is considered to be intoxicated from the misuse of drugs will not be allowed to drive a student home from school. The parent should be politely invited to meet with a senior member of staff who will deal with the situation.

- See school's child protection policy.

Medical Procedures

Any student who has taken a substance will remain with a member of the senior management team until a parent or carer can collect them from school.

In the case of an emergency, call for an ambulance immediately.

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.

Dealing with the Media

Substance misuse incidents receive a high level of media attention. If you receive a telephone call or visit from any media source, do not be put under pressure.

- Tell the reporter you will 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.

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;
- Behaviour team involvement (LDI and Police staff);
- Educational Psychologist involvement;
- Social Services support;
- Information and support to access local non-statutory substance misuse organisation.

Appendix A

Radyr Comprehensive School	Date of Incident:	Date & Time Reported: Reported by:
Name(s) of student(s) involved:	DOB & Year Group:	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 and/or disclosure in and out of school activities			
Symptoms of substance misuse			
Students/parents/staff with drugs on school premises/trip/transport			
Students/parents/staff taking drugs on school premises/trip/transport			
Students/parents/staff selling/supplying drugs on school premises/trip/transport			
	Drugs removed by:	Where retained:	Receipt given & counter signed:

Contacts made (Where appropriate):

Category	Contact Name & Number	Contacted by whom	Contact time & date	Arrival
Police (make a note of incident number)				
Ambulance				
Other Health Professional				
Social Services – CPT				
YOT				
Environmental Health				
Up2U				
Switched On Team				

Student Interview Details (as appropriate):

Record of Events

Time:	Details:
Outcome:	

Signed:		Witnessed by:	
Title:		Title:	
Date:		Date:	