

YSGOL

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LLANIDLOES

HIGH SCHOOL

Substance misuse

policy

SUBSTANCE POLICY

POLICY DETAIL AND PROCEDURES

Aims

The aims of this policy are:

- to establish roles and responsibilities that individuals hold regarding the implementation of this policy.
- to ensure that the policy is well communicated and easily accessible for all stakeholders.
- to ensure pupils are provided with opportunities for gaining information about legal and illegal substance and for exploring substance related issues.
- to ensure pupils are educated and fully understand the consequences of substance misuse both in and outside of school so that informed choices can be made.
- to protect pupils from exposure to substance misuse whilst they are under the school's care.

Roles and Responsibilities

Governing Body

The Governors have ultimate responsibility for implementation and annual review of the policy. During the annual review governors will evaluate how effective communication of this policy has been through Stakeholders Perception Survey.

Headteacher

In support of the Governing body the Headteacher has responsibility for day to day promotion, communication and implementation of the policy. The Head Teacher will also have responsibility to report annually the impact and outcomes of Policy implementation to the Governing body.

Senior Leadership Team (SLT)

In support of the Headteacher the Senior Leadership Team has responsibility for promotion and implementation of the policy and for confidently communicating a shared understanding of the policy and procedures to all stakeholders.

Assistant Headteacher (Wellbeing)

The Assistant Headteacher will act as named contact and foster positive working relationships with appropriate agencies e.g. local police, Powys Drugs and Alcohol. The Assistant Headteacher will ensure training on new developments in Substance Misuse and the communication of the information to stakeholders. The Assistant Headteacher will monitor the delivery and evaluate the impact annually.

Year Leaders

The Year leaders will play a supporting and referring role for vulnerable and troubled pupils and families. The Year leaders will also ensure that Substance Education is included in the PSE SoW, lead and support tutor teams in its delivery and support the SLT in monitoring delivery and evaluating the impact.

Tutors

The Tutors will have responsibility for effective delivery and assessment of Substance Education as part of the PSRE programme according to the SoW and have the responsibility of seeking advice and guidance if unsure of any of its aspects. They are responsible for ensuring that their pupils understand the procedures within this policy and have a copy in their planners. This will be monitored termly. Tutors will also play a supporting and referring role to vulnerable and troubled pupils.

Teachers

Teachers will have responsibility for communicating and identifying opportunities in their subject SoW for Substance Education when appropriate and supporting and referring vulnerable and troubled pupils.

Support Staff

Support Staff will have responsibility for knowing the key features of the policy and actively raise any concerns with their line manager.

It is the responsibility of all staff to have good and up to date knowledge of this policy.

Teachers should read this in conjunction with the PSRE Scheme of Work. This policy should always be read in conjunction with the Behaviour Policy and Child Protection Procedures. All policies can be found on the school intranet or www.llanfyllin-hs.powys.sch.uk.

Curriculum Provision and Approach to Delivery

Llanidloes High school will provide opportunities, where appropriate, for learners to develop and apply PSE across the curriculum.

Largely, education provision about substance misuse will take place in PSRE and Science lessons with other curriculum areas also contributing e.g. Drama. The approaches used for substance misuse education will provide opportunities for issues to be explored as well as information and skills to be gained. The aim of this is to empower learners so that informed choices can be made in the future.

Through substance education in PSRE, learners will be given opportunities to promote their health and emotional well-being and moral and spiritual development. For 14-19 learners, substance education is a part of their Learning Core entitlement and is a requirement at Key Stage 4.

Evidence from research* on the effectiveness of substance misuse education shows that no single method is effective alone and multi-faceted sustained approaches are more productive. Llanidloes High school subscribe to this view. Methodology underpinning this is outlined in Appendix 5.

As part of the PSRE programme pupils will be educated on the process of exclusion and the impact it can have on individuals and families. This will include the terminology and language of exclusion as well as case studies from pupils who have been excluded.

The Key Learning Objectives

At Key Stage 3 pupils will learn about the effects and risks of drugs and the laws relating to drugs. They will learn the skills to recognise and manage risk and to resist pressures. They will develop skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

At Key Stage 4 and 5 pupils will build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They will gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.

