



YSGOL RHOSNESNI

SUBSTANCE MISUSE POLICY

V3

This Substance Misuse Policy will be reviewed in line with the School Development Plan

Policy Version	V3
Date Reviewed FGB	June 2021

Introduction

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

This policy should be read and applied alongside the **Welsh Government Circular 17/02 'Substance Misuse: Children and Young People'** which replaces circular 54/95.

Philosophy

The misuse of (both legal and illegal) drugs and the consequent impact on the lives of young people are a very important concern to all. Young people today are exposed to the temptations of alcohol, tobacco, e-cigarettes and illegal substances with more frequency. It is important that all those involved in the care of young people in school send a clear message through a well delivered education programme and through the general ethos that the misuse of these substances, particularly those that are illegal, is totally unacceptable.

Definition of a Substance

The definition of a drug given by the United Nations office on drugs and Crime is:
A substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drugs education', unless otherwise stated, is used throughout this document to refer to:

- All legal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, e-cigarettes, volatile substances (those giving off gas or vapour that can be inhaled), ketamine, khat, mephredone (MCAT), other cathinone derivatives and alkyl nitrates (known as poppers); all over the counter and prescription medicines.

Implementation

The Head teacher and Governing Body have ultimate responsibility for the implementation of the Substance Misuse Policy. The Headteacher will ensure that all staff dealing with substance abuse issues are adequately supported and trained.

At Ysgol Rhosnesni High School the member of staff with responsibility for Substance Misuse is the Pastoral/Behaviour Support Manager.

The school Governors will review this policy in line with the review policy timetable. Governors may also be involved in disciplinary proceedings as and when required.

Application of this Policy

This policy is applicable to all pupils when they are, or should be involved in school based activities. For the purpose of this policy the limits of the school boundaries are extended. They include all school journeys undertaken in school time or school vacations, all residential trips, work experience and placements and journeys to and from school. The area in proximity to the school is included.

Statement of this policy:

- Ysgol Rhosnesni will not tolerate the use of drugs, tobacco, e-cigarettes or alcohol by members of the school not the illegal supply of these substances. The schools policy is one of zero tolerance.
- The school is committed to educating its pupils in the inherent dangers involved in drugs and substance misuse.
- Ysgol Rhosnesni is committed to the health and safety of its members and will take action to safeguard their wellbeing.
- The school acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the school, will seek to encourage pupils in need of support to come forward.
- Where there is evidence that a pupil may be misusing substances out of school, the school will inform parents and refer the pupil to a suitable support service (e.g. Info Shop)

- Where there is compelling evidence that a pupil has been involved in the supply of an illegal substance to others it is likely that they will be permanently excluded.
- Any pupil using illegal drugs on the school premises will face serious sanctions, which may even include a permanent exclusion from school.
- Pupils found in possession of a drug under circumstances which clearly does not involve the use of said drug in school or and 'dealing' or supplying of substances to others then they will face serious sanctions which may involve an exclusion from school and a requirement to participate in a programme of drugs counselling.
- Pupils found to be users of illegal substances outside of school will be offered a programme of drugs counselling.

Awareness

The Substance Misuse Policy should be communicated to all staff that may make initial contact with the police. Such contact should normally be limited to:

- The Head teacher
- The Pastoral Deputy or Deputy/Assistant Head teacher
- The designated safeguarding lead/member of the child protection team

Media Contact

Staff at Ysgol Rhosnesni will not report incidents and/or issues concerning Substance Misuse to the local press and media generally. The Headteacher, in consultation with the LEA and Governors will deal personally with all media matters. All media enquiries will be to be referred to the Wrexham County Borough Council Press Office.

Policy Aims

We believe and support the following educational aims in respect of substance use and misuse:

- To provide accurate information about substances;
- To increase understanding about the implications and possible consequences of use and misuse.
- To encourage an understanding of those experiencing or likely to experience substance use.
- To widen understanding about related health and social issues.
- To seek to minimise the risks that users and potential users face.
- To enable young people to identify sources of appropriate personal support.

Curriculum

Effective Substance Misuse Education will enable children and young people at Ysgol Rhosnesni High School to make responsible informed choices about their lives. It will not be delivered in isolation; this will reflect the approach within the Personal and Social Education (PSE) Framework for Wales (2008), which underpins this Policy.

Key Stage	PSE Framework	Wales National Curriculum Science Order
Foundation Phase	Understand that medicines are taken to make them better, but that some drugs are dangerous	Pupils should be taught about the role of drugs as medicines
2	Know the harmful effects, both to themselves and others of tobacco, alcohol, solvents and other legal and illegal substances	Pupils should be taught that tobacco and other drugs can have harmful effects
3	Know the effects of and risks from use of a range of legal and illegal drugs (including alcohol and tobacco) and the laws governing their use	Pupils should be taught that the abuse of alcohol, and other drugs affect health
4	Know the pattern of drug use (including alcohol and tobacco) in their community and beyond and where to get help, information and advice	Pupils should be taught the dangers of contracting HIV and hepatitis by the use of intravenous drugs.