* DFES Circular 0092/2004 Drugs: Guidance for Schools

Procedures for dealing with a substance related incident

The purpose of these procedures is to clearly define our response to substance related incidents and so protect pupils from exposure to substance misuse whilst they are under the school's care.

Incidents may involve pupils or adults (staff or otherwise). Flow diagrams are available with regard to dealing with incidents involving a pupil at Appendix 1 and Appendix 2 for incidents involving an adult.

1. Incidents involving pupils

Staff who become aware of difficulties or incidents involving pupils and substance misuse should inform the GOFAL staff or the Headteacher and the Child Protection Officer.

When pupils are interviewed, two members of staff should be present and the Incident Record Sheet Appendix 3 will be used. The response will depend on the type and degree of risk, with some situations requiring immediate action. See Appendix 4 for exemplars from WG guidance.

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 will 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 be taking 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 should be escorted to the room in which the search is to take place.

Contact with Police

The school will contact the School Liaison Officer .The school will follow School Crime Beat: A protocol supporting schools with incidents of crime and disorder. A copy of this can be found at www.schoolbeat.org. If a pupil is suspected but not proven, the agreed police protocol will be implemented.

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 should be applied as far as is reasonable and practicable.
- To the extent that the effect of some substances may persist into school time.
- By passing information onto relevant agencies when the safety or well being of students is threatened.
- To assist police in preventing the use of land surrounding the school for drug trading.

Procedure for dealing with pupils after a substance misuse incident

The purpose of these procedures is to enable pupils to fully understand the consequences of substance misuse both in and outside of school so that informed choices can be made in the future. The procedures are also to protect pupils from exposure to substance misuse whilst they are under the school's care.

These procedures have been produced with close reference to WAG circular no. 001/2004 revised March 2006 particularly part 1 - Use of Exclusion. This can be found at http://www.learn-ict.org.uk/projects/inclusion/swansea_inc/handbook/wag_docs/Exclusion_from_Schools_and_PRUs_09.2008.pdf

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a student to behave inappropriately will not be seen as a mitigating factor - the behaviour will be punished using the normal range of school sanctions.

It would be normal practice to contact the police according to the agreed protocol if a search is required or if there is a concern about dealing in illegal drugs. In cases of possession, the decision to contact police is discretionary.

A pupil in possession of or using alcohol or drugs or involved in substance misuse on school premises will be given a fixed term exclusion (formerly known as a suspension). For a first time offence, fixed term exclusion with a supervised, programmed reintegration (including a Pastoral Support Programme), restricted movement and privileges, meeting with appropriate agencies) will be implemented. **For a second possession or use offence, a pupil will be permanently excluded.**

A pupil found to be supplying drugs, i.e. bringing drugs onto our school site and sharing or providing it to others, will be permanently excluded from school by the Headteacher. It is important to note that a person is supplying drugs when passing or sharing it with others. It does not have to involve the exchange of money.

Pupils will carry a summary of these sanctions in their school planner.

It is not the role of the school to provide medical care to those under the influence of drink or drugs. If a child is at risk because of impaired mental state, parents will be contacted and required to take control of their child. Failing that, any emergency contact could be asked to assist. Failing that, social services and police will be called for advice.

A child will 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 reasonable force in these circumstances.

Informing parents

Parents will be informed as early as possible of any drug related incident with detail on the information gained and by whom. Parents will not be informed by the school when:

- 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.

Incidents involving adults

2. Procedure for dealing with incidents involving staff

Substance misuse related incidents involving staff is subject to Powys County Council's Employment and Disciplinary Policy and procedures.

Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student or staff safety is at risk, the member of staff can be suspended pending disciplinary action. This may include dismissal.

Staff are obliged to cooperate with testing procedures, including giving biological specimens for analysis when there is reasonable suspicion of substance abuse. Refusal to cooperate is a disciplinary offence that could result in disciplinary action including dismissal.

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

This procedure should be read in conjunction with the staff (teaching) disciplinary procedures found on the staff intranet.

3. Procedure for dealing with adults (not staff)

The school is not able to 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 children are under the influence of drugs or alcohol, either social services or the police will be contacted in line with the school's child protection policy.

Where any member of the school community, staff, parent or visitor is or appears to be under the influence of alcohol or illegal drugs on the school premises they will be asked to leave immediately and action taken to ensure their safety, with supervision if necessary. Where illegal substances are involved, the police will be informed.

Media contact

It is important that staff do not report incidents and/or issues concerning drug misuse to the local press and media generally. The Headteacher, in consultation with the LA and Governors will deal personally with all media matters. All media enquiries need to be referred to the County Council's press office by the Headteacher.

Review

This policy was reviewed in June 2013 following consultation with student groups, parent groups, teachers and governing body.

This policy will be reviewed in line with the school improvement plan on an annual basis.

Policy Reviewed by:

School Council Representative.....Date.....

Head Boy and Head Girl.....Date.....

Headteacher..... Date.....

Chair of Governors.....Date.....

Appendix 1 Pupils and substance misuse incidents.....how to respond

Pupils and substance misuse incidents how to respond

Remember: In all cases safety and security of the child is a priority. The head teacher and school child protection co-ordinator must always be informed of any substance misuse incident. All incidents should be formally recorded and education programmes should subsequently be reviewed

C: Investigating and responding to an incident should include the following:

1. Discuss situation with pupils involved.
2. Complete a substance misuse record sheet.
3. Address issues of personal safety and substances with peer/year group as appropriate.
4. Contact support agencies as appropriate - see box (B).
5. Consider sanctions options from box (D).
6. Debrief staff.
7. Provide further support and education for pupils.

D: Sanctions.

This list provides guidelines on taking a graded approach to sanctions. The aim of this approach is to protect the young person and the community.

1. Establish a pastoral support plan, including pupil, school, and parent/carer.
2. Restrict/remove privileges.
3. Suspend pupil for short period of time, obviously dependent on seriousness of incident - on return consider arranging constant supervision including break time for an agreed period after the event.
4. Arrange for young person to meet with drug and alcohol counsellor or Participate in smoking cessation programme.
5. Where an incident is part of a continuing behaviour problem and a pastoral support programme is already in place, permanent exclusion may be considered. However this should be seen as a last resort.

- YES**
1. Be aware of danger, consider need for protective gloves. 2. Stay calm. Send for first aid assistance. 3. Dial 999, request ambulance.
 4. Collect any evidence of what has been taken.
 5. Inform parent(s)/carer(s).
 6. If suspected illegal substances involved inform police.
 7. If condition improves - see box (A).
 8. Investigate incident further and respond appropriately - see boxes (C) and (D).

- YES**
1. Stay calm. Send for first aid assistance.
 2. Inform parent(s)/carer(s) - recommend hospitalisation.
 3. Follow guidance in box (A).
 4. Collect any evidence of what has been taken.
 5. If suspected illegal substances involved inform police.
 6. Investigate incident further and respond appropriately - see box (C) and (D).

- The drug co-ordinator or head teacher should
1. Isolate and continually supervise child.
 2. Remind child/young person of the schools policy regarding substance misuse.
 3. Ask child/young person to hand over any substance.
 4. If child/young person reluctant to do so, explain that request will be repeated in presence of parents/carers or possibly police.
- IT IS NOT LEGAL TO CARRY OUT PERSONAL SEARCHES**
5. Hold any handed over substance in a safe place, witnessed by another member of staff.
 6. Inform parent(s) or carer(s).
 7. Contact police if the use of illegal substances is suspected.
 8. Investigate incident further and respond accordingly - see boxes (C) and (D).

- YES**
1. Discuss the matter with identified pupil(s).
 2. Inform parent(s)/carer(s).
 3. Contact support agencies as appropriate - see box (B).
 4. Address issues of personal safety and substances with peer/year group as appropriate.
 5. Record actions taken and monitor situation - see box (C).

- YES**
1. Consider veracity of report as well as issues of confidentiality, substances involved, quantity, legal status, risk, age of young person, motive, level of use, intent, past record, recent personal circumstances, needs, knowledge of rules and expectations of consequences.
 2. Discuss situation with pupil(s) involved.
 3. Consult with outside agencies as appropriate.

YES

Is the pupil unconscious?

NO

YES

Is the pupil conscious and intoxicated or high?

NO

YES

Is the pupil in possession, or suspected of being in possession, of a prohibited substance, drugs, alcohol or tobacco?

NO

YES

Is there an allegation or suspicion of possession/use off school premises?

NO

YES

Has a young person themselves, parent or other responsible adult disclosed concerns regarding substance misuse by a pupil?