Largely, education about Substance Misuse will take place in PSE and Science lessons but will also be delivered through other subjects.

Delivery

At Ysgol Rhosnesni High School, pupils will learn about Substance Misuse Education using approaches that provide:

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

Use of outside Speakers

Where people from external agencies are invited into the school they are 'visitors' and will be seen as contributing to the school's agreed programme and not replacing it. Visitors delivering Substance Misuse Education will be involved in the planning of the full programme and contribute their specific expertise where required e.g Police School Liaison Officer, Youth Worker, Healthy Schools. A member of staff will always be present when visitors are delivering aspects of PSE.

(Further information: Drug Education: Handbook for Teachers written by G.T.Davies))

Complaints Procedure

Any complaints about Substance Misuse Education will be made to the Senior Management Team, who will report to the Governors.

Procedures for dealing with an incident

Staff who become aware of difficulties and/or incidents involving pupils and drugs will inform the responsible staff member. The responsible staff member will then notify the head teacher. The response will depend on the type and degree of risk, with some situations requiring immediate action.

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

Example	Action
<i>An adult collecting a child or young person appears to be under the influence of drink and/or drugs</i>	Apply locally agreed child protection procedures, involve the police if adult is aggressive
<i>A child or young person/adult appears ill or unsafe as a result of substance misuse</i>	Consider obtaining medical advice, note relevant facts and inform parent/carer
<i>Substances are being supplied on, or near premises</i>	Contact police
<i>There is ready access to controlled drugs</i>	Contact police
<i>The premise has potentially hazardous substance misuse related litter e.g. needles, syringes</i>	Arrange safe removal of litter according to Health and Safety Policy, involve police if related to illegal substance misuse
<i>Substance misusers behaving aggressively</i>	Seek urgent police assistance to remove
<i>A child/young person discloses that they are misusing drugs or their parent or other family members are misusing drugs</i>	Contact social services or specialist substance misuse service for advice on how to respond.

Exemplars above from WG Guidance.

Less immediate action e.g. observation, interview, consultation with other agencies, continued monitoring, may be appropriate when there are:

- Generalised allegations or concerns about a particular pupil 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
- Apart from immediate first aid, any health or medical emergency which should be attended by appropriate 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 require trained staff, normally accessible through social services, health or specialist substance misuse services

Contact with Parents

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

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

Contact with Police

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

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

When the parents are not present a member of school staff (teaching or non-teaching) will be present throughout the search. Although some questioning associated with the search will be allowed, no formal interview will be permitted unless parents are present. It is very unlikely that such an interview will take place on school premises.

Staff should be wary of any attempt of the pupil to escape in order to dispose of any drugs, or attempt to pass drugs to any other pupil either in the classroom or on the way to the search.

Procedure for dealing with a pupil after an incident

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a pupil to behave inappropriately will not be seen as a mitigating factor – the behaviour will be punished using the Behaviour Policy. See Appendix A.

It is not the role of the school to provide medical care to those under the influence of drink or drugs. If a pupil 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 will be asked to assist. Alternatively social services and police can be called for advice.

A pupil 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.

Recording of Incidences

At Ysgol Rhosnesni High School, the system for recording an incident must include accurate factual records of all Substance Misuse and related incidents using:

- Incident Record Form
- Interview Record Form

The record of the incident and interview will be signed and dated by the responsible member of staff / Police, including at least one witness.

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 will be applied as far as is reasonable and practicable
- By passing information onto relevant agencies when the safety or well being of a pupil is threatened
- To assist police in preventing the use of land surrounding the school for drug trading.

Child Protection

It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. It would be only be in exceptional circumstances, e.g. where there is a clear child protection issue, that sensitive information is passed on against a pupil's wishes, and even then the school will inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there are child protection issues
- Where a life is in danger

Confidentiality

Teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it will be discussed with a senior member of staff. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child Protection
- Co-operation with a police investigation
- Referral to external service

Every effort will be made to secure the pupils agreement to the way in which the school intends to use any sensitive information.

Procedure for Dealing with Incidents Involving Staff

Substance Misuse related incidents involving staff is subject to Wrexham County Borough Council's Employment and Disciplinary Policy and Procedures. Substance Misuse outside school working hours could adversely affect job performance and so initiate Competency Procedures.

Staff are obliged to co-operate with testing procedures, including the provision of biological samples for analysis when there is reasonable suspicion of substance abuse. Refusal to co-operate is a disciplinary offence that could result in disciplinary action including dismissal.

Supply of illegal drugs or alcohol to pupils in school or on school visits is potentially gross professional misconduct and would normally be reported to the General Teaching Council for Wales.