NO

If the incident is not covered by any of the above contact support agencies as appropriate - see box (B)

Appendix 2 Adults and substance misuse incidents.....how to respond

Adults and substance misuse incidents

..... how to respond

(Pupils are not directly involved)

This guidance should be considered in conjunction with your school drugs and alcohol policies.

Is a member of staff involved?

YES

1. If intoxicated - see box (A).
2. Isolate from children and young people.
3. If illegal substances are involved inform police.
4. Otherwise remove from premises with adult supervision if necessary.
5. Apply disciplinary procedures

NO

Is a parent or carer involved?

YES

1. Follow local child protection guidelines/procedures.
2. If possible contact another guardian.
3. If you suspect illegal substances are involved notify the police.

NO

Have drugs or drug related litter been found on or close to school premises?

YES

1. Arrange safe removal of litter following your health and safety policy.
2. Inform local environmental services.
3. Inform police.
4. Address issues of personal safety with pupils and staff.

NO

Is someone supplying or is there a suspicion of someone supplying close to school premises?

YES

1. Contact the police.
2. Address issues of personal safety and substances with pupils and staff as appropriate.

NO

NO

If the incident is not covered by any of the above, contact support agencies as appropriate - see box (B).

A: Looking after an intoxicated or 'high' person.

1. Inform designated first aider (if available).
2. Make sure they do not wander off and injure themselves.
3. Sit them in a quiet, well ventilated room.
4. Keep an eye on them.
5. Do not shout or attempt deep discussions about their drug use.
6. Talk quietly and calmly.
7. If they are distressed, calm and reassure them. Be firm.
8. If necessary, arrange hospitalisation.

B: Contact Details or supporting agencies.

Powys PSE Co-ordinator.
Youth Health Liaison Officer.
Health Promotion Team.
Healthy Schools Officer.
PDAC (Powys Drug and Alcohol Centres).
Police School Liaison Team.
School Nurse.

Appendix 3

Llanidloes High School

Incident Record Sheet

Date of Incident	Date and Time Reported	By whom reported
Pupils Involved	Dates of birth	Home contact No
Description of Incident		
Action Taken	By whom	Date and time
Pupil Signature	Interviewer Signature	Witness Signature

Appendix 4 Exemplars from WAG guidance.

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 drugs;
Action: apply locally agreed child protection procedures, involve the police if adult is aggressive.
- A child or young person/adult appears ill or unsafe as a result of substance misuse;
Action: consider obtaining medical advice, note relevant facts and inform parent/carer.
- Substances are being supplied on, or near premises;
Action: contact police.
- There is ready access to controlled drugs;
Action: contact police.
- The premise has potentially hazardous substance misuse related litter e.g needles, syringes;
Action: arrange safe removal of litter according to Health and Safety policy, involve police if related to illegal substance misuse.
- Substance misusers behaving aggressively;
Action: seek urgent police assistance to remove.
- A child/young person discloses that they are misusing drugs or their parent or other family members are misusing drugs;
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, continued monitoring, may be appropriate when there are for example:

- 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.

Appendix 5

- Identify clear learning outcomes for teachers and learners (refer to PSE and appropriate subject SoW)
- Emphasise enquiry and investigation rather than formal presentations.
- Offer structured opportunities for discussion in pairs and groups of various sizes.
- Involve an appropriate balance of planned learning activities, including questionnaires, games, surveys, role-play, case study and discussion. • Allow for visual graphics as well as written and oral responses.
- Stimulate interest and motivation without resorting to sensationalism.

Research also shows that young people value 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. (Guidance for using outside speakers is included in PSE SoW). • Stimulating and enjoyable tasks.
- Appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part.

Evidence suggests that substance misuse education is not effective when it relies solely upon:

- Stand-alone or one off talks and sessions which are not part of a whole organisational programme.
- Fear arousing approaches. Reliance on using this approach alone has been shown to lack credibility and may at worst glamorise substance misuse. Research has shown such approaches are not effective particularly in the long term.
- Information only. Evidence shows that information approaches alone will not change behaviour. Information does have a role as part of a broader life skills approach.
- Single messages e.g just say no. Such approaches may limit open, honest debate and discussion, which are building blocks of effective substance misuse education.