Procedure for Dealing with Adults (not staff)

Ysgol Rhosnesni High I will not 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 pupils are under the influence of drugs or alcohol, Social Services or Police will be contacted in line with the Child Protection Policy.

Where a parent or visitor is / or appears to be under the influence of a substance on the school premises and they will be asked to leave immediately. The parent /visitors safety will be ensured, with supervision if necessary. Where illegal substances are involved, Police will be informed.

Disposal of Drug Paraphernalia

Needles or syringes found on school premises will be placed in a secure container (e.g. sharps box), using gloves and tweezers. Used needles and syringes will be disposed of appropriately and not disposed of in domestic waste.

References

Carmarthenshire County Council *Substance Misuse : A guide to developing a whole school policy.*

WAG *Substance Misuse: Children and Young people. Circular (2002)*

Guidance for staff is explained in Appendix B and Appendix C.

**APPENDIX A
SUBSTANCES ON PREMISES:**

In instances involving substance misuse or supply on or near the premises, or when students are in school uniform and are seen as part of our school community, and following discussion between staff members who know the pupil well:

Parents will be informed at the earliest opportunity by a Senior Member of Staff. The school and the parents can then work together to support the young person involved.

The police will be informed at the earliest opportunity by a Senior Member of Staff if illegal substances are found.

The School will consider each substance incident individually and recognizes that a variety of responses will be necessary to deal with incidents. The School will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupils involved, the other school members and the local community.

It may be that action taken by the school is delayed if police investigations are to be completed. The table below is a guide to the action that the school may take the first time a pupil is involved in an incident. Any incident will be considered individually and the action taken will reflect the seriousness of the incident and the nature of the substances involved.

ACTION OF PUPIL	DISCIPLINARY ACTION BY SCHOOL	SUPPORTIVE ACTION BY SCHOOL/AGENCIES
Being in possession of tobacco or an e-cigarette on the premises or on school activities.	Contact parents. Sanction Applied.	Confiscation
Smoking or using an e-cigarette on the premises or on school activities.	Contact parents. Sanction applied e.g. Fixed term exclusion	Counselling by appropriate Persons. Confiscation.
Smoking or using an e-cigarette in the school building.	Contact parents. Sanction applied, e.g. Fixed term exclusion.	Confiscation.
Possession of alcohol on the premises or on school activities.	Contact parents. Sanction applied e.g Fixed term exclusion	Counselling by appropriate persons. Confiscation.
Consumption of alcohol on the premises or on school activities.	Contact parents. Sanction applied e.g Fixed term exclusion	Counselling by appropriate persons.
Possession of controlled substances or other harmful materials on the premises or on school activities.	Contact parents. Sanction applied. Possible Permanent Exclusion.	Counselling by appropriate persons. Confiscation.
Using of controlled substances or other harmful materials on the premises or on school activities.	Contact parents. Possible Permanent Exclusion.	Agency/School support where appropriate. Confiscation.
Supplying controlled substances or other harmful materials or on school activities.	Contact parents. Possible Permanent Exclusion.	Agency/School support where appropriate. Confiscation.

Regarding the welfare of staff, the School will follow the WCBC Policy on Drug and Alcohol Misuse as part of its Health and Safety Policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.

APPENDIX B GUIDANCE FOR STAFF:

Where a young person discloses substance misuse on the premises, staff will inform a senior member of staff and where appropriate, participate in the planning of subsequent action as described above. Where a young person discloses substance misuse off the premises, the staff member will inform the child protection team who will use their discretion to decide on appropriate action, but will inform a Senior Member of Staff.

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 pupil as a witness. Continue with the procedure below.

(b) *person*

When receiving or retrieving substances from a pupil, do so, if possible in the presence of a witness. 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 pupil's possession.

It is open to a member of staff to search a pupil's desk or locker where there is **reasonable** cause to believe it contains unlawful items. Where pupils are suspected of concealing illegal drugs on their person, every effort should be made to secure the voluntary production of any unlawful substances. If the pupil refuses to co-operate, the pupil should be detained **under supervision** while the pupil's parents are called in to try to persuade their child to co-operate before resorting to calling in the police to deal with the situation. Intimate physical searches should **never** be made by a teacher or other member of staff. The powers of search of the police are clearly defined.

The following guidelines should be observed at all times.

1. Remove the substance and record the time, place and circumstances 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 a Senior Member of Staff. Do not keep the substance on your person or in a place of safe keeping; to do so may place you at risk.
5. In the presence of the Senior Member of Staff, place the substance in a suitable sealed container. The Senior Member of Staff, 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. A Senior Member of Staff will choose to 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, pupils should not be allowed to handle such items. All equipment found must be handled by adults with gloves and with the utmost care. Senior Staff must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

Procedure for managing a substance related incident involving pupils